

OhioERC

- [How do I register for an individual account?](#)
- [How do I register for a generic account that multiple people can use?](#)
- [How do I access the training initially?](#)
- [How do I reprint my certificate of completion if logged out of BuckeyeLearn?](#)
- [How do I reset my password?](#)
- [How do I retake the training?](#)

How do I register for an individual account?

For first time visitors, you will need to register for an account and then log in to BuckeyeLearn to request the OhioERC training.

1. Go to <https://go.osu.edu/ohioerc-socialmedia>
2. On the registration page, enter the following information:
 - First Name
 - Last Name
 - Email address (this email address will function as your username)
 - Select your Government Level
 - Select your role
 - Enter a password
3. Once the above information has been entered, select the “Log in” button.
 - You will receive a confirmation email. Please save this for your records.
4. You will automatically be taken to the Welcome page for the OhioERC training.
5. Follow instructions for [How do I access the training initially.](#)

How do I register for a generic account that multiple people can use?

There are a limited number (2000) of registrations associated with this training. To make these registrations go further and reach more people, government units have the option of creating one generic login that all of their employees can use (at different times) to take the training.

1. Go to <https://go.osu.edu/ohioerc-socialmedia>
2. On the registration page, enter the following information:
 - First Name
 - Example: K12
 - Last Name
 - TrainingUnit
 - Email address (this email address will function as the unit username)
 - Select your Government Level
 - Choose the option that best fits the unit
 - Select your role

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- Choose the option that best fits the unit
 - Enter a password
3. Once the above information has been entered, select the “Log in” button.
 - You will receive a confirmation email. Please save this for your records.
 4. You will automatically be taken to the Welcome page for the OhioERC training.

How do I access the training initially?

These instructions should only be followed for accounts that are requesting the training for the first time. For those who have previously completed the training or for units that created a generic log in so that multiple users could take the training, please refer to the “How do I retake the training?” section.

1. On the Welcome page, locate the OhioERC Training box on the right side of the Welcome page and select the training title “*Social Media: The Records Management Challenge*”

OHIOERC TRAINING

- Social Media: The Records Management Challenge

YOUR TRANSCRIPT

No assigned training

TECHNICAL SUPPORT

Need technical support? Please email Pari Swift swift.902@osu.edu.

RESOURCES

- [Ohio Electronic Records Committee - additional resources](#)
- [Ohio Historical Records Advisory Board](#)
- [National Historical Publications and Records Commission](#)
- [Ohio History Connection – Local Government Records Program](#)
- [Ohio Department of Administrative Services – State Records Management](#)
- [Ohio Attorney General's Office – Sunshine Laws](#)

2. On the Training Details page, select the *Request* button.

Training Details

Social Media: The Records Management Challenge
Online Class - Ohio Electronic Records Committee - 40 minutes - \$0.00

Request

The use of social media by governments is growing rapidly because it creates new avenues for, and dramatically speeds up, communication between public offices and their constituents. Before embracing these tools, however, retention, management, and disposition of content posted to these sites, to the extent that it constitutes "records" of the agency, must be taken into consideration to ensure compliance with Ohio's public records and open meeting laws. This training module will cover these topics, as well as the nuances of government/citizen interactions on social media.

The Ohio Electronic Records Committee developed the guideline *Social Media: The Records Management Challenge* as a resource for governments to manage the creation, retention, disposition and preservation of social media records. This course is based off of that guideline and is intended for use by state and local government officials and employees.

Price
\$0.00

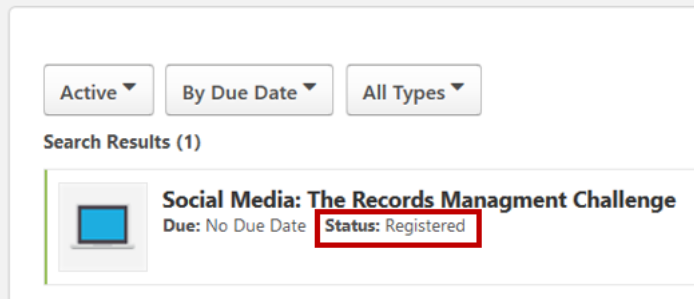
Available Languages
English (US)

Version
1.0

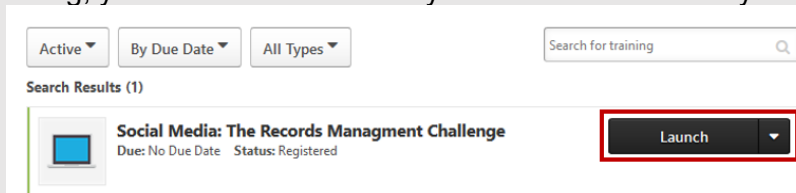
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3. You will be automatically redirected to your BuckeyeLearn transcript and see that you are now in a *Registered* status.

