

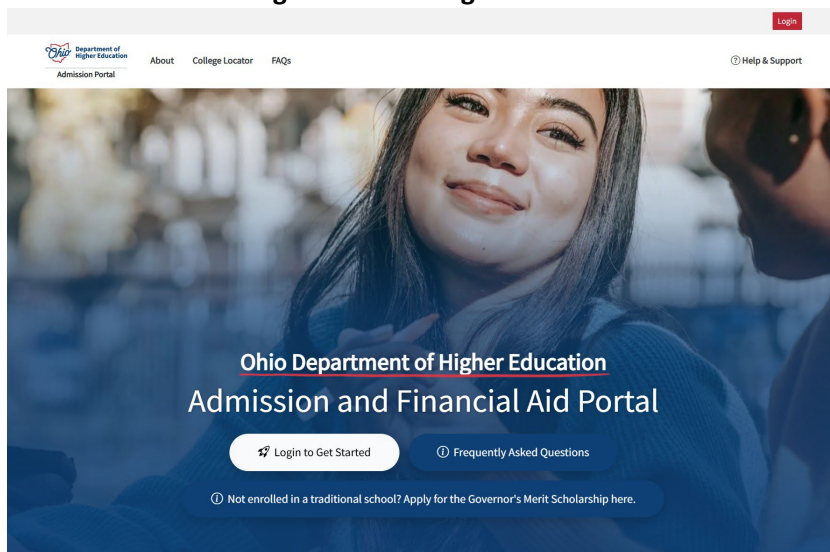
Instructions for Superintendents

Accessing the Portal

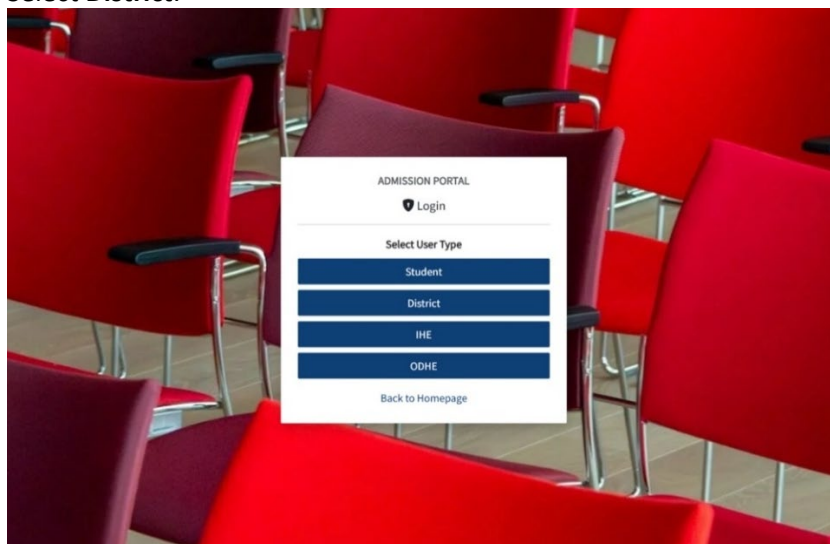
The superintendent (or head of school) will need to log in first to activate the district account. Once the superintendent has entered the portal, they are able to add additional district staff to the portal by following these directions:

Login Steps

1. Go to **admission.ohio.gov** and click **Login**.



2. Select **District**.



3. Enter your **email** and **district or building IRN**.
4. A one-time passcode will be sent to your email.
5. Enter the token and click **Verify Token**.

Managing District Staff Access

Accessing User Management

1. Once logged in, **navigate to the top right corner** and **click the dropdown** arrow next to your name.
2. Select **Manage Users** from the dropdown menu. This is where all staff access is reviewed or edited

The screenshot displays the Ohio Department of Higher Education District Dashboard. At the top right, a user profile dropdown menu is open, showing options: District Profile, District Settings, Manage Students, **Manage Users** (highlighted), and My Account Settings. Below the dashboard header, there are four summary cards: REGISTERED STUDENTS (102), DIRECT ADMISSION (100.0%), OGA NOMINATIONS (0/10), and GMS NOMINATIONS (0/5). The main content area is divided into two sections: Direct Admission and Ohio Guaranteed Admission. The Direct Admission section includes metrics for students participating (102 of 102), offers claimed (0 of 0), and institutions participating (0 of 0). The Ohio Guaranteed Admission section shows nominations used (0 of 10) and students with OGA standing (0). A KEY DATES sidebar on the right lists important dates for K-12 nominations and GMS traditional and final select processes. A RESOURCES section at the bottom right links to ohiofafa.org.

