1. Sign in to https://ohid.ohio.gov/
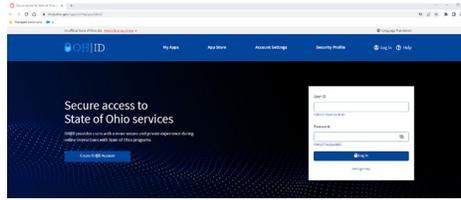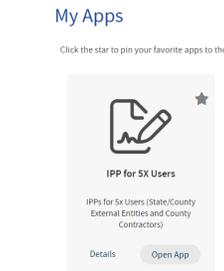   Using OHID and Password

2. Users will see the following Tile: **"IPP for 5X Users"**

3. Click on Open App on Tile: **"IPP for 5X Users"**

4. Select the IPP to acknowledge and Click "Next"

5. Scroll Down or Click next for Acknowledgement

IPP.3000. OIS
IPP.3922 Code of Responsibility
IPPMTL 0392
December 2, 2019 - Revised
July 11, 2017 - Reviewed
July 25, 2014 - Reviewed
May 9, 2003 - Original

I.PURPOSE/REASON:
A. To inform all ODJFS system users (ODJFS state employees, temporary service personnel, contractor personnel, county users, business partners, and external agencies) of their responsibility for maintaining the security of all personal information (hard-copy and electronic) to which they have access in the course of performing their work duties.

B.To provide the revised form JFS 07078 – Ohio Department of Job and Family Services Code of Responsibility (see Appendix B) which describes the specific information and confidentiality requirements to which all ODJFS system users (ODJFS employees, temporary service personnel, contractor personnel, county users, business partners, and external agencies) must subscribe in order to gain access to ODJFS and specific State of Ohio computer systems.

II.REFERENCE/AUTHORITY:
A.REFERENCES
Note: Ohio Revised Code (ORC) and Ohio Administrative Code (OAC) references can be accessed at LAWriter's Ohio Revised Code (http://codes.ohio.gov/) website.
1.State of Ohio Policy IT-04, Use of Internet, E-mail and Other IT Resources, dated September 14, 2017
2.Internal Revenue Code, Section 7213 (a)
3.ORC 5101.02, 5101.27through 5101.30, 5101.99, 3107.17, 3107.42, 3107.99, 3121.894, 3121.899, 3121.99, 3125.08, 3125.50, 3125.99, 4141.21, 4141.22, 4141.99and 5160.45
4.Code of Federal Regulations: 45 CFR 160 and 164 (HIPAA-45 CFR 164.501); 42 CFR 431.300 through 431.307; 5 USC 552a; 7 CFR 272.1(c); 45 CFR 205.50
5.OAC 4141-43-01through 4141-43-03
6.IPP 3001ODJFS Information Security
7.IPP 10002Computer and Information Systems Usage
8.IPP 3925ODJFS Data Access Policy
9.IPP 10004Incident Reporting
10.IPP 8100Research and Research Data Approval

6. Enter Full Name and select the acknowledgement check box and submit

7. After successfully acknowledging and submitting each IPP, users will be taken back to the "IPP Main screen". Users will also get an email notification verifying successful acknowledgment.

8. Close the browser to exist out of application.