

# How to Update Records in OEDS



**GUIDE TO REQUESTING CHANGES IN THE  
OHIO EDUCATIONAL DIRECTORY SYSTEM**

## Table of Contents

<b>Adding Users To OEDS .....</b>	<b>3</b>
Creating an OH ID account .....	3
Creating a Department of Education Profile.....	8
<b>Getting to the School Details .....</b>	<b>17</b>
<b>Changing A School name or Operating Status .....</b>	<b>19</b>
<b>Changing School Type or Grade Span.....</b>	<b>21</b>
<b>Changing School Classification .....</b>	<b>22</b>
<b>Changing District or School Locations.....</b>	<b>23</b>
<b>Getting to Relationship Details.....</b>	<b>26</b>
<b>Adding or Changing Information Technology Centers (ITC).....</b>	<b>27</b>
<b>Requesting a New Organization .....</b>	<b>30</b>
<b>Assign or Remove User Roles.....</b>	<b>39</b>
Assigning a Role .....	42
Removing a Role .....	44
<b>Updating Emails and Phone Numbers .....</b>	<b>45</b>
Updating Email Addresses .....	47
Adding Additional Email Addresses .....	49
Deleting Email Addresses.....	49
Updating Phone Numbers.....	51
Adding Additional Phone Numbers .....	53
Deleting Phone Numbers .....	54

## ADDING USERS TO OEDS

Adding users to the OEDS system requires them to have an [OH|ID](#) account **and** for them to complete a Department of Education Profile inside their OH|ID account.

**Note:** OH|ID accounts are managed by the Innovate Ohio Platform and are NOT part of OEDS. Any questions about OH|ID account creation and updating should be directed to the OH|ID Helpdesk at 877-644-6338 or [Profile.Help@education.ohio.gov](mailto:Profile.Help@education.ohio.gov)

The following steps to create an OH|ID account and complete a Department of Education Profile are taken from the "[OHID Job Aid - Account Creation](#)" document linked to this text.

### Creating an OH|ID account

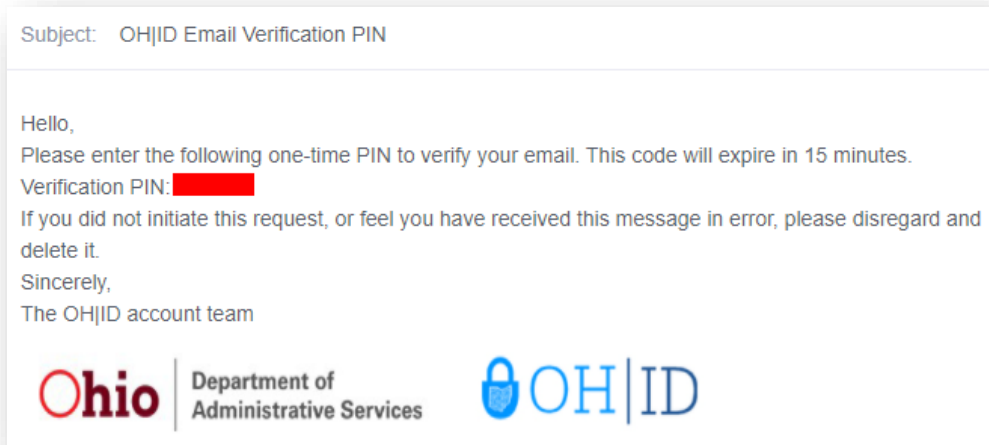
To create an OH|ID account, go to <https://ohid.ohio.gov> and click the **Create OH|ID account** button.

