

electronic Disposition Investigation Report (eDIR)

How to Obtain an eDIR Account





Why Do I Need an OH|ID?

The OH|ID provides users with a more secure and private experience during online interactions with the DYS eDIR Program.





OBTAINING AN eDIR ACCOUNT



Requesting an eDIR Account



1. **Step One.** An OH|ID account must be established prior to the creation of an eDIR Account. Please go to the following website and follow the instructions to obtain an OH|ID number.
<https://ohid.ohio.gov/wps/portal/gov/ohid/help/account-management>

2. **Step Two.** Email the following information to the Bureau of Records and Sentence Computation (BRSC): dysbrsc@dys.ohio.gov
 - a. Your Name
 - b. County Court Name
 - c. Your 8-Digit OH|ID number
 - d. Your eDIR Role (Drafter, Approver, or both Drafter/Approver)



Obtaining an eDIR Account



3. **Step Three.** Following the receipt of the eight (8) digit OH|ID number, the BRSC staff will notify you when your eDIR account has been created. In an email you will be provided with:
 - a. a link to the eDIR TEST site
 - b. a link to the Remember: There eDIR LIVE site
 - c. a copy of a PowerPoint which will give you instructions to navigate the system.

It typically takes 1-2 business days for DYS to create an eDIR account for a new user.



REMEMBER TO:

Email the following information to the Bureau of Records and Sentence Computation (BRSC):

dysbrsc@dys.ohio.gov

1. Your Name
2. The County Court Name
3. Your 8-Digit OH|ID number
4. Your eDIR Role (*Drafter, Approver, or both*)