Affiliation Users

If the district has staff already known to ODHE or MCOECN, they will appear under **Affiliation Users**.

- Select **Edit** next to the staff member and assign their role:
 - **Admission Portal Admin**
 - Can add additional staff to the portal
 - **Admission Portal Staff**
 - Can use the portal but **cannot** add additional staff

Adding Delegates

If a staff member does not appear under Affiliation Users:

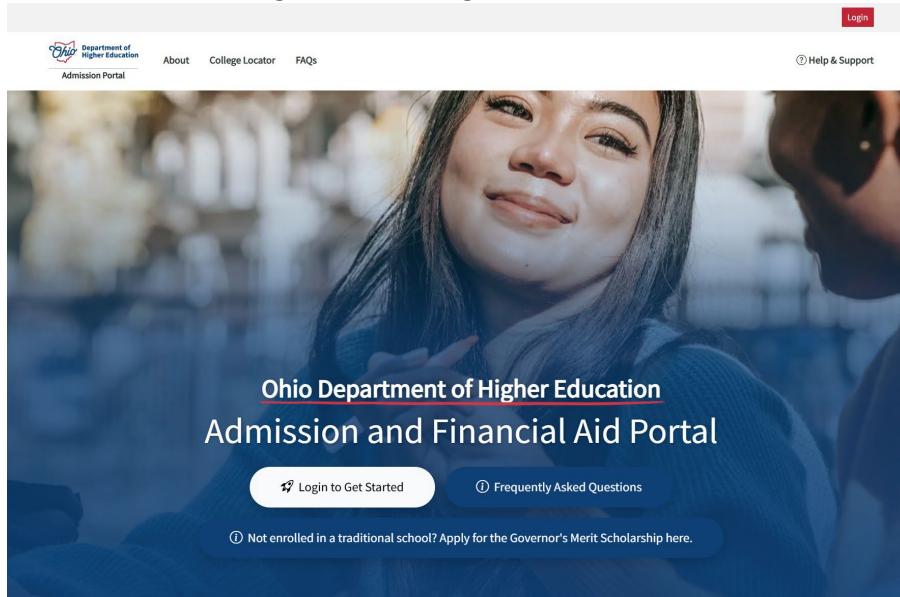
- Click **Add Delegate** to add them manually.
- Delegates can also be assigned as:
 - **Admission Portal Admin**
 - **Admission Portal Staff**

Instructions for High School Counselors

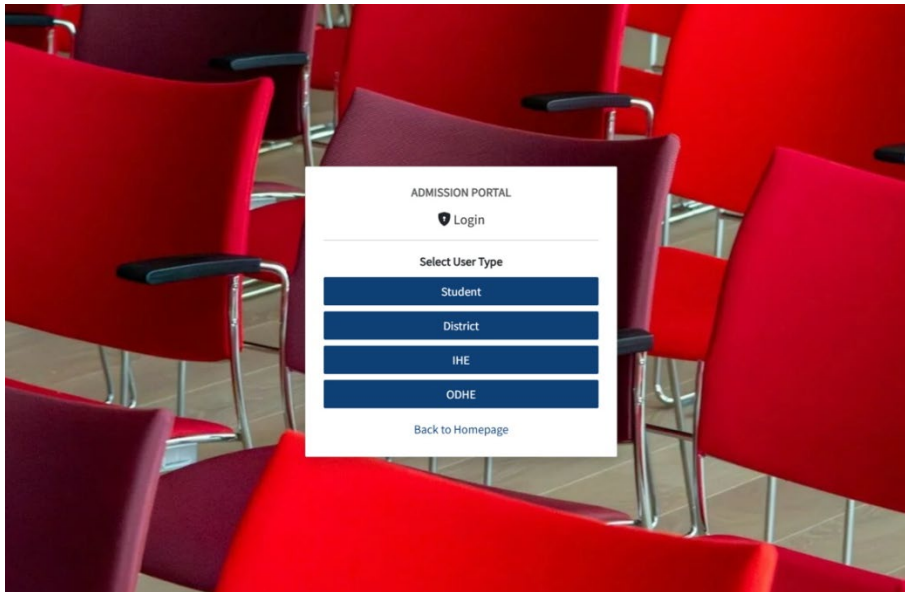
Accessing the Portal

Login Steps

1. Go to **admission.ohio.gov** and click **Login**.



2. Select **District**.



3. Enter your **email** and **district or building IRN**.
4. A one-time passcode will be sent to your email.
5. Enter the token and click **Verify Token**.

