



Ohio National Guard Scholarship Program User Guide

Version 1.0

May 2020

Contents

- Ohio National Guard Scholarship Program..... 2
 - Overview..... 2
 - Who is Eligible to Participate in the Ohio National Guard Scholarship Program? 2
 - Who this document is for? 2
 - Need Additional Information or Help with the Ohio National Guard Scholarship Program? 2
- Navigating to the Ohio National Guard Scholarship Program 3
- Requesting an Account with the Ohio National Guard Scholarship Program..... 4
- Activating an Ohio National Guard Scholarship Account..... 7
- Logging into Newly Established Ohio National Guard Scholarship Account 10

Ohio National Guard Scholarship Program

Overview

The purpose of this document is to help you successfully navigate the new Ohio National Guard Scholarship Program (ONGSP) application. The system supports the following types of user:

- **College User:** the College user is responsible for maintaining the information on the school's profile page, and the school calendar, term (semester/quarter) and fee information.
- **Student:** the Student/Service Member is responsible for maintaining his/her profile, such as current mailing information. The Student can submit an application to the ONGSP, confirm his/her application and delete an application.
- **Military Unit Reviewer:** the Military Unit Reviewer is responsible for reviewing and approving and/or denying a student's application. In addition, the Military Unit Reviewer ensures/verifies the student's paperwork is current in all peripheral systems. The Military Unit Reviewer can transfer a student/service member to a new unit, and will be responsible for verifying each student's/service member's OHG status on the first day of each month.

Who is Eligible to Participate in the Ohio National Guard Scholarship Program?

For information about eligibility, enlistment and benefits, see [The Ohio Adjutant General's Department Ohio National Guard Scholarship Program \(ONGSP\) website](#).

Who this document is for?

This document supports students/service members who wish to or are participating in the ONGSP, colleges who support the ONGSP, and Military members who provide guidance to the students/service members.

Need Additional Information or Help with the Ohio National Guard Scholarship Program?

To request more information or help with the program, contact the ONGSP office, toll free at 1-888-400-6484 or email ng.oh.oharnng.mbx.ong-scholarship@mail.mil.

Navigating to the Ohio National Guard Scholarship Program

Prior to accessing the Ohio National Guard Scholarship Program (ONGSP), the user must agree to the AUP before requesting access to the system.

1. Navigate to the ONGSP site at: <https://ongsp.ohio.gov/>

The system displays the **Acceptable Use Policy** screen.

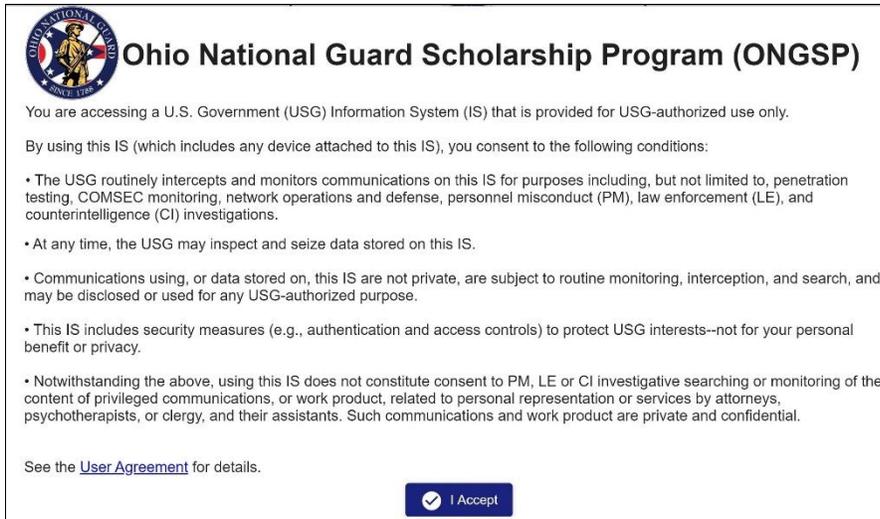


Figure 1. Acceptable Use Policy screen

2. Review the policy and select **I Accept**.

The system displays the **Ohio National Guard Scholarship Program** login screen.



Figure 2. ONGSP Login screen

3. Determine your next step:
 - a. If you do not have an account, continue with Requesting an Account with the Ohio National Guard Scholarship Program
 - b. If you are a new user who has received new account information, continue with Activating an Ohio National Guard Scholarship Account
 - c. If you are an existing user, continue with **Logging into the Ohio National Guard Scholarship Program**
 - d. If you are an existing user and you have forgotten your password, continue with **Resetting Your Password**.