### Entering a valid Email address

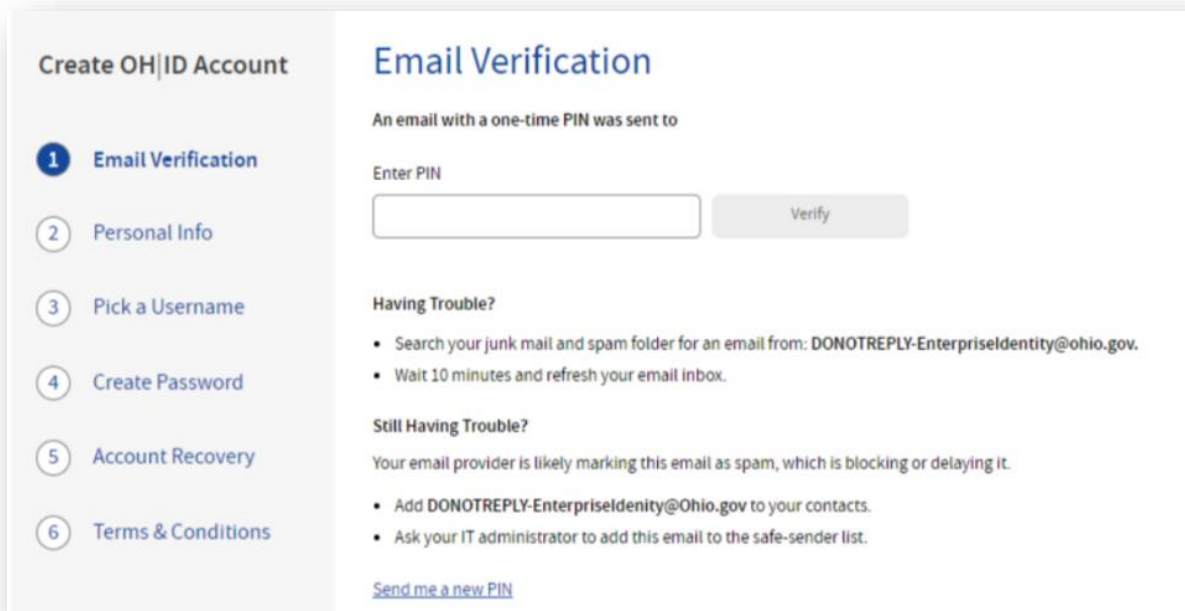


Next, enter a valid email address. A Personal Identification Number (PIN) will be sent to the address provided to confirm you are able to receive email.

The email from the OH|ID system will look similar to the one below.



Enter the PIN from the email into the application.



## Entering Personal Information

With email verified, enter your **name**, **date of birth** and **last four digits of your social security number**. The social security number will be used when verifying your identity for access to Department of Education applications; while listed as optional here, it will be required later.

The screenshot shows the 'Personal Info' step of the 'Create OH|ID Account' process. On the left, a vertical sidebar lists the steps: 1. Email Verification (checked), 2. Personal Info (highlighted), 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Personal Info' and contains four input fields: 'Legal First Name', 'Legal Last Name', 'Date of Birth' (with a placeholder 'mm/dd/yyyy'), and 'Last 4 digits of SSN (optional)'. Below the 'Date of Birth' field, there is a note: 'Be sure to use your real date of birth, you may need it for account recovery later.'

## Picking a username

Enter a username that will be used to access your OH|ID account in the future.

The screenshot shows the 'Pick a Username' step of the 'Create OH|ID Account' process. On the left, a vertical sidebar lists the steps: 1. Email Verification (checked), 2. Personal Info (checked), 3. Pick a Username (highlighted), 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Pick a Username' and features a section for 'Username Requirements' with a bulleted list: 'Must be between 6-64 characters', 'Cannot start or end in a special character', 'Cannot contain only numbers', and 'Only . \_ - or @ No other special characters'. Below the requirements is a 'Username' input field.

## Picking a password

Next, select a password for your OH|ID account.

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- 4 Create Password**
- 5 Account Recovery
- 6 Terms & Conditions

### Create Password

**Password Requirements**

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (!\$#,%@~^&\* \_+=><(){}[]%";:~\/?')
- Cannot include your first name, last name, username, or OH|ID
  - Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"

Password

Confirm Password

## Set account recovery options

It is very important set account recovery options so you never lose access to your OH|ID account.

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- 5 Account Recovery**
- 6 Terms & Conditions

### Account Recovery

Your email ( ) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.

#### Set up mobile/text message account recovery

You will receive a PIN via text message. Message and data rates apply. [See Terms & Conditions and Privacy Policies.](#)

Mobile Number

If you choose not to add your mobile number to your account at this time, you can [skip this step.](#)

### Agreeing to the terms and conditions

You will be required to agree to the terms and conditions of the OH|ID system, confirming that you are human by solving a simple word puzzle.

The screenshot shows the 'Terms & Conditions' step of the account creation process. On the left, a sidebar lists the steps: Email Verification, Personal Info, Pick a Username, Create Password, Account Recovery, and Terms & Conditions (highlighted with a '6'). The main content area is titled 'Terms & Conditions' and contains the following text: 'In order to proceed with creating your account, you must agree to the following terms and conditions. By clicking "I Agree" and creating an OH|ID account, you consent to use electronic signatures with the State of Ohio and receive communications in electronic form. If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OH|ID account, to refuse service, terminate accounts, remove or edit content on ohid.ohio.gov, or cancel transactions related to your OH|ID account.' Below this text is an unchecked checkbox labeled 'I Agree'. A horizontal line separates this section from the next, titled 'Confirm you are not a robot'. This section asks 'What is the 2nd color in the list pink, house and purple?' and features a text input field and a 'Verify' button.

