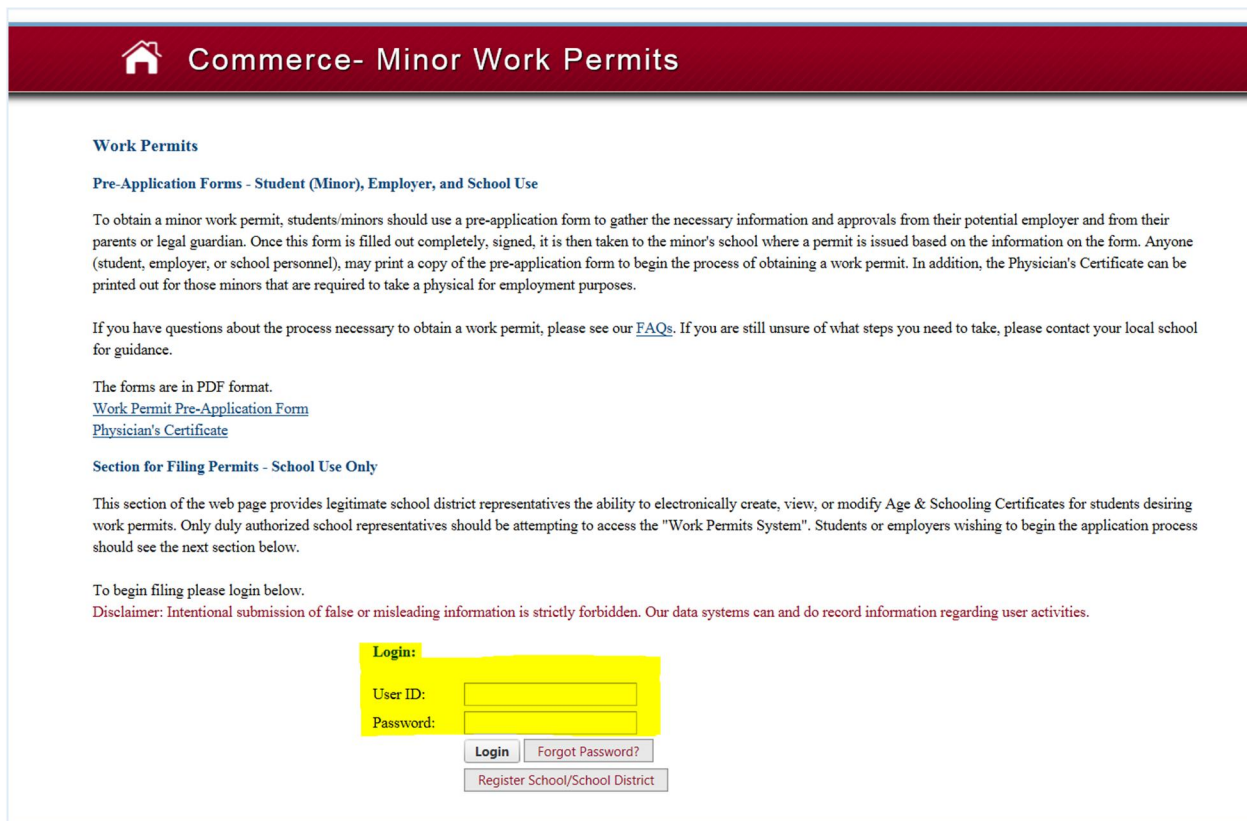


# Minor Work Permit Initial Log-In Procedure

1. The first time a school or district logs-in to the new Minor Work Permit System (MWPS), you will need to use the original UserID and password from the old MWPS. Those usernames were all uniformly created to include, the initials of the school/district and the IRN number of the same, e.g. OCH999999. The passwords were all randomly created to include a series of capital letters and numbers, e.g. 1ZTAA1N3.
2. You will use that original UserID and password in the boxes highlighted below:



The screenshot shows the 'Commerce- Minor Work Permits' website. The header is dark red with a white home icon and the text 'Commerce- Minor Work Permits'. Below the header, the page is titled 'Work Permits' and 'Pre-Application Forms - Student (Minor), Employer, and School Use'. The main content area contains several paragraphs of text explaining the process of obtaining a work permit, including links to 'Work Permit Pre-Application Form' and 'Physician's Certificate'. A 'Section for Filing Permits - School Use Only' is also present. At the bottom of the page, there is a 'Login:' section with two input fields for 'User ID:' and 'Password:'. The 'Login:' label and the input fields are highlighted in yellow. Below the input fields are three buttons: 'Login', 'Forgot Password?', and 'Register School/School District'. A disclaimer is located below the login section.