Requesting an Account with the Ohio National Guard Scholarship Program

1. From the login screen, select **Request New Account**.

The system displays **New User Registration** screen.

The screenshot shows the "Ohio National Guard Scholarship Program - New User Registration" screen. At the top center is the Ohio National Guard logo. Below it is a blue header bar with the text "Ohio National Guard Scholarship Program - New User Registration". The form is divided into three main sections: "Personal Details", "Contact Details", and "Military Details".

- Personal Details:** Includes a dropdown for "Account Type" (currently showing "--Select one--"), "User Name", "First Name", "Middle Initial", "Last Name" (with a "Suffix" field), "Date of Birth" (with a calendar icon and "Date format : MM/DD/YYYY"), "SSN", "Primary Email Address", and "Secondary Email Address".
- Contact Details:** Includes "Mailing Address" (with an "Apt #" field), "Zip Code" (with a "+4 Code" field), "City", "State", "County", "Primary Contact Number" (with "Ext" and "Type" dropdowns), and "Secondary Contact Number" (with "Ext" and "Type" dropdowns).
- Military Details:** Includes "Military Branch" and "Military Rank" dropdowns.

At the bottom of the form are two buttons: "Register" (disabled) and "Cancel" (active).

Figure 3. User Registration screen

2. Open the drop list for **Account Type** and select one of the following:
 - a. **Student:** are service members who participate in the program
 - b. **College:** are users who represent the school and maintain the calendar and fee information for the school
 - c. **Military Reviewer:** responsible working with the students/service members to approve applications
3. Create a user ID and enter it in the **User Name** field.

Note: This will become the User ID you enter to access the system once you have been granted access.

4. Enter your first name in the **First Name** field.
5. Optionally enter the first letter of your middle name in the **Middle Initial** field.
6. Enter your last name in the **Last Name** field.
7. Enter your birth date in MM/DD/YYYY format in the **Date of Birth** field.
8. Enter your social security number in the **SSN** field.

9. Enter the email address you will use to send and receive messages from the OHGSP system in the **Primary Email Address** field.
10. Optionally, enter a backup email address in the **Secondary Email Address** field.
11. Enter your physical address in the **Mailing Address** field.
12. Enter the zip code for your mailing address in the **Zip Code** field.

Note: The system shall attempt to automatically match the zip code with the city and county and autofill the **City** and **County** fields.

13. Enter the state for your mailing address in the **State** field.
14. Enter your phone number, area code first in the **Primary Contact Number** field.
15. Open the drop-down list in the **Type** field and identify if the phone number is a cell, work, or home number.
16. Optionally enter an alternate phone number in the **Secondary Contact Number** field.
17. Open the drop-down list in the **Military Branch** field and select one of the following:
 - a. **ARMY National Guard**
 - b. **AIR National Guard**
 - c. **Discharged**
 - d. **Retired.**
18. Open the drop-down list in the Military Rank field and select your current rank.
19. Select **Register**.

The system displays the following success message:

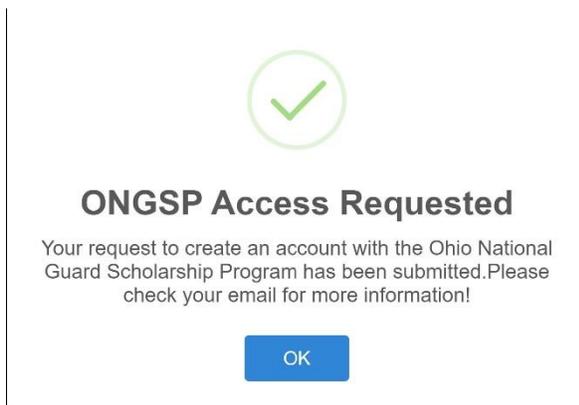


Figure 4. User registration submission success screen

20. Click **OK**.
The system returns to the Acceptable Use Policy screen.

21. Close the ONGSP browser window and navigate to your email account (that was entered on the User Registration screen).

Your email account displays a welcome message from ohngsp@ong.ohio.gov.

