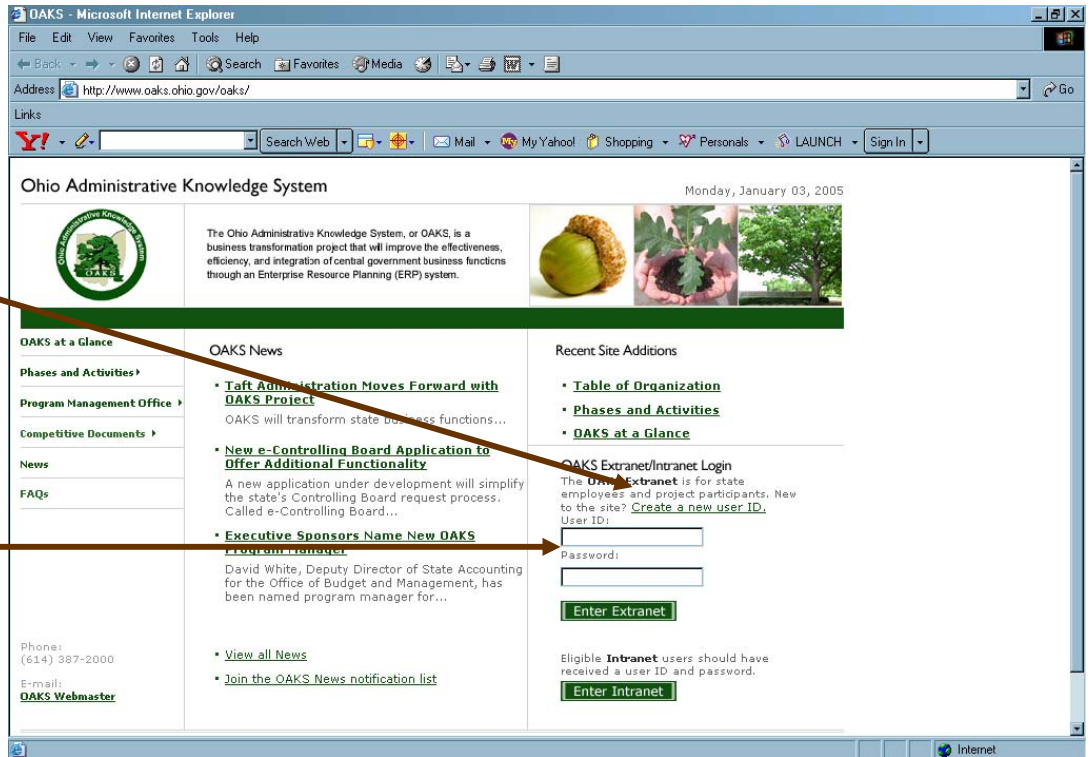


Creating a User ID for the OAKS Extranet

1. Go to the OAKS Internet home page:
<http://www.oaks.ohio.gov/oaks/>

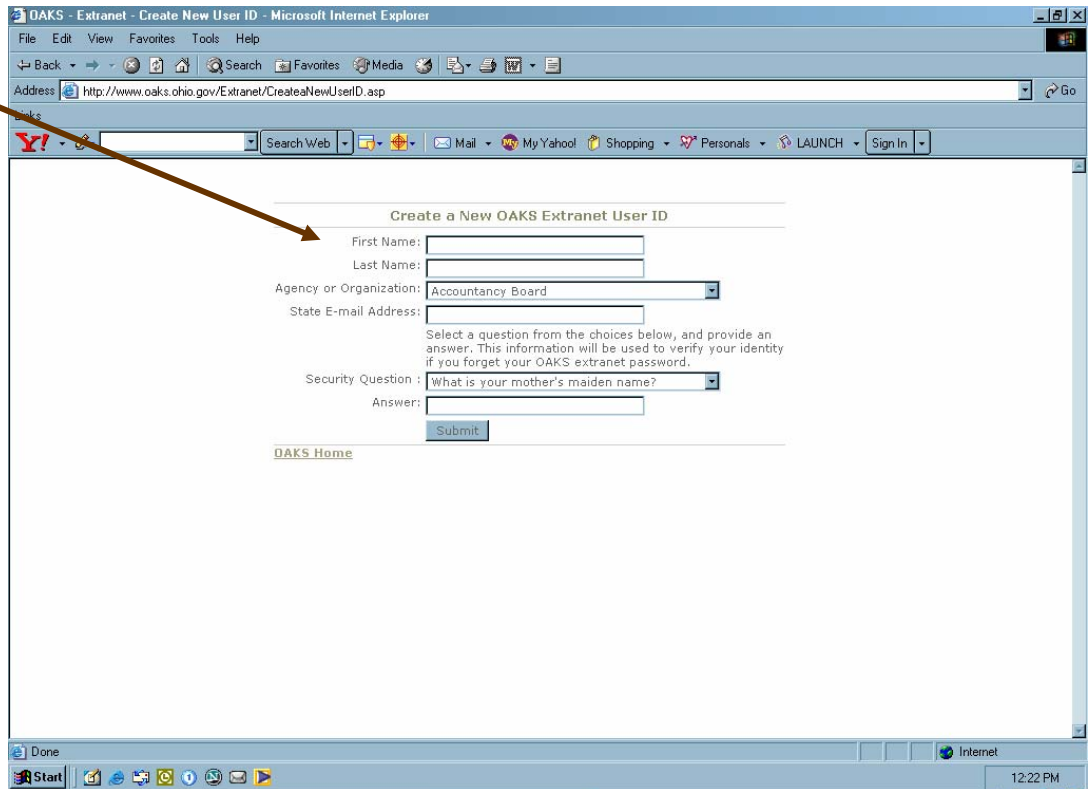
2. If you do not have an extranet user ID, click on "Create a new user ID" to request extranet access.

3. If you already have an OAKS extranet account, enter your User ID and Password.



4. Complete the on-line form to create a new user ID and click "Submit."

- You will receive an e-mail message confirming your ID and password.



5. After you have received your confirmation e-mail, log into the extranet to verify that your account is active. Contact the OAKS Webmaster (OAKS.Webmaster@oaks.state.oh.us) if you should have any difficulties.