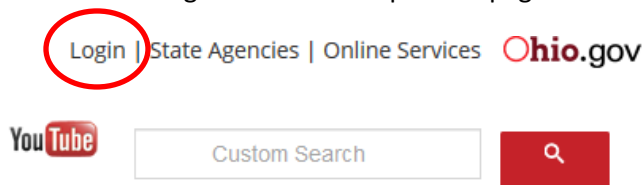


## Sub License & Aide Permit Renewal Instructions

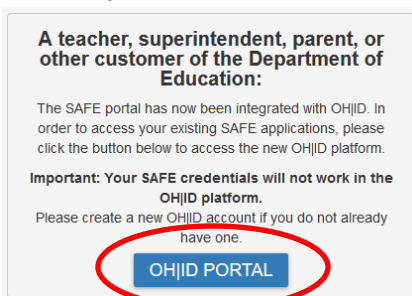
**NOTE: If you held a 1-year temporary non-bachelor license, a 1-year multi-age sub license, or a 1-year aide permit for the 2022-2023 school year, ODE may require you to apply for a new permit as opposed to renewing your expiring one.**

1. Open your internet browser and go to <http://education.ohio.gov>

2. Click on the “Login” link at the top of the page

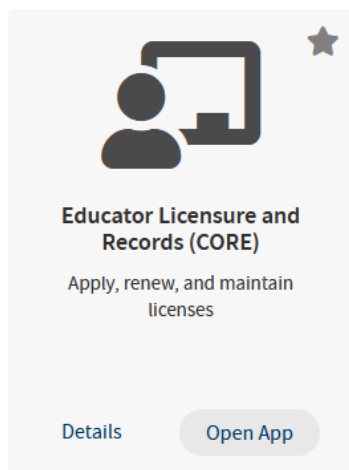


3. Click on “OH|ID PORTAL”

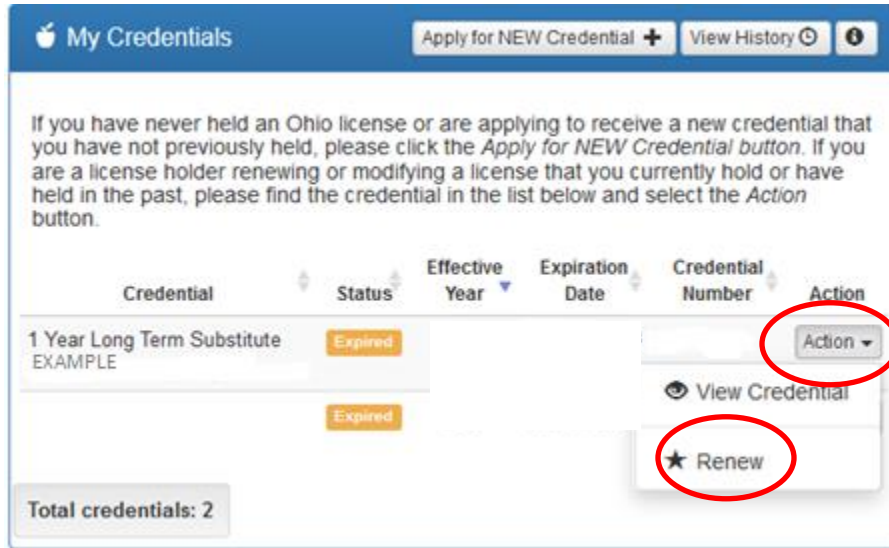


4. Enter your username and password and login. If you forgot your username or password, follow the steps to reset/retrieve.

5. Click on “Open App” on “Educator Licensure and Records (CORE).” A new window will open.



- In the “My Credentials” box, select the License that you want to renew, click “Action”, then choose “Renew”



- If the system will not let you renew your license, please click “Apply for NEW Credential” then click “Substitutes” for teaching licenses or “Education Aides” for aide permits.
- Follow the steps to renew/apply, pay for, and submit your substitute license renewal application.

**NOTES:**

- Ensure you are selecting the correct “effective year” so that your license is valid for the 2023-2024 school year.
- ONLY use the specific IRN given to you by your Renhill Account Manager.
- If you are simply renewing the same exact substitute license you had before, you will not need to upload any transcripts or other documents.