



REQUEST FOR ACCESS TO OHLEG INSTRUCTIONS

As of January 5, 2015, the process for submitting an OHLEG Access Application changed. The process is now done completely online, and paper forms will no longer be accepted.

To obtain access to OHLEG you must do the following:

1. Have an OHLEG user from your agency log into OHLEG. The current user will then click on "OHLEG Online Account Application".
2. Complete the application request form for the new OHLEG User and click on "Submit Application".
3. The application will be sent electronically to your agency's administrator for approval.
4. The agency administrator will log into OHLEG, click on "OHLEG Online Account Application" and see your application waiting for approval. They will click on "select" next to the application they wish to approve.
5. The agency administrator will enter their job title. After verifying you have viewed the Security Training video, the agency administrator will check the "Required Security Training Completed" box. They will then click on "Assign OHLEG Apps" to select the applications in OHLEG the user would like to receive. After they click on "Approve" the application will be sent to OHLEG for processing.
6. OHLEG will process the application and send a confirmation email to the new OHLEG User with the log-in instructions.
7. Agency administrators will be able to view which applications have been rejected by OHLEG on their roster dashboard.

*****NOTE***** Before submitting an application, the new user must have viewed the OHLEG Security Training Video on the OHLEG homepage.

If you have any problems with the application process, please contact the OHLEG Helpdesk at 1-866-406-4534. Thank you.