**Work Permits**

**Pre-Application Forms - Student (Minor), Employer, and School Use**

To obtain a minor work permit, students/minors should use a pre-application form to gather the necessary information and approvals from their potential employer and from their parents or legal guardian. Once this form is filled out completely, signed, it is then taken to the minor's school where a permit is issued based on the information on the form. Anyone (student, employer, or school personnel), may print a copy of the pre-application form to begin the process of obtaining a work permit. In addition, the Physician's Certificate can be printed out for those minors that are required to take a physical for employment purposes.

If you have questions about the process necessary to obtain a work permit, please see our [FAQs](#). If you are still unsure of what steps you need to take, please contact your local school for guidance.

The forms are in PDF format.  
[Work Permit Pre-Application Form](#)  
[Physician's Certificate](#)

**Section for Filing Permits - School Use Only**

This section of the web page provides legitimate school district representatives the ability to electronically create, view, or modify Age & Schooling Certificates for students desiring work permits. Only duly authorized school representatives should be attempting to access the "Work Permits System". Students or employers wishing to begin the application process should see the next section below.

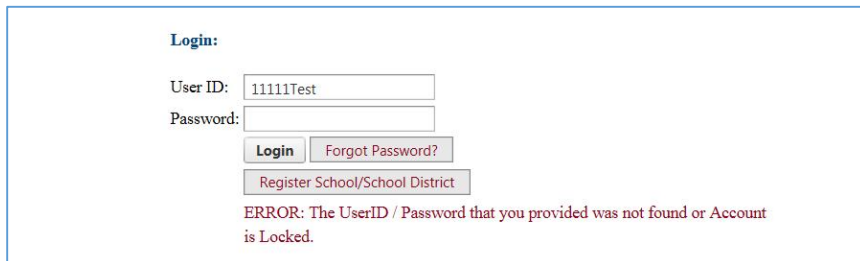
To begin filing please login below.  
**Disclaimer:** Intentional submission of false or misleading information is strictly forbidden. Our data systems can and do record information regarding user activities.

**Login:**

User ID:

Password:

3. If your UserID and password are entered correctly, and your school is already registered in the system, you will be directed to a screen that will prompt you to create a new password and to finish the account set-up procedure. Note: If you were inactive in the old system your account information was not converted to the new system. Proceed to Step 4 if you were able to successfully log-in with your original UserID and password. If your UserID and password are incorrect, or if your account has not been registered (meaning you do not have a UserID or password that are active), you will get the following message:



The screenshot shows the login page with an error message. The 'Login:' section is visible, with the 'User ID:' field containing '11111Test' and the 'Password:' field empty. The 'Login' button is highlighted in red. Below the login section, a red error message is displayed: 'ERROR: The UserID / Password that you provided was not found or Account is Locked.'

**Login:**

User ID:

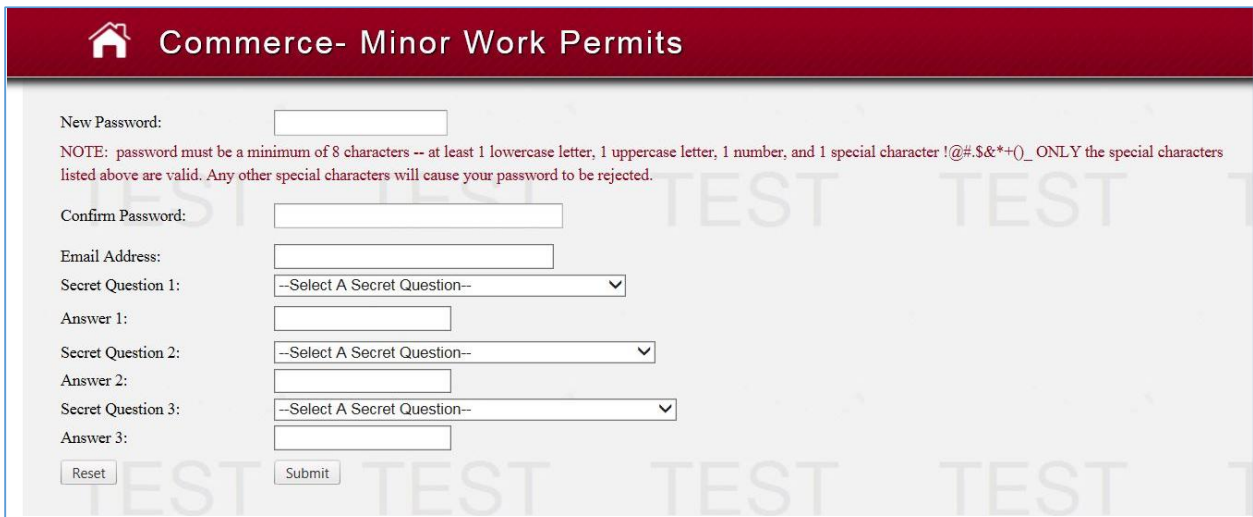
Password:

**ERROR: The UserID / Password that you provided was not found or Account is Locked.**

If you receive this message, you may have incorrectly set-up your original account or your account may not be active in this new system. If this occurs, please send an email, including your UserID to: [webmaster@wagehour.com.state.oh.us](mailto:webmaster@wagehour.com.state.oh.us) . Once this email is received, you will be contacted via email with confirmation of your UserID and a link to reset your account. That email will be sent from [noreply@com.state.oh.us](mailto:noreply@com.state.oh.us) and will look like this:

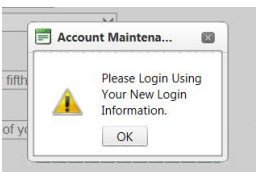


Simply click on the link in the email and you will be directed to a page that will prompt you to reset your password, enter your email address and answer 3 security questions. That screen will look like this:



You will then need to create a password that is at least 8 characters long and contains a capital letter, a lower-case letter, a number and a special symbol, e.g. !@#.\$&\*+()\_

Once you have successfully completed this step, you will receive a confirmation in a pop-up that will prompt you to click "OK" to be redirected back to the log-in screen. That confirmation will look like this:



You will simply click on the “OK” box and be redirected to the original log-in page, where you will enter your original UserID and the password that you had just created. If you have entered everything correctly, you will now be into the new system and the screen will look like this:

Commerce- Minor Work Permits Log-Out  
Home

Search for a student. Add a new student. Issue a student's permit. Revoke a student's permit. Reissue a permit. Add a new employer.

Permit Process

Update password. Change secret questions. Correct school/district information.

Maintain Account

Once on that page, you will click the “Permit Process” button to begin processing work permits.

4. If your UserID and password are entered correctly and you successfully gain initial access to the new system, you will see this screen:

Commerce- Minor Work Permits Log-Out  
Home

School District

New Password:

NOTE: password must be a minimum of 8 characters -- at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character !@#.S&\*(+)\_ ONLY the special characters listed above are valid. Any other special characters will cause your password to be rejected.

Confirm Password:

Email Address:

Confirm Email:

Secret Question 1:

Answer 1:

Secret Question 2:

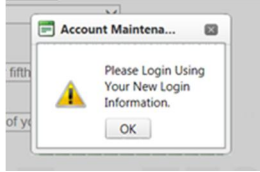
Answer 2:

Secret Question 3:

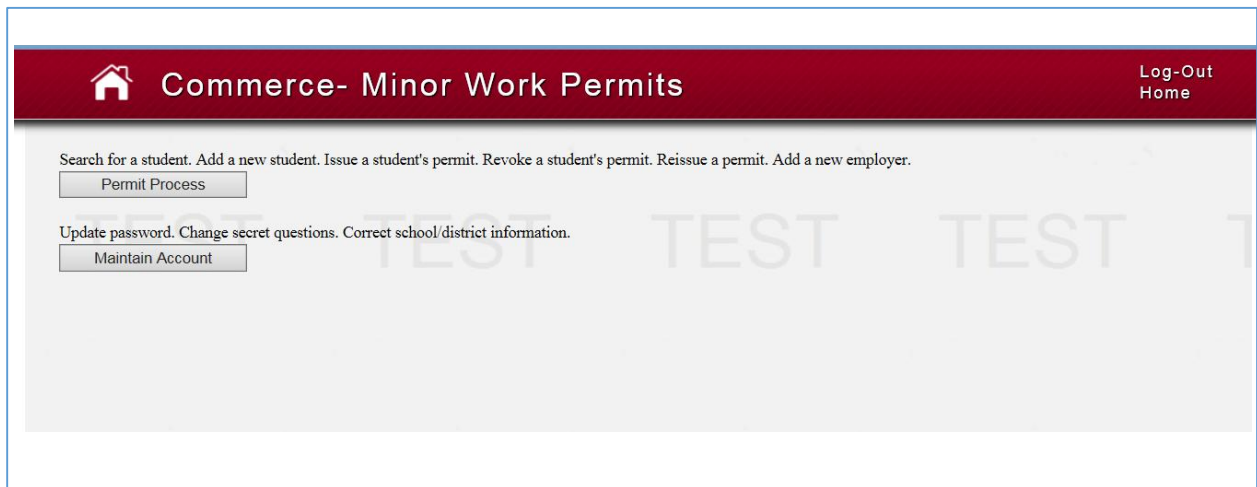
Answer 3:

You will then need to create a password that is at least 8 characters long and contains a capital letter, a lower-case letter, a number and a special symbol, e.g. !@#.\$&+()\_

Once you have successfully completed this step, you will receive a confirmation in a pop-up that will prompt you to click "OK" to be redirected back to the log-in screen. That confirmation will look like this:



You will simply click on the "OK" box and be redirected to the original log-in page, where you will enter your original UserID and the password that you had just created. If you have entered everything correctly, you will now be into the new system and the screen will look like this:



Once on that page, you will click the "Permit Process" button to begin processing work permits.