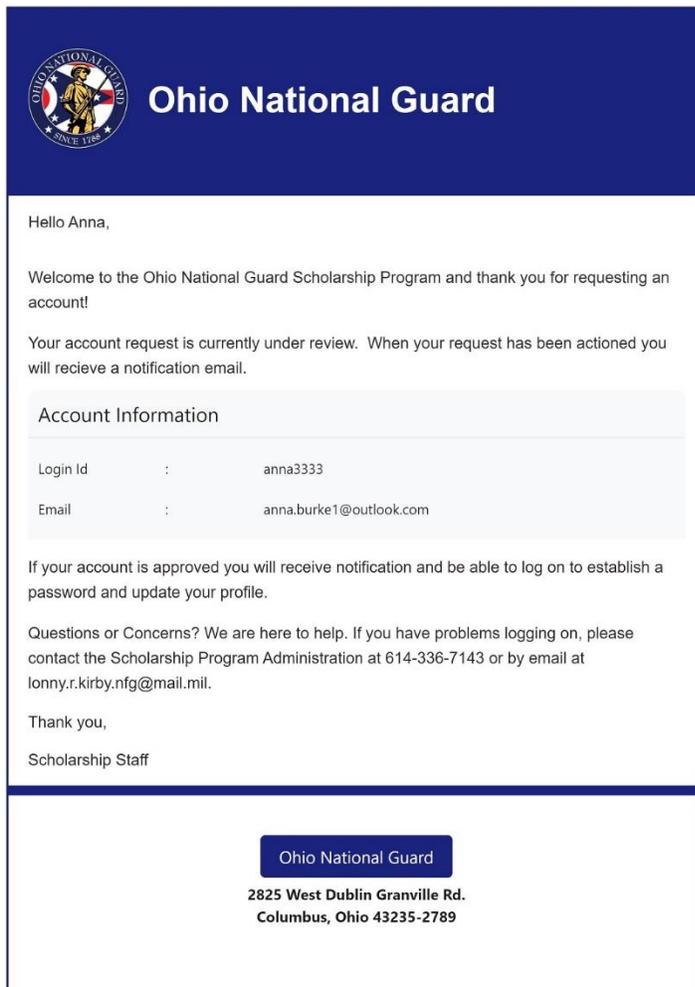
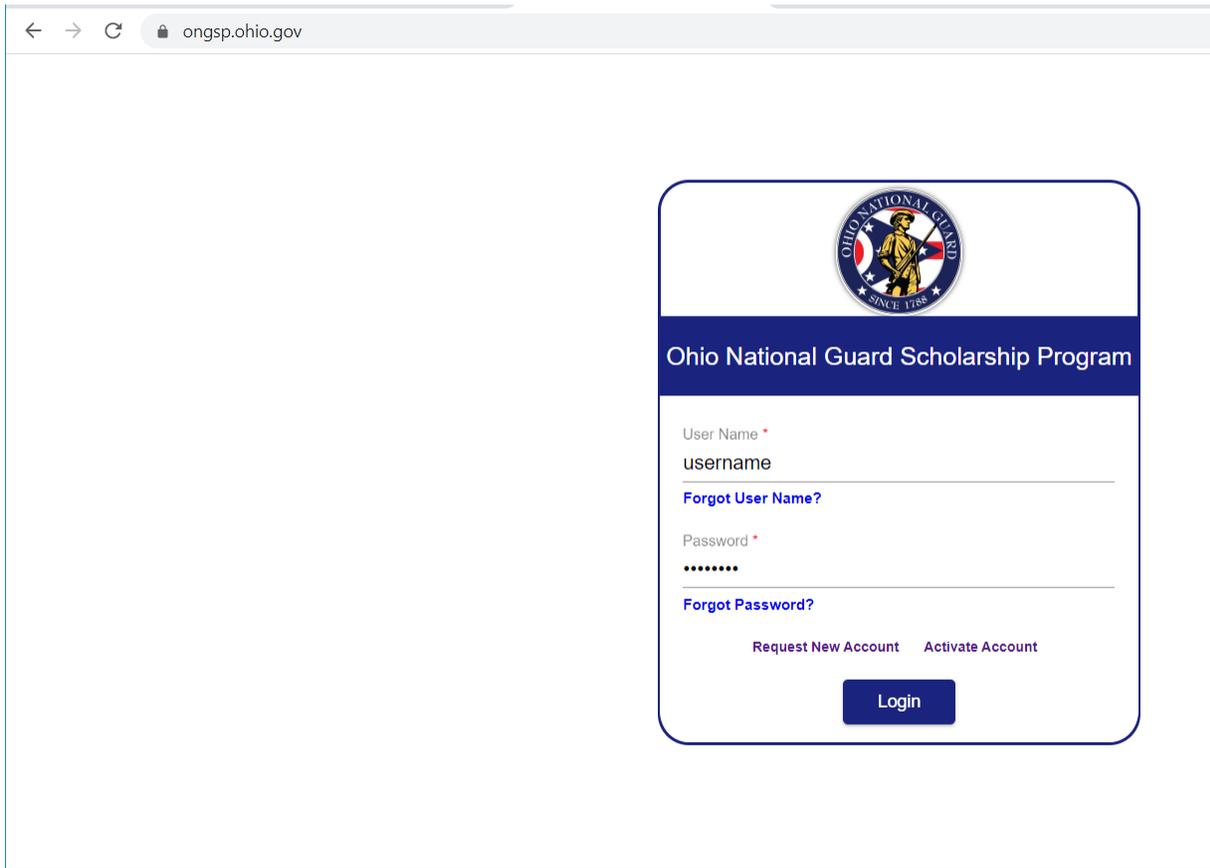