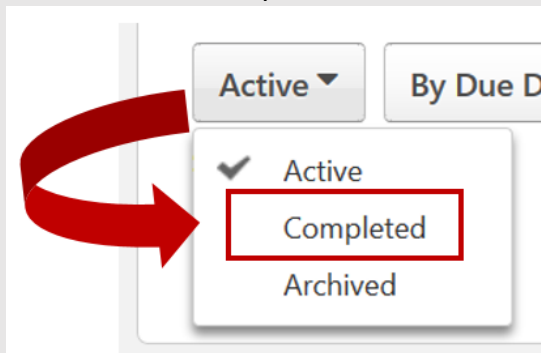
Use the transcript to manage all active training.



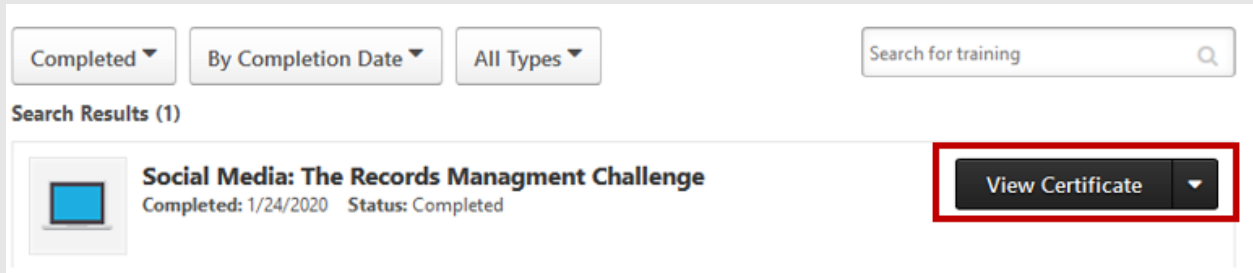
4. Select the *Launch* button to begin the training. If you are unable to finish the training in one sitting, you can come back at any time to resume where you left off.



5. Once you have successfully completed the training, it will automatically move to your *Completed* transcript.
6. From the *Active* dropdown menu, select *Completed*.



7. Select *View Certificate*.

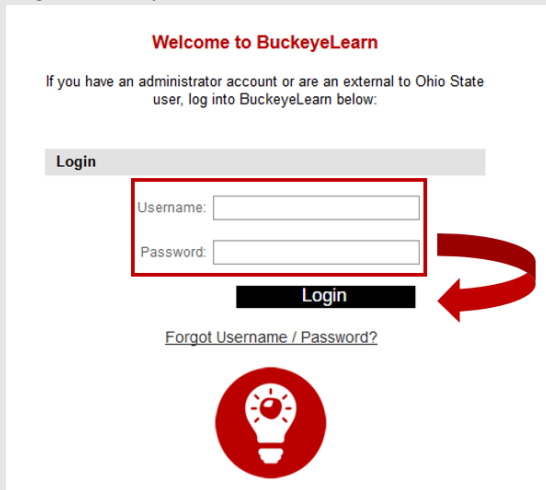


8. From the pop-up box, print your certificate. (You may need to disable your pop-up blocker.)

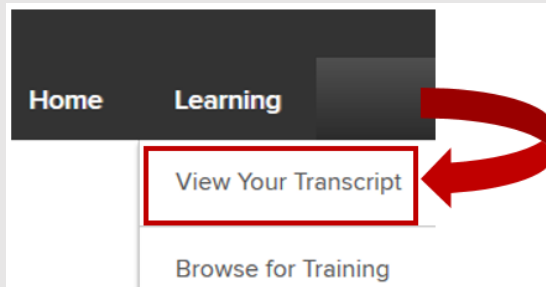
How do I reprint my certificate of completion if logged out of BuckeyeLearn?

