Instruction for SACWIS Single Sign-On (SSO)

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There are two Ways to access SACWIS with Single Sign On (SSO).

Option #1:

Navigate to myOhio.gov.

- 1. Enter your State of Ohio Workforce User ID (SUID).
- 2. Enter your Password.
- 3. Click, Log In.



The myOhio page appears, defaulted to the HOME tab screen.

- 4. Click, MY WORKSPACE.
- 5. Click, Applications under the Quick Access heading or the Applications tab.

Dashboard Applications]		
Resources Directo	ry		
By Topics A-Z			
Start typing to filter content within this resou	٩		
Self Service Plus	Quick Access	How do I	
Self Service Reference Guide	Careers Website	Update Security Options	
	Applications	Forgot password	
	Ohio Learn	Change Current Password	
		Sign in for the First Time (Contractor)	
		Update Profile (Employee)	

The **MY WORKSPACE** screen appears.

6. Click the **SACWIS** tile.



Ohio SACWIS will open and display the Home Page.

Dhio SACWIS	Ohio Departmer SystemTest <u>1 / 4</u>	nt of Job and Family Services	10/25/2019 11:34:07 AM		A Home -	Ø Recent → Q Search → Help →
Home		Intake	Case	Provider	Financial	Administration
Alerts Action Iten	ns Approvals	Assignments				
No Broadcast messages a	t this time.					
Add Message Manag	e Messages					
0 Alerts Since 10/30/2019						
Last login 1 day 7 d	ays 14 days		Sort By:	Activity Date (Newest First)	Show more filters	
Assignment O						
No Alerts Found.						

Option #2:

1. Type in the Ohio SACWIS URL.

You will receive the SACWIS login page.

2. Select the blue Log In button.



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If you are not already logged in, you will be navigated to the MyOhio Login page where you will type in your SUID and password.



If you are already logged in, Ohio SACWIS will open and display the Home Page.

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Home	Intake	Case	Provider	Financial	Administration
Alerts Action Items	Approvals Assignments				
No Broadcast messages at this Add Message Manage Ma	s time. essages				
0 Alerts Since 10/30/2019					
Last login 1 day 7 days	14 days	Sort By:	Activity Date (Newest First)	Show more filters	
Assignment O No Alerts Found.					

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.