Figure 4. ONGSP email to requestor

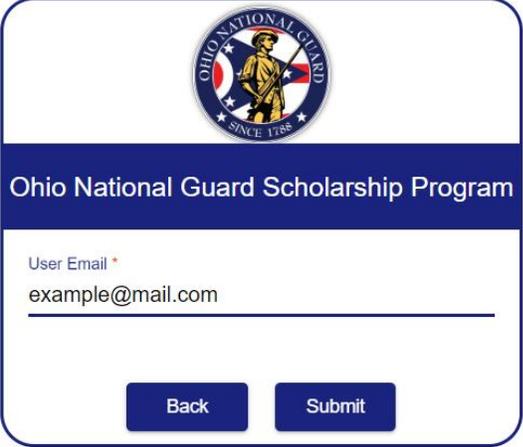
22. Continue with [Activating an Ohio National Guard Scholarship Account](#).

Activating an Ohio National Guard Scholarship Account

1. From the login screen, select **Activate Account**.

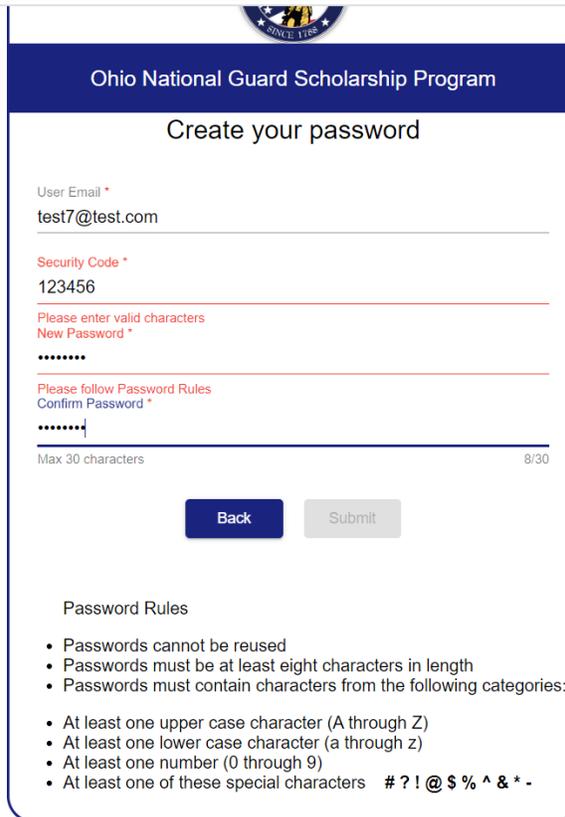


The system displays **Activate Account** screen.



The image shows a web browser window with the URL ongsp.ohio.gov/activation. The main content is a form for the Ohio National Guard Scholarship Program. At the top of the form is the Ohio National Guard logo, which features a Minuteman soldier and the text "OHIO NATIONAL GUARD" and "SINCE 1788". Below the logo is a dark blue header with the text "Ohio National Guard Scholarship Program". Underneath the header is a text input field labeled "User Email*" with a red asterisk indicating a required field. The email address "example@mail.com" is entered in the field. At the bottom of the form are two blue buttons: "Back" and "Submit".

2. Enter primary e-mail entered into request, which received PIN security code.
3. Click **Submit** button.
4. The system displays **Activate Account** screen.



Ohio National Guard Scholarship Program

Create your password

User Email *
test7@test.com

Security Code *
123456

Please enter valid characters
New Password *
.....

Please follow Password Rules
Confirm Password *
.....