Managing Students

1. Once logged in, **navigate to the top right corner** and **click the dropdown** arrow next to your name.
2. Select **Manage Students** from the dropdown menu. Here you can review existing student records, and make any necessary updates.

The screenshot shows the 'District Dashboard' for the '2026-27 cycle'. The top navigation bar includes links for 'District Dashboard', 'Direct Admission', 'Ohio Guaranteed Admission', and 'Governor's Merit Scholarship'. A user dropdown menu is open, showing options like 'District Profile', 'District Settings', 'Manage Students', 'Manage Users', and 'My Account Settings'. The dashboard features four main statistics cards: 'REGISTERED STUDENTS' (102), 'DIRECT ADMISSION' (100.0%), 'OGA NOMINATIONS' (0 / 10), and 'GMS NOMINATIONS' (0 / 5). Below these, the 'Direct Admission' section includes progress bars for 'Students participating' (102 of 102) and 'Institutions participating' (0 of 0). The 'Ohio Guaranteed Admission' section shows 'Nominations used' (0 of 10) and 'Students with OGA standing' (0). A 'KEY DATES' sidebar lists important dates for K-12 nominations and GMS traditional and final select periods. A 'RESOURCES' section at the bottom links to 'ohiofafs.org'.

REGISTERED STUDENTS
102
In the portal for your district

DIRECT ADMISSION
100.0%
102 of 102 participating

OGA NOMINATIONS
0 / 10
used - open through October 16, 2026

GMS NOMINATIONS
0 / 5
used - 0 of 0 offers accepted

Direct Admission
View offers → View participation → View institutions → Confirm no opt-outs →

Students participating
102 of 102
100.0% of your district

Offers claimed
0 of 0 offers
0 of 0 students claimed at least one

Institutions participating
0 of 0
0.0% of Ohio IHEs

Direct Admission Opt-Outs
0
students in your district have opted out of Direct Admission.

Ohio Guaranteed Admission
Go to OGA →

Nominations used
0 of 10
Across 1 building

Students with OGA standing
0
0 nominated by your district - 0 auto-qualified through GMS

KEY DATES

- **K-12 Nominations Start**
Sep 4, 2026
- **K-12 Nominations End**
Oct 16, 2026
- **GMS Traditional Accept Start**
Nov 2, 2026
- **GMS Traditional Accept End**
May 15, 2027
- **GMS Final Select Start**
Jun 1, 2027
- **GMS Final Select End**
Jun 30, 2027

RESOURCES
ohiofafs.org

Adding Students

Students can be added either **manually** or by **uploading a data file**.

Option 1 (Manual Student Submission)

1. Click **Add a Student**.

Department of Higher Education
Admission Portal

District Dashboard Direct Admission Ohio Guaranteed Admission Governor's Merit Scholarship

Help & Support

Manage Students
View and manage the students registered in your district.

← Back to Dashboard

Students [Add a Student](#)

Students registered in the portal for your district.

Export 10 entries per page Search:

Last Name	First Name	Email	School	DA Participating	DA Offers	Ohio Guaranteed Admission*	Governor's Merit Scholarship	Last Login	Actions
Al				☒	0	Not nominated	Not nominated	Never logged in	View
A				☒	0	Not nominated	Not nominated	Never logged in	View
A				☒	0	Not nominated	Not nominated	Never logged in	View
A				☒	0	Not nominated	Not nominated	Never logged in	View
A				☒	0	Not nominated	Not nominated	Never logged in	View
A				☒	0	Not nominated	Not nominated	Never logged in	View

2. Complete required fields (marked with red asterisks).
3. Click **Add Student** to return to the student list.

Add a Student
Create a student record for your district.

