

Logging into SACWIS and Changing/Resetting Your Password

Logging into SACWIS

Complete the following steps to log into SACWIS:

1. Open the SACWIS application at <https://sacwis.ohio.gov/sacwis/login.do> . The **SACWIS Login** page appears.
2. In the **Username** field, enter your user name designated by ODJFS.
3. In the **Password** field, enter your password.
4. Click the **Log In** button.

Changing Your SACWIS Password

To change your SACWIS password, you must know both your username and current password.

1. Open the SACWIS application. The SACWIS **Login** page appears.
2. Click the **Change Password** link.



OHIO SACWIS

Login

Username:

Password:

Log In

Reset my password?

[[Confidentiality Statement](#)]

Assistance

[[SACWIS Overview](#)]

[[SACWIS Helpdesk](#)]

[[Change Password](#)]

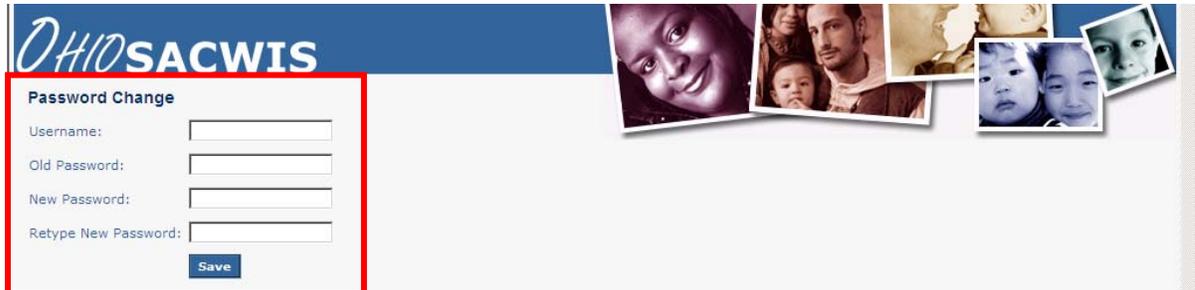
What is SACWIS?: SACWIS stands for Statewide Automated Child Welfare Information System. ODJFS, in partnership with the eighty-eight (88) county public children service agencies (PCSAs), is committed to designing, developing and implementing a comprehensive Case Management System that will assist county staff in managing their workloads and provide accurate & current data to assist in decision-making and program modification.

Mission: To provide automated technology solutions to Ohio's state and local child welfare agencies that support service delivery and practice for the safety, permanency and well-being of children and families.

The **Password Change** screen displays.

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3. In the **Username** field, enter your user name.
4. In the **Old Password** field, enter your old password.
5. In the **New Password** field, enter your new password.
6. In the **Retype New Password** field, retype your new password.
7. Click the **Save** button.



The screenshot shows the Ohio SACWIS Password Change form. The form is titled "OHIO SACWIS Password Change" and contains four input fields: "Username:", "Old Password:", "New Password:", and "Retype New Password:". A blue "Save" button is located below the input fields. The form is highlighted with a red border. To the right of the form is a collage of photos of children and families.

A message appears confirming that your password was changed.

8. Click the **Close** link.



The SACWIS **Login** page appears.

9. Close the SACWIS application.
10. Open the SACWIS application.
11. Log in using your Username and new password.



The screenshot shows the Ohio SACWIS Login page. The page is titled "OHIO SACWIS Login" and contains two input fields: "Username:" and "Password:". A blue "Log In" button is located below the input fields. There is also a checkbox for "Reset my password?" and a link for "[Confidentiality Statement]". The page is highlighted with a red border. To the right of the form is a collage of photos of children and families. Below the form, there is a section titled "What is SACWIS?" and a "Mission" statement.

Logging into SACWIS and Changing/Resetting Your Password

Resetting Your SACWIS Password

If you forget your SACWIS password, you can reset it by following the steps below.

1. Open the SACWIS application. The SACWIS **Login** page appears.
2. In the **Username** field, enter your username.
3. Click the **Reset My Password** check box.
4. Click the **Log In** button.



OHIO SACWIS

Login

Username:

Password:

Reset my password?

[\[Confidentiality Statement \]](#)

What is SACWIS?: SACWIS stands for Statewide Automated Child Welfare Information System. ODJFS, in partnership with the eighty-eight (88) county public children service agencies (PCSAs), is committed to designing, developing and implementing a comprehensive Case Management System that will assist county staff in managing their workloads and provide accurate & current data to assist in decision-making and program modification.

Mission: To provide automated technology solutions to Ohio's state and local child welfare agencies that support

SACWIS displays the following message stating that an email will be sent with your new password.

5. Click the **Close Confirmation** link on the right.
6. Close the SACWIS application.



7. Retrieve the new password from your email.
8. Open the SACWIS application.
9. On the **Login** screen, enter your **username** in the **Username** field.
10. In the **Password** field, enter your new password.
11. Verify that the **Reset My Password** check box is unchecked. If not, uncheck the box.
12. Click the **Log In** button.

Important: After successfully logging in, you can change your password (if needed) using the steps at the beginning of this Knowledge Base Article.