### OH|ID account set up is complete

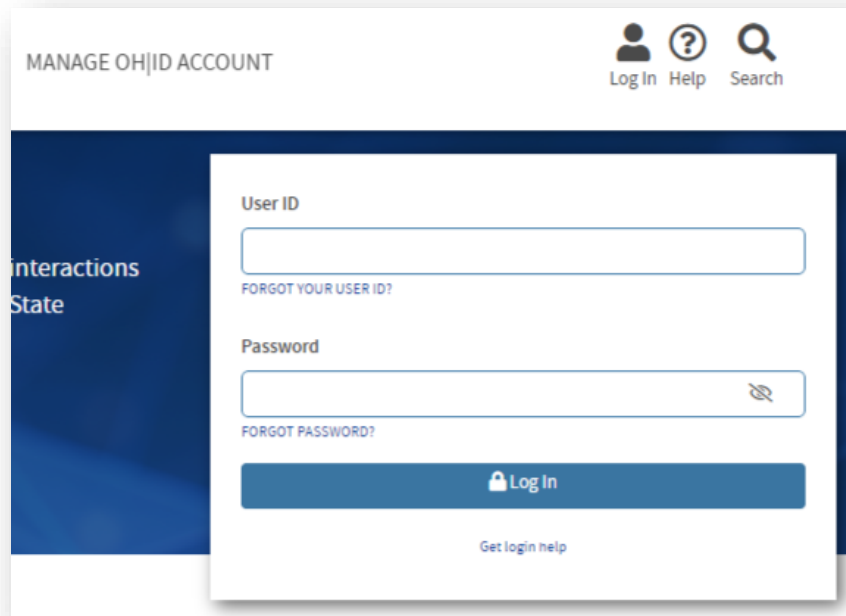
You should receive a confirmaiton email that your OH|ID account has been created.

The screenshot shows the 'Check your Email' step of the account creation process. On the left, a sidebar lists the steps: Email Verification, Personal Info, Pick a Username, Create Password, Account Recovery, and Confirmation (highlighted with a checkmark). The main content area is titled 'Check your Email' and contains the following text: 'We are working to create your new OH|ID account. This may take a few seconds or a few minutes. OH|ID: [redacted] Email: [redacted] Once you receive a confirmation email, return here to [log in to OH|ID](#).' The redaction boxes are solid red.

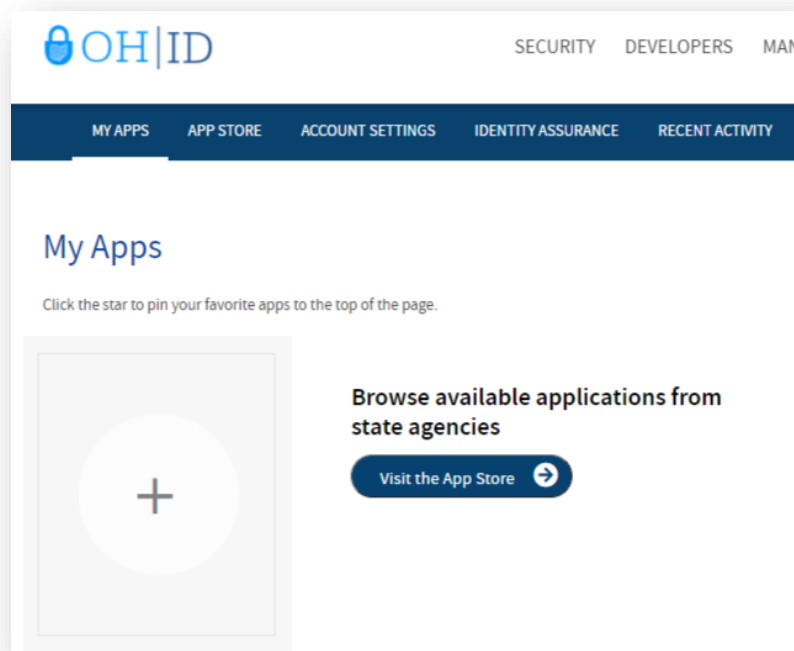


## Creating a Department of Education Profile

To create a Department of Education Profile, go to <https://ohid.ohio.gov> and log in with your **OH|ID account**.



