Account Access for District Administrators

Select the blue "Activate Account" button if you received an invitation to the GMS Portal and need to set a password for your account.

Activate Account

Step 1: Verify District and Email

- Enter your District IRN and District email address
- Click Submit

- Ohio.gov Governor's Merit Scholarship Home Districts Students Governor's Merit Scholarship Thia District Login ord Can
- Enter the 6-digit verification code sent to your email
- Click Verify

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Ohio	Governor's	Merit Scholarship				
	Set District Account Passwo Please check your email for a verification	rd (Verification) code. Enter the verification code into the form below. Then click Verify.				
		Sample City SD (IRN: 123456) Samula Datics Administrator The code is walk for up to 90 minutes.				
		000000 verity				
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Step 2: Set District Account Password

- Enter a password that meets the required format
 - * Six or more characters in length (ex. 000000)
 - * At least one alphabetic character (ex. abcd)
 - * At least one numeric character (ex. 1234)
 - * At least one special character (ex. !@#\$)
- Click "Set Password"

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Set District Account Pa Everything looks great so far. Pla one numeric, and one special div	assword (Set Password) ase enter a password for your account. Your password must be at least six char aracter.	icters in length, and it must in	iclude at least one alph	abetic,
	<text><text><text><text><text><text></text></text></text></text></text></text>	complete your t-		

Governor's

Merit Scholarship

Account Access for District Administrators

Step 3: Confirmation

- Confirmation screen will appear
- Click "Login" to access the Administrator Dashboard

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### Step 4: Password Reset

Click "Set/Reset Password" on the District Login screen to change your password. This will re-start the access setup process for your account.