After completing *Social Media: The Records Management Challenge*, you may wish to view or print your certification of completion. If you do not wish to print your certificate of completion right away, you can view and print your certificate at a later date.

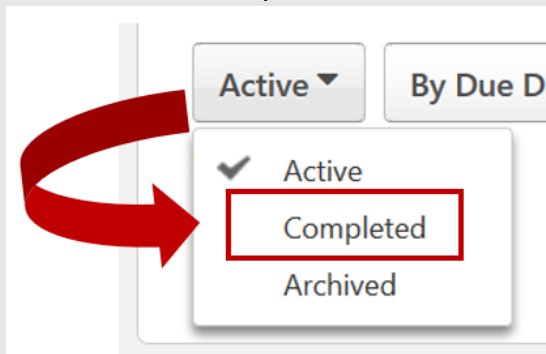
1. Go to <https://ohiostate.csod.com> [Note: this is different from the registration website.]
2. On the log in page, enter your user name (your email address used at the time of registration) and password and then select the *Login* button.



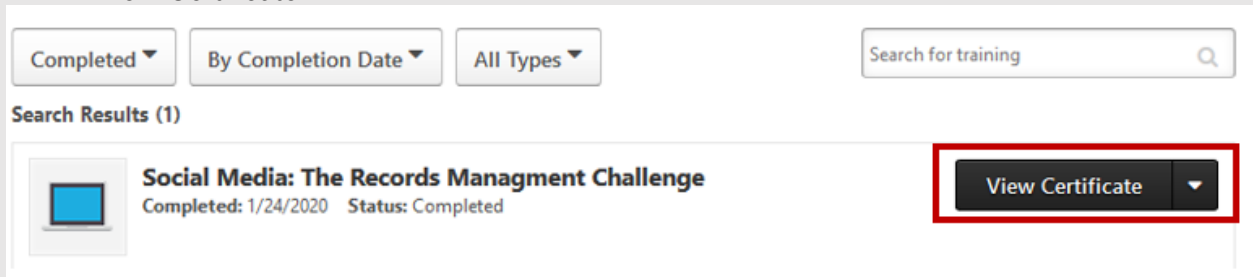
3. On the Welcome page, hover over the *Learning* tab and select *View Your Transcript*.



4. From the *Active* dropdown menu, select *Completed*.



5. Select *View Certificate*.

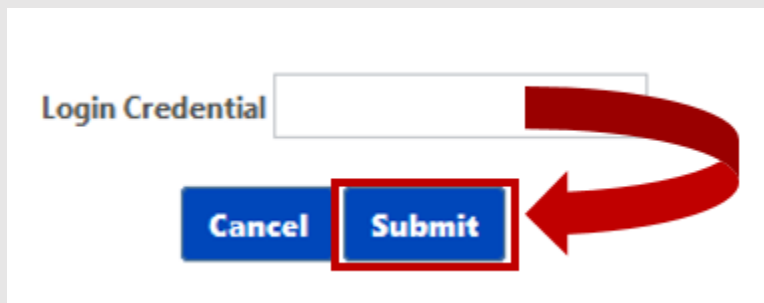


6. From the pop-up box, print your certificate. (You may need to disable your pop-up blocker.)

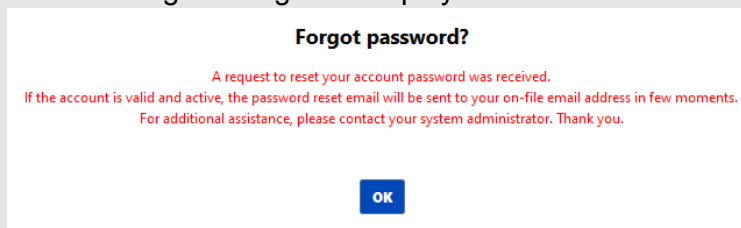
How do I reset my password?

You can reset your password for an existing account.

1. Go to <https://go.osu.edu/ohioerc-socialmedia-pwreset>
2. In the Login Credential text box, enter the email address you used when registering your account and select the Submit button.



3. The following message will display:



4. In 5 minutes or less, you should receive an email titled "Forgot Password (OhioERC)" with instructions on how to reset your password.
 - Note that if you enter an incorrect email address, the system will not tell you that the email address entered is not associated with an account. Instead, you will notice that you do not receive an email. In the event that you forgot the email address you registered with, contact Pari Swift at swift.102@osu.edu.