If your account is new and you have not yet set up any applications, you should see a screen like the one below that asks you to visit the **App Store**. The Department Profile application is obtained at the App Store.





### App Store

Click the link to visit the app store. The Department of Education profile application may be on this first page or you may need to search for it.

The screenshot shows the 'Welcome to the App Store' page. At the top right, it says 'test account | OHID: test-acc'. Below the header is a search bar with the text 'Search state agency online tools or apps to request access.' and a search icon. To the right of the search bar is a filter button labeled 'Filter by State Agencies' with a dropdown menu showing 'All Agencies x'. Below the search bar are four application cards. The first card is 'Promoted Manage Unemployment Benefits' with a green checkmark icon. The second card is 'Building Demolition and Site Revitalization' with an image of an excavator. The third card, 'Department of Education Profile Setup', is highlighted with a red border and features a house icon with a clock. The fourth card is 'Department of Taxation Online Notice Response' with a cloud and arrow icon. Each card has a 'Details' link and a 'Request Access' button.

Select the Department of Education Profile application and **Request Access**.

The screenshot shows the details page for the 'Department of Education Profile Setup' application. On the left is a house icon with a clock. The title is 'Department of Education Profile Setup' and the agency is 'Department of Education'. The description reads: 'After creating an account in OHID, the next step to accessing the Department of Education's (EDU) applications is to create a user profile with EDU or link your new OHID account to an existing EDU profile. This application walks you through those steps, and only needs to be performed once.' On the right is a blue button labeled 'REQUEST ACCESS TO GROUP' with an external link icon.

Agree to accept the terms and conditions of using the Department of Education data systems.

## Department of Education Profile Setup

### Terms and Conditions

This system contains government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by United States law and Ohio law and policies.

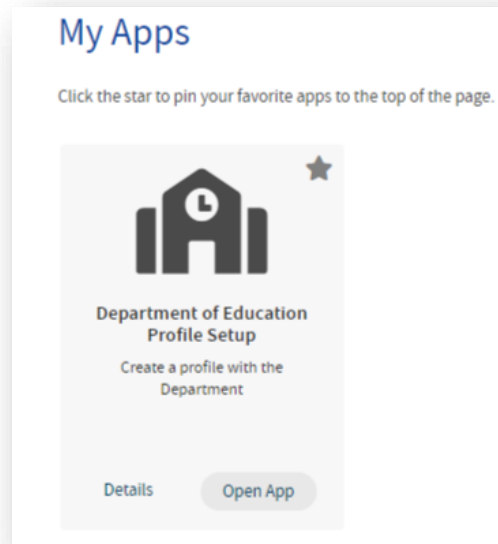
You have no expectation of privacy in any material placed or viewed on this system. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

The Ohio Department of Administrative Services reserves the right to take appropriate legal action in any state or federal court to address any instances of unauthorized use of this site, and you consent to exclusive jurisdiction and venue in such courts.

Agree to Terms

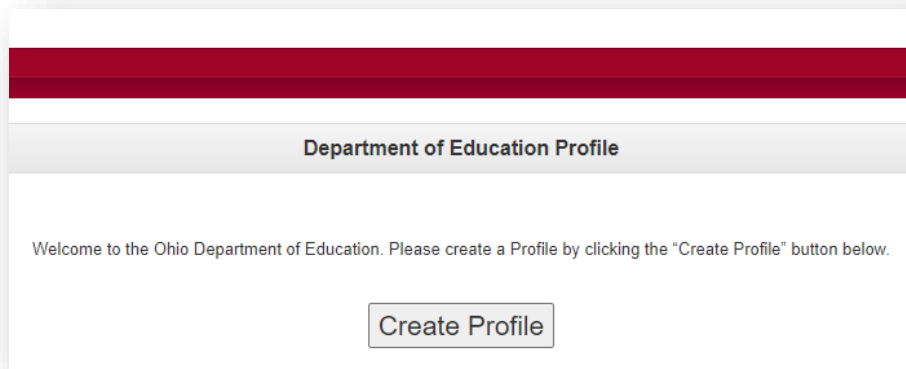
Request Access to Group

Once you have submitted your access request, you should be able to see the application on your OH|ID account main page under **My Apps**.



### Department of Education Profile Setup Application

Open the app and click **Create Profile** to begin the profile application.



## Entering Personal Information

Provide some basic details about yourself.