Max 30 characters 8/30

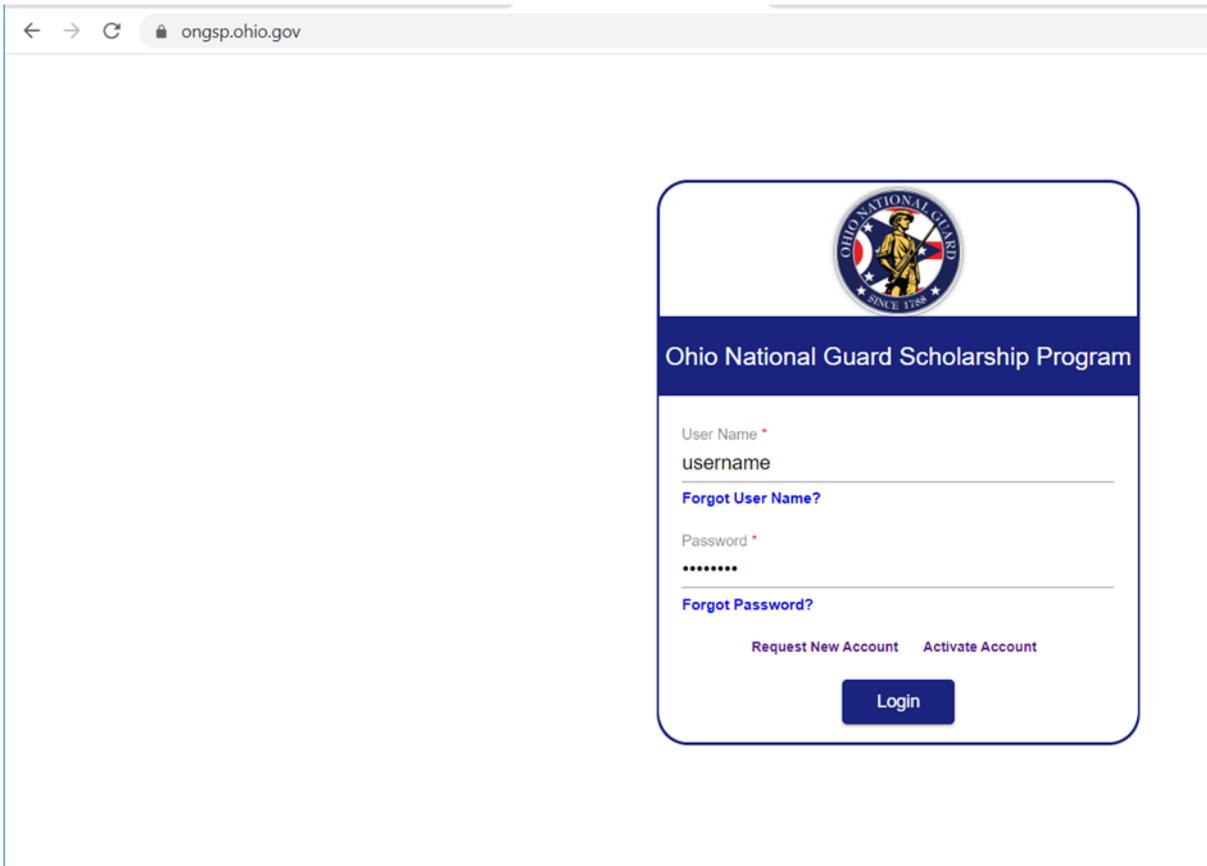
[Back](#) [Submit](#)

Password Rules

- Passwords cannot be reused
- Passwords must be at least eight characters in length
- Passwords must contain characters from the following categories:
 - At least one upper case character (A through Z)
 - At least one lower case character (a through z)
 - At least one number (0 through 9)
 - At least one of these special characters # ? ! @ \$ % ^ & * -

5. Enter PIN security code provide in e-mail message (subject line).
6. Enter new password to be created for username, new account.
 - a. According to all password rules required
7. Confirm new password to be created
8. Check for red error messages
9. If none, click **Submit** button.
10. Upon successful activation, System returns to login screen

Logging into Newly Established Ohio National Guard Scholarship Account



← → ↻ ongsp.ohio.gov



Ohio National Guard Scholarship Program

User Name *
username
[Forgot User Name?](#)

Password *

[Forgot Password?](#)

[Request New Account](#) [Activate Account](#)

Login

11. You may now login to your newly established account
 - a. Using initially requested (remembered) username,
 - b. And established, confirmed password,
 - c. Click **Login**.
12. Please note (features for your convenience):
 - a. Forgot User Name
 - b. Forgot Password