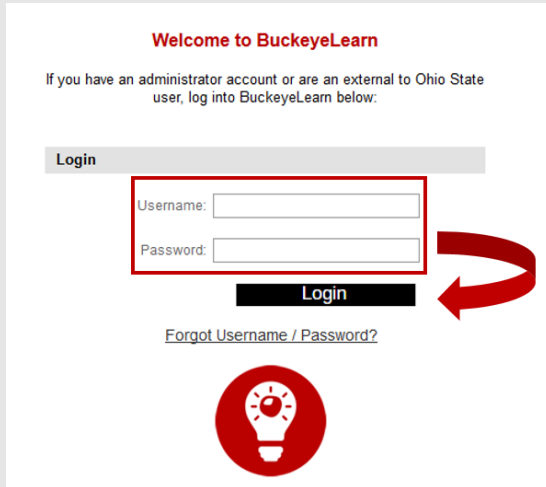
How do I retake the training?

The training is available to retake any time. For government units with a generic log in for multiple employees or for those wishing to retake the course, follow these instructions.

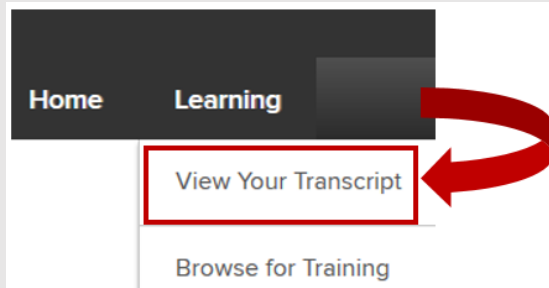
1. Go to <https://ohiostate.csod.com>

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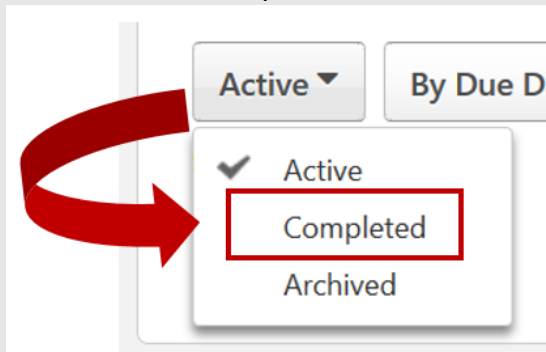
2. On the log in page, enter your user name (the email address used at the time of registration) and password and then select the *Login* button.



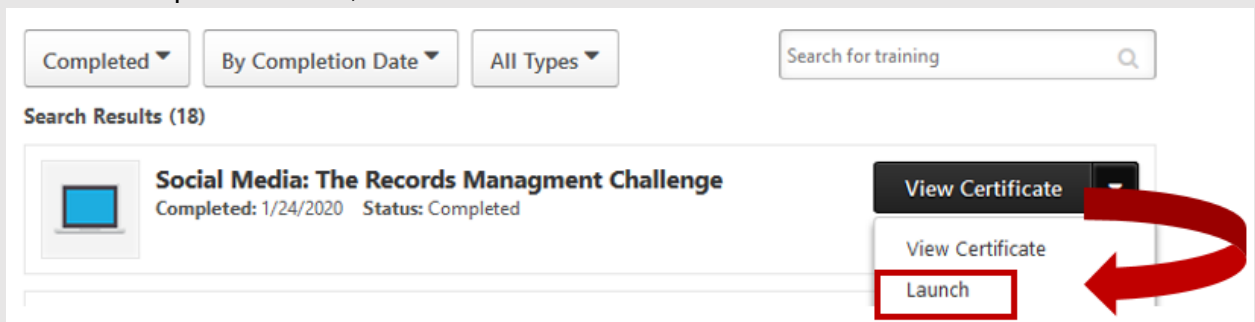
3. On the Welcome page, hover over the *Learning* tab and select *View Your Transcript*.



4. From the *Active* dropdown menu, select *Completed*.



5. From the drop down menu, select *Launch*.



- When the training launches, select the “Restart” link to begin the training again. The previous completion will be recorded and the certificate should update with the most recent completion date.