- Why you are requesting access
- Your Name
- Previous last names
- Last 4 digits of your social security number
- Your birthdate

This information is used to verify your identity before granting you access to any education data.

**DEPARTMENT OF EDUCATION PROFILE CREATION PAGE**

Which role best applies to you?  
*(Multiple roles can be selected)*

I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit

I am a parent, signing up for College Credit Plus program

I am an adult student applying for the Adult Diploma or Adult 22+ Programs

I am a parent, signing up for Scholarship program

Other reasons such as Scholarship Provider

I am a parent, signing up for Scholarship Income Verification program

---

**Basic Information**

Please enter the following information exactly as it appears on your identity verification document. [Click here](#) for a list of acceptable verification documents.

FIRST NAME:

MIDDLE NAME:

CURRENT LAST NAME:

PREVIOUS LAST NAME:

SSN4: Why does ODE ask for this?  
What if I don't have a SSN?

BIRTH DATE:

**NEXT**

All information entered in this form should match what is listed on verification documents. The list of acceptable verification documents can be seen on the page and in the image below.

### Acceptable Verification Documents

The Ohio Department of Department of Education requires that all Department of Education Profiles be validated against verifiable forms of identification. ID Verification ensures the department can be reasonably sure of the identity of users who are accessing the Department's applications. This increases security for all Department of Education educators, students, and families in Ohio. To be automatically verified, a user can submit information from a current and valid State of Ohio issued Identity card (Ohio Driver License or State Identification Card). For details about State of Ohio issued Identity cards, please visit <http://www.bmv.ohio.gov>.

If a user does not have a current or valid State of Ohio Issued identity card, their identity will need to be verified with an acceptable alternate form of identity that can be scanned or photographed and submitted online. Approved forms of alternate IDs must contain a photo, name, DOB, gender, and ID number. All IDs must be current and valid at the time of submission.

#### Specific IDs that are accepted are:

- Driver license or ID card issued by any U.S. State or U.S. Territory provided it contains a photograph, name, date of birth, gender, and address
- U.S. Passport or U.S. Passport Card
- US Military ID including Military Dependent's ID
- Foreign passport that contains photo, name, DOB, gender, and ID number
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on an immigrant visa
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

### Additional details

Complete the second page of the application, then upload a copy of your verification documents. Finally, confirm agreement to the terms and services of using the Department of Education’s information systems.

**DEPARTMENT OF EDUCATION PROFILE CREATION PAGE**

---

**Contact Information**

<p><b>Home - Physical Address</b></p> <p>ADDRESS LINE 1: <input type="text" value="Required"/></p> <p>ADDRESS LINE 2: <input type="text"/></p> <p>CITY: <input type="text" value="Required"/></p> <p>STATE: <input type="text" value="[ Required ]"/></p> <p>ZIP: <input type="text" value="Required"/></p> <p>ZIP4: <input type="text"/></p> <p>PHONE NUMBER: <input type="text" value="Required"/></p>	<p><b>Home - Mailing Address</b></p> <p><input type="checkbox"/> IS MAILING SAME AS PHYSICAL?</p> <p>ADDRESS LINE 1: <input type="text"/></p> <p>ADDRESS LINE 2: <input type="text"/></p> <p>CITY: <input type="text"/></p> <p>STATE: <input type="text"/></p> <p>ZIP: <input type="text"/></p> <p>ZIP4: <input type="text"/></p>
--	---

---

**Identity Verification Information**

<p>OFFICE EMAIL ADDRESS <input type="text" value="Optional"/></p> <p>HOME EMAIL ADDRESS <input type="text" value="Required"/></p> <p>OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER: <input type="text"/></p>	<p>CONFIRM OFFICE EMAIL ADDRESS <input type="text" value="Optional"/></p> <p>CONFIRM HOME EMAIL ADDRESS <input type="text" value="Required"/></p>
---	---

or

**UPLOAD VERIFICATION DOCUMENT**

[Click here](#) for a list of acceptable verification documents.

