

**Location: ODJFS Columbus Field Office
Former Lazarus Building Downtown
50 W. Town Street
6th Floor
Columbus, OH 43215
Time: 8:30 a.m. – 4:30 p.m.**

Registration is required. To register for the training go to www.opdn.org (see below for registration instructions)

- **Please arrive early to allow for parking and walking to the ODJFS offices. Training starts promptly at 8:30. Late arrivals will not be admitted.**
- **Participants must be present all hours of training.**
- **You must bring a picture I.D. to enter the building.**
- **There will be a break for lunch. (45 - 60 minutes)**
- **You may bring your lunch or there are several fast food restaurants within a short walk from the training site.**
- **Vending Machines are available on site.**
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Parking and Entering the Building:

Parking is available at the City Center Garage located on Rich Street one block from the Lazarus Building. The cost is \$5.00 if you arrive prior to 9:00 a.m. There are other surface lots close by and the parking fees for these lots ranges from \$3.50 to \$7.00.

If you are traveling from the East:

**From 70 West Exit at 4th Street and go North to Rich Street
Turn Left on Rich and go one block to the City Center Garage.**

If you are traveling from the West:

**From 70 East Exit at Front Street and go two blocks to Main Street
Turn Right on Main and go two blocks to the City Center Garage on the Left**

If you are traveling from the North:

**71 South Exit at Main Street and continue under traffic light over Main Street, (this will become Rich Street)
Continue on Rich street for 3 blocks to the City Center Garage on the Left**

If you are traveling from the South:

**From 71 North Veer onto 70 E and take the Front Street Exit, go two blocks to Main Street
Turn Right on Main Street for two blocks to the City Center Garage on the Left**

To the Lazarus Building from City Center Garage:

Exit the garage on Rich Street, travel West (Left) to High Street. Turn right and walk north one block to Town Street. Cross High Street and walk down Town Street. The Lazarus Building sits on Town Street between High and Front Streets. There is a large arched opening half way down Town Street that opens into the Galleria. Enter this area and the Ohio Department of Job and Family Services offices are on the left. Enter the doors, check in at Security. You will need to remain in the lobby and a staff person will escort you up to the 6th floor.

REGISTRATION INSTRUCTIONS FOR THE ADMINISTRATOR RULES TRAINING

Go to: www.opdn.org

For questions about this website, contact: 1-877-547-6978

If you have NOT registered on the Ohio Professional Development Network, (OPDN) follow these instructions:

CLICK: "SIGN UP FOR OPDN.ORG"

Step 1: Enter date of birth and last five digits of social security number

CLICK: NEXT

Step 2: Enter personal information

CLICK: NEXT

Step 3: Choose employment type

CLICK: NEXT

Step 4: Identify communication preference

CLICK: NEXT

- *An email will be sent to you so that you can create your password and complete your profile.*
- *After logging in to your account, make note of your assigned OPIN number located at the top of the page.*

Once registered on the Ohio Professional Development Network, (OPDN) follow these instructions:

Enter your username and password located at the upper right screen

CLICK: PD Track (Trainings)

CLICK: I agree to the disclaimer

CLICK: Basic Search

Enter the date range of your desired training

CLICK: Search

Find the Administrator training session in which you wish to register:

- Administrator Rules Review Training (Must be taken within 6 months of being named administrator.)

CLICK: Register for this training

A message will appear asking "Are you sure you want to register for this training?" If you wish to register,

CLICK: OK

CLICK: Print PDF for a confirmation sheet.