How to apply to OU for Teacher Workshops
(PCOE 5900 courses)

Go to:

https://www.applyweb.com/ohioug/menu.ftl

1. Create your account

2. Verify your account

3. After verifying, log in at https://www.applyweb.com/ohioug/menu.ftl

4. Choose Application: **Non-degree seeking**

5. Complete all Application Sections:
   - Personal Information
   - Program Selection- Enter ***ND8170***
     - Select- ND8170
     - Select Term
     - Click: "Click here to save your selection"
   - Application Information
     - Choose- Graduate Non-Degree
     - Planned Campus of Enrollment- "Chillicothe"
   - Academic History
     - In lieu of transcripts, you can upload your Teacher License
     - Superintendents and Principals must use a valid teaching license or submit an official transcript.
   - Language Proficiency
   - Eligibility In-State Tuition Rates
   - Additional Info & Document Upload

6. You will pay a one-time application fee of $35 which will allow you to take courses for 6 years before reapplying to the University.

7. You will receive an email or letter (with instructions how to create your student account) from Athens when your application has been processed and you are ready to register for classes.

If you have any issues, please contact Martha Adsitt in the Patton College of Education in Athens: adsitt@ohio.edu; 740-593-4122.

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Activating your OHIO ID

A student OHIO ID is ordinarily the initials of your first and last names plus six digits and "@ohio.edu".

If you have not yet done so, activate your **OHIO ID** and create a password online at https://account.ohio.edu. You will need your personal identification number (**PID**) and birth date to complete this activation. **Please remember to record this PID where you can locate it easily in the future,** as you will be asked to provide it when interacting with university offices or departments.

Logging/Signing in to your MyOHIO Portal

After activating your OHIO ID, access your **MyOHIO Portal** by following the steps listed below.

1. Go to the **MyOHIO Portal** at https://my.ohio.edu and sign in (found in the upper right hand corner, note image below) using your activated **OHIO ID** (i.e., rb101010@ohio.edu) and password.
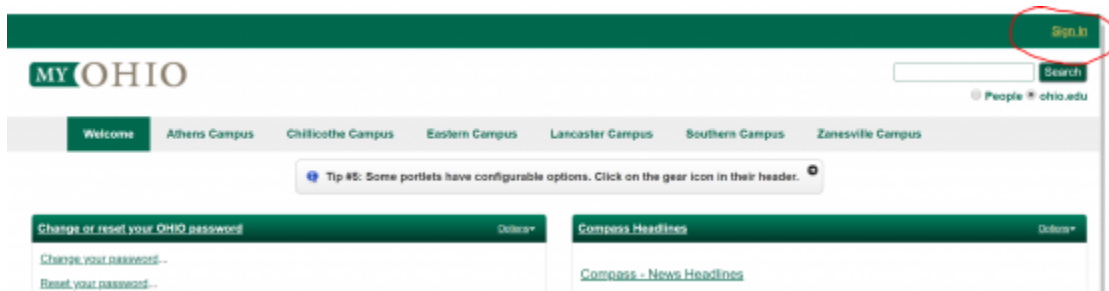
2. Accessing **MyOHIO Student Center:** On the **MyOHIO** Academics tab, click on the **MyOHIO Student Center** link. You will be presented with a second log in page for *OHIO University PeopleSoft Campus Solutions*. Log in again using your **OHIO ID** and password. If you receive an error message that begins with "You are not authorized for this page…" please access the system through a different web browser.

3. Your **MyOHIO Student Center** has a **To Do** list which includes items that require your attention. Click on **Details**, and in the subsequent view, click on the item to read additional information about that item.

If you experience technical difficulties, please contact Ohio University's Office of Information Technology (OIT) Service Desk at 740.593.1222 .