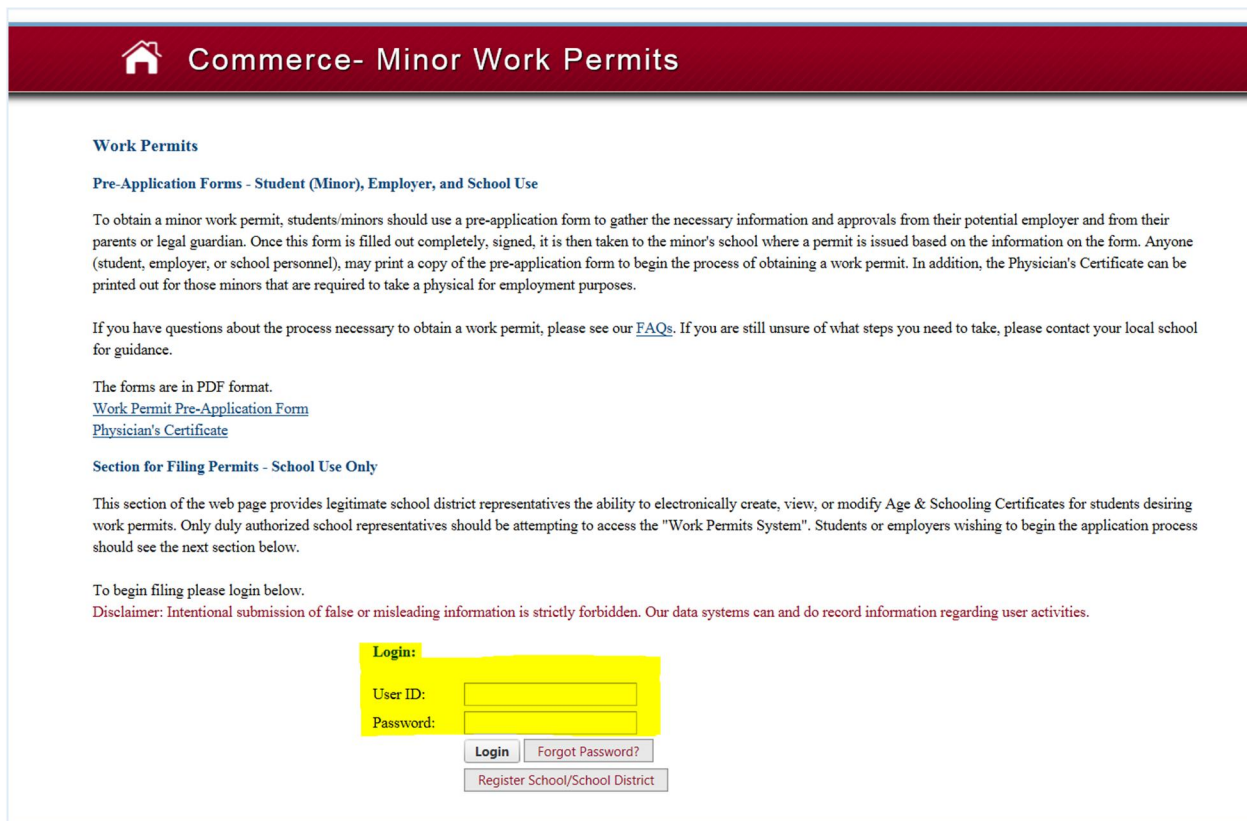


Minor Work Permit Initial Log-In Procedure

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 content is white. The main heading is 'Work Permits'. Underneath, there is a sub-heading 'Pre-Application Forms - Student (Minor), Employer, and School Use'. The text explains the process of obtaining a minor work permit, mentioning pre-application forms, school approvals, and the need for a physical for some minors. It also provides links for 'Work Permit Pre-Application Form' and 'Physician's Certificate'. A section titled 'Section for Filing Permits - School Use Only' follows, explaining that school representatives can create, view, or modify certificates. At the bottom of this section, there is a login form with a yellow highlight. The form includes fields for 'User ID:' and 'Password:', a 'Login' button, a 'Forgot Password?' link, and a 'Register School/School District' button. A disclaimer is located below the login form.

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.

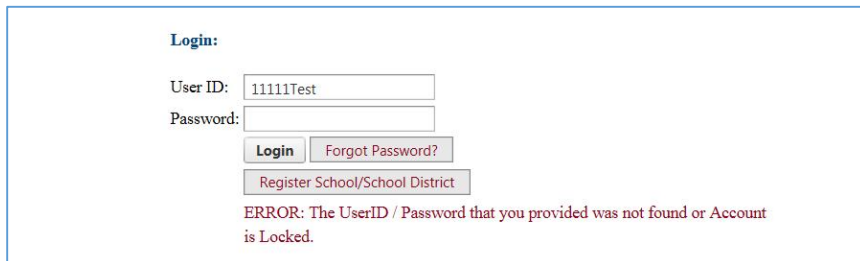
To begin filing please login below.
Disclaimer: Intentional submission of false or misleading information is strictly forbidden. Our data systems can and do record information regarding user activities.

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 same login form as in the previous image, but with an error message displayed below the buttons. The 'User ID' field contains the text '11111Test'. The error message reads: 'ERROR: The UserID / Password that you provided was not found or Account is Locked.'

Login:

User ID:

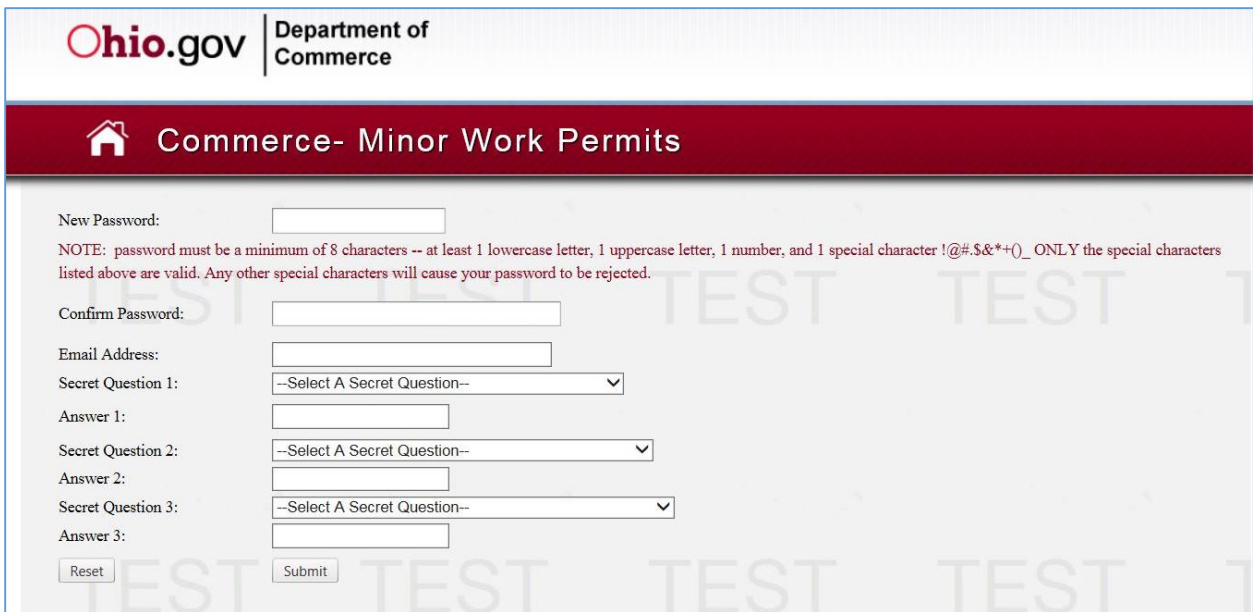
Password:

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 . 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 and will look like this:

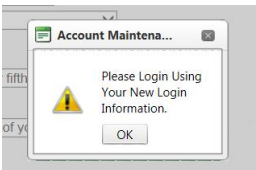


Simply click on the link in the email and you will be directed to a page that will prompt you to reset your password, enter your email address and answer 3 security questions. That screen will look like this:



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:

Ohio.gov | Department of Commerce

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:

Ohio.gov | Department of Commerce

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 !@#.\$&*+()_ 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:

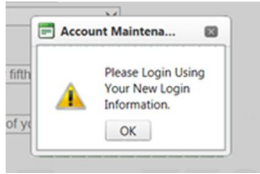
Secret Question 3:

Answer 3:

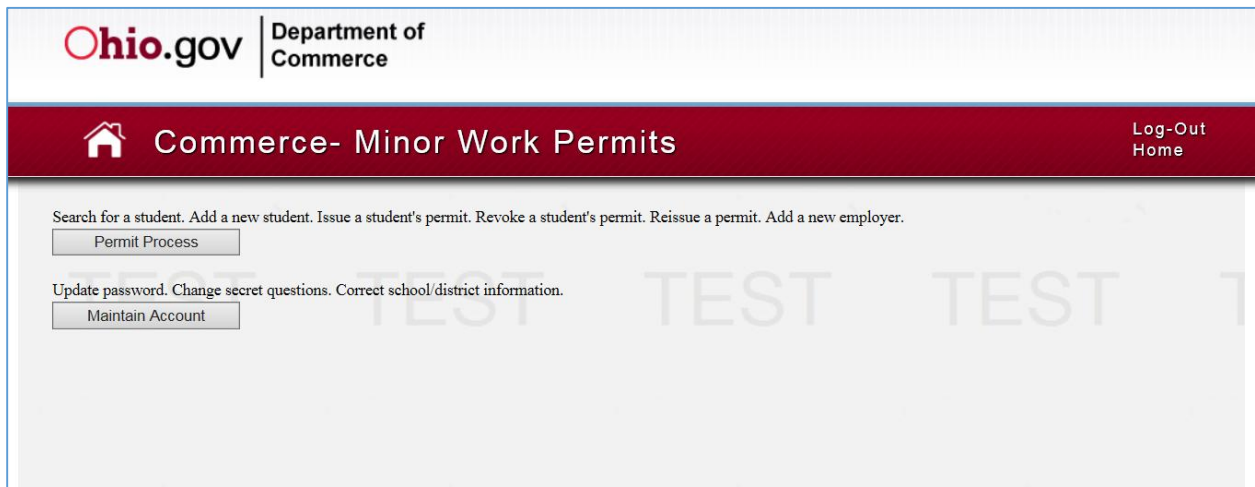
Reset Submit

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.