---

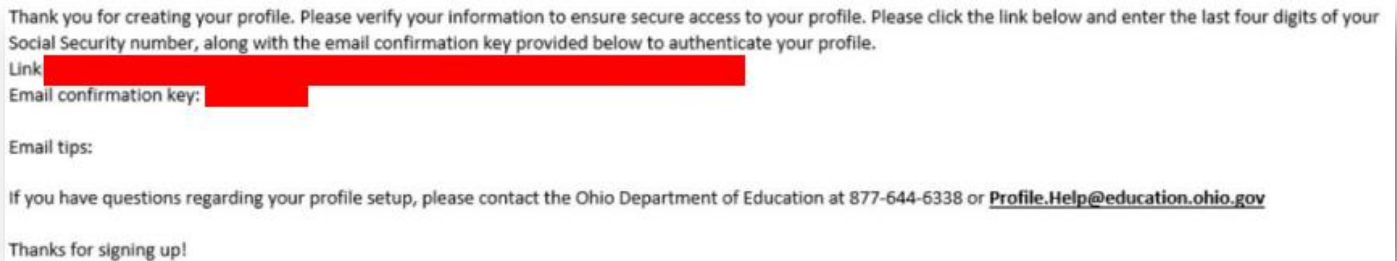
**Account Information**

I agree to Ohio Department of Education [Terms of Service and Privacy Policy](#)

**NEXT**   **GO BACK**

## Verification

After submitting your application, you will receive an email to verify your submission by following a provided **link** and entering the included **Confirmation Key**.



Once your application is submitted it will be sent for verification. As verification may take several days to complete, be sure to complete the application as soon as possible.

ENTER FOLLOWING TO CONFIRM YOUR EMAIL

Email Confirmation

SSN4:

Last 4 digits of social security number

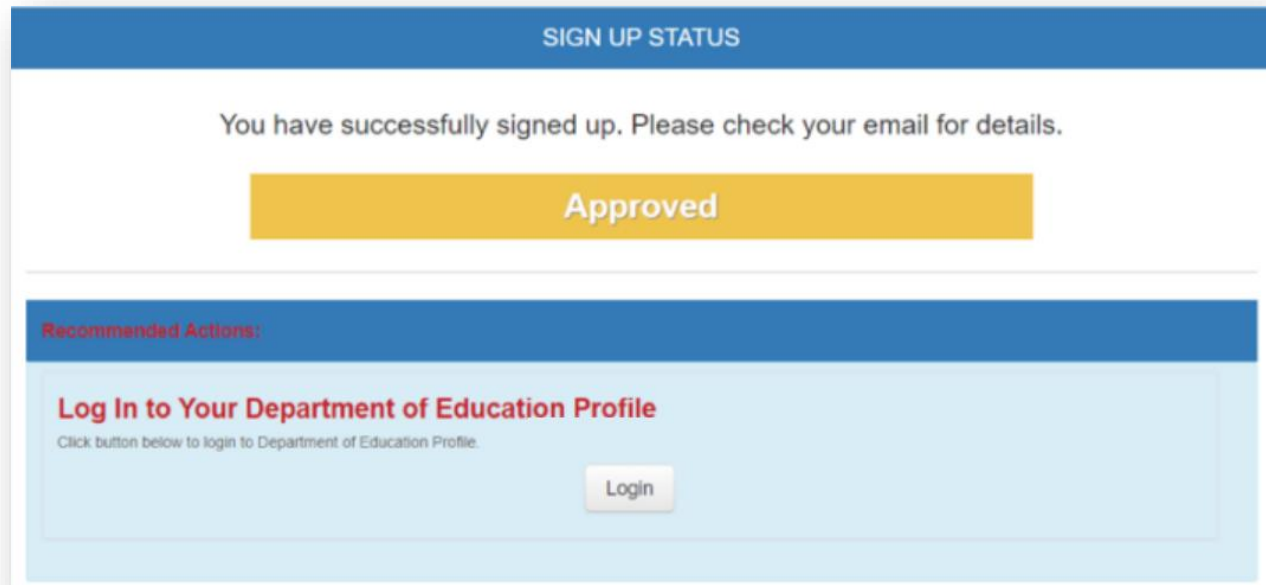
PLEASE ENTER THE KEY THAT WAS SENT IN YOUR CONFIRMATION EMAIL:

CONTINUE



## Connecting your Department Profile to your OH|ID account

Once your application is reviewed and approved, your Department of Education Profile Setup application will indicate your status is “**Approved.**” You now can login. This will connect your Department Profile with your OH|ID account, enabling you to be granted Roles in OEDS.



## GETTING TO THE SCHOOL DETAILS

After logging into OEDS and searching for the building, you should see a screen similar to the one below.

OVERVIEW

Your District/School Name Here (123456)

OVERVIEW
GENERAL
LOCATION
PERSONNEL
RELATIONSHIP

🏠 Organization
?

---

NAME Your District/School Name Here

---

ORGANIZATION TYPE Public School

---

IRN 123456                      GRADE LEVEL 3-5

---