Minor Work Permit School/District Registration

 If a school/district has not previously issued work permits from the original system, they will need to register their school/district in this new system. This will allow them to be given a UserID and to set up their account. It should be noted, if a school/district has had access to the original system in the past they should follow the procedure within the "Initial Account Set-Up" walkthrough before attempting to register as a new user.

If a school/district should require registration for a new account, they would need to click on the "Register School/Register District" button on the Log-In page. That button is highlighted in the image below:

🎢 Commerce	- Minor	Work Permi	ts			
Work Permits				1.5		
Pre-Application Forms - Student (Minor), Employer, and	School Use				
To obtain a minor work permit, students/m parents or legal guardian. Once this form is (student, employer, or school personnel), n printed out for those minors that are require	inors should use a filled out complet ay print a copy of ed to take a physic	pre-application form to gather tely, signed, it is then taken to to the pre-application form to be, all for employment purposes.	the necessary inform: the minor's school wh gin the process of obt	ation and approvals f here a permit is issued aining a work permit	from their potential er I based on the inform I. In addition, the Phy	nployer and from their ation on the form. Anyone sician's Certificate can be
If you have questions about the process new for guidance.	essary to obtain a	work permit, please see our $\underline{F}_{\underline{\ell}}$	AQs. If you are still u	nsure of what steps y	ou need to take, pleas	se contact your local school
The forms are in PDF format. Work Permit Pre-Application Form Physician's Certificate						
Section for Filing Permits - School Use C	nly					
This section of the web page provides legit work permits. Only duly authorized school should see the next section below. To begin filing please login below. Disclaimer: Intentional submission of false	imate school distr representatives sl or misleading inf	ict representatives the ability to hould be attempting to access th ormation is strictly forbidden.	electronically create, te "Work Permits Sys Dur data systems can	, view, or modify Ag tem". Students or em and do record inform	e & Schooling Certifi ployers wishing to be nation regarding user a	icates for students desiring egin the application process activities.
	Login:					
	User ID:					
	Password:	Login Forgot Password? Register School/School Distric				

2. Once the "Register School/School District" button is clicked, it will direct the user to a registration screen that has three options to choose from, "District, Public School, Private School". That screen will look like the image below:



- 3. In order to register, the school/district will need to select the appropriate designation from that screen.
 - a. If a District would need to register for use, they would select "District" and the screen will then look like the image below:

		1
● School District ○ Public School ○ Private School		
School District Basics	District IRN	
-Select A District		county
<u>contact information</u>		
Superintendent	E-mail Address (Note:Account information	n will be sent to this address)
		· · · · · · · · · · · · · · · · · · ·
Treasurer	E-mail Address	
Treasurer	E-mail Address	
Treasurer Mailing Address	E-mail Address	Fax Number
Treasurer Mailing Address	E-mail Address Phone Number	Fax Number
Treasurer Mailing Address Street Address:	E-mail Address Phone Number	Fax Number
Treasurer Mailing Address Street Address: City: City:Select State	E-mail Address Phone Number	Fax Number
Treasurer Mailing Address Street Address: City: State: Select State Zin Code:	E-mail Address Phone Number	Fax Number
Treasurer Mailing Address Street Address: City: State: Select State Zip Code:	E-mail Address Phone Number	Fax Number
Treasurer Mailing Address Street Address: City: State: Select State Zip Code: Save	E-mail Address Phone Number	Fax Number

The district should select their name from the dropdown box titled "District Name". This will populate the "District IRN" and "County" information. The remaining information would need to be completed by the District representative who is going to be processing the work permits.

Please note: the first "E-mail Address" box is to be filled with the email address for the primary contact for Work Permit information. Any future correspondence, including account resets, password confirmation and account information will be sent to this email address.

Once the information is completed and the "Save" button is selected, the information will be reviewed by the Wage and Hour staff for acceptance. If the District information is accepted, an initial log-in email (an example of which is in the image below) will be sent to the email address entered and the District official should go to the "Initial Set-Up" walkthrough for further guidance.

Username: TEST9999 Please finish your account setup by using the following link. <u>https://10.14.0.45:9090/DICO/WHMinorWorkPermit/1 b499-fbb7a5db7f68</u>

b. If a public school is registering for the first time, they would need to select "Public School" from the screen above. Once that button is selected, the screen will look like the image below:

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\bigcirc School District \odot Public School \bigcirc Private School					
School Basics		District			
School Name	School IRN	If you do not see your district please contact	County		
		Select A District 🗸	Select County		
Principal Mailing Address	E-m	ail Address (Note:Account information will Phone Number	be sent to this address) Fax Number		
Street Address:					
City:			LUT		
State:Select State		~			
Zip Code:					
Miscellaneous					
Grades					
Save					

The school that is registering would need to fill-in their "School Name" and "IRN", select the "District" with which they are affiliated and the "County" in which they operate. The remaining information would need to be completed by the School representative who is going to be processing the work permits. **Please note**: the "E-mail Address" box is to be filled with the email address for the primary contact for Work Permit information. Any future correspondence, including account resets, password confirmation and account information will be sent to this email address.

Once the information is completed and the "Save" button is selected, the information will be reviewed by the Wage and Hour staff for acceptance. If the School information is accepted, an initial log-in email (an example of which is in the image below) will be sent to the email address entered and the School official should go to the "Initial Set-Up" walkthrough for further guidance.



c. If a private or charter school is registering for the first time, they would need to select "Private School" from the screen above. Once that button is selected, the screen look like the image below:

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\bigcirc School District \bigcirc Public School \bigcirc Private School					
School Basics					
		District			
School Name	School IRN	If you do not see your district please contact	County		
		Select A District	Select County		
Principal Mailing Address Street Address:		E-mail Address (Note:Account information wil	I be sent to this address) Fax Number		
City:					
State:Select State		~			
Zip Code:					
Miscellaneous					
Grades Save					

The private or charter school that is registering would need to fill-in their "School Name" and "IRN", select the "District" with which they are affiliated and the "County" in which they operate.

*In the case of a private school, the school would need to find the affiliated District from the dropdown box, e.g. "Cincinnati Archdiocese", "Ohio Association of Independent Schools".

*In the case of a charter school, the school would need to select the "Charterschool" selection from the dropdown box.

The remaining information would need to be completed by the School representative who is going to be processing the work permits.

Please note: the "E-mail Address" box is to be filled with the email address for the primary contact for Work Permit information. Any future correspondence, including account resets, password confirmation and account information will be sent to this email address.

Once the information is completed and the "Save" button is selected, the information will be reviewed by the Wage and Hour staff for acceptance. If the School information is accepted, an initial log-in email (an example of which is in the image below) will be sent to the email address entered and the School official should go to the "Initial Set-Up" walkthrough for further guidance.

Username: TEST9999 Please finish your account setup by using the following link. <u>https://10.14.0.45:9090/DICO/WHMinorWorkPermit/1 b499-fbb7a5db7f68</u>

4. Once you have completed your registration, you are ready to issue Work Permits. If you would need guidance through that process, please see the "Work Permit Processing" walkthrough from our website.

If you experience any issues while attempting to register, please contact the Wage and Hour Bureau at <u>webmaster@wagehour.com.state.oh.us</u> and include your school/district information and a description of the issue.