Student

First Name * Last Name *

Email * Date of Birth *
mm/dd/yyyy

SSID *

The student's Statewide Student Identifier. It must not already exist in the system.

Address

Street Address *

City * State (2-letter) * ZIP *

OH 43215

Latitude, Longitude (format: lat, long)
39.9612, -82.9988 [Geocode address](#)

Click "Geocode address" to look up coordinates from the address fields above, or enter them manually. If left blank, the address is geocoded automatically on save.

Academic

School Building *
-- Select a school building --

GPA (0-4) ACT Score (0-36) SAT Score (0-1600)

Program Options

☒ Direct Admission Participation ☐ Hide Test Scores

Off by default. Turn this on to include the student in Direct Admission offer matching. It can also be changed later from Manage Students.

Cancel [Add Student](#)

Option 2 (Data File Upload)

If your school chooses to upload students in bulk:

								in	View
				☒	0	Not nominated	Not nominated	Never logged in	View
				☒	0	Not nominated	Not nominated	Never logged in	View
				☒	0	Not nominated	Not nominated	Never logged in	View
				☒	0	Not nominated	Not nominated	Never logged in	View
				☒	0	Not nominated	Not nominated	Never logged in	View
				☒	0	Not nominated	Not nominated	Never logged in	View
				☒	0	Not nominated	Not nominated	Never logged in	View

* GMS = Top 5% | OGA = Top 10%

Showing 1 to 10 of 102 entries

1 2 3 4 5 ... 11

File Manager
Manage your district's required documents.

Student Data File
[Download Student Data Dictionary](#) [Download Student Data CSV Template](#)

☐ **Upload window:** Open September 4, 2025 through October 16, 2026.

Your district has not uploaded a Student Data File.

[Upload Student Data File Now](#)

1. Download the **CSV Template** and **Data Dictionary** from the File Manager.
2. Complete required fields in yellow.
3. Upload via **Upload Student Data File Now**.

Notes:

- GPA is required **only for Direct Admission** and must be unweighted and ≤ 4.0 .
 - GMS and OGA files containing GPAs above 4.0 will be rejected.
- If a file is rejected, ODHE support must review and clear corrections before a new file can be uploaded.

GMS & OGA Nominations

Once students have been added in the **Manage Students** section—either manually or through a file upload—they will automatically appear in the student list on each program page within the portal.

Note: Districts should nominate **GMS students first**, then proceed with **OGA nominations** (GMS nominees automatically populate the top 5% OGA slots).

To nominate a student for either program:

- Go to the **GMS** or **OGA** program page.
- Find the student in the table.
- Click the **Nominate** button in the **Action** column next to the student's name.

org

Department of Higher Education
Admission Portal

District DashboardOhio Guaranteed AdmissionGovernor's Merit Scholarship

Help & Support

Governor's Merit Scholarship
Nominate traditional students in your district for the Governor's Merit Scholarship and track your building allocations.

Nominations are open through October 16, 2026.

GMS Nominations Summary
5 of 5 nominations used
100% of your allocation used
0 of 5 (0.0%)
GMS offers accepted: 0 declined, 5 pending.
View students →

Student Data File
Not uploaded
Open September 4, 2026 through October 16, 2026.
Manage file →

Availability by Building

Building	IRN	Total Allocated	Used	Remaining
		5	5	0

GMS and Ohio Guaranteed Admission share one allocation pool. When a building's OGA allocations are fully used, its remaining GMS scholarships cannot be nominated until OGA nominations are removed on the Ohio Guaranteed Admission page.

Students

Add a Student

A GMS nomination identifies a student in the top 5% of their class, which also qualifies them for Ohio Guaranteed Admission (top 10%). Each GMS nomination therefore uses one of your district's OGA allocations as well as a GMS allocation.

Filter by Building
All Buildings

Filter by Status
All

Export 10 entries per page

Search:

Last Name	First Name	Email	Building	Primary IHE Selected	Status	Last Login	Action
				—	—	Never logged in	Nominate
				—	—	Never logged in	Nominate
				—	Nominated	Never logged in	Remove
				—	Nominated	Never logged in	Remove
				—	—	Never logged in	Nominate

Note:

- Use filters in the student table to view student status (i.e. nominated, not nominated, accepted, or declined).
- Even if all GMS allocations aren't used, you may still use all OGA allocations.