Minor Work Permit School/District Registration

1. 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:
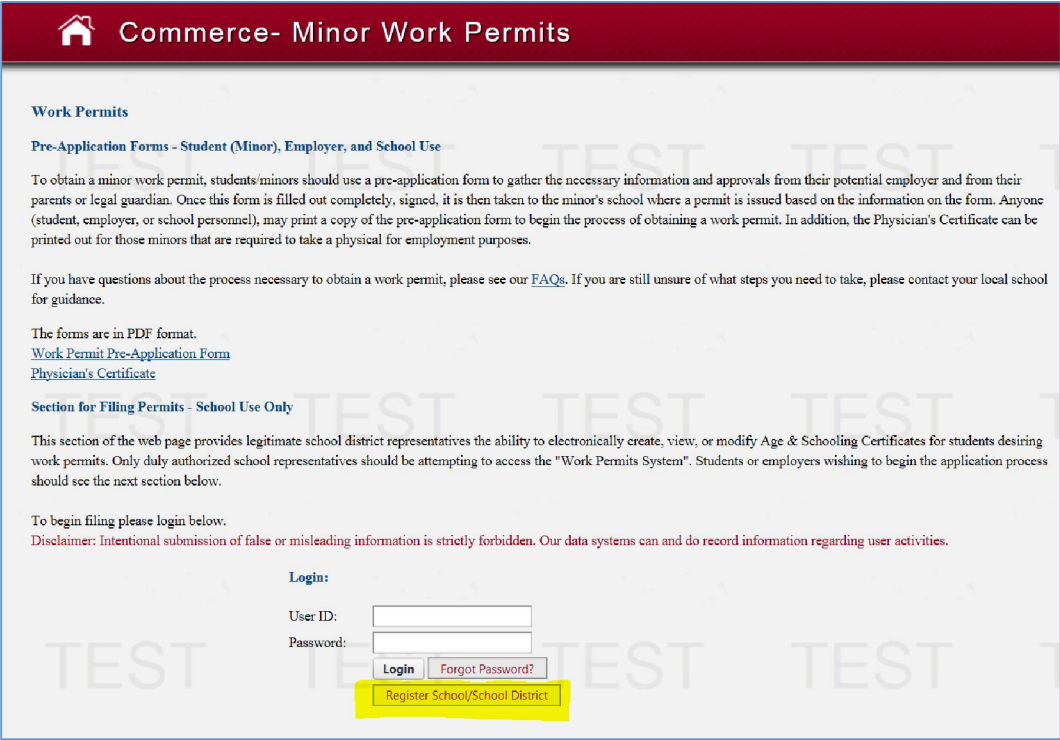
2. Once the "Register School/School District" button is clicked, it will direct the user to a registration screen that has three options to choose from, "District, Public School, Private School". That screen will look like the image below:
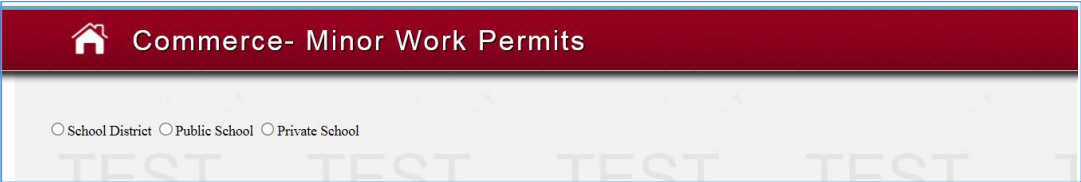
3. In order to register, the school/district will need to select the appropriate designation from that screen.

    a. If a District would need to register for use, they would select "District" and the screen will then look like the image below:

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. https://10.14.0.45:9090/DICO/WHMinorWorkPermit/I b499-fbb7a5db7f68

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:

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.

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

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:

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. https://10.14.0.45:9090/DICO/WHMinorWorkPermit/1 b499-fbb7a5db7f68

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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 webmaster@wagehour.com.state.oh.us and include your school/district information and a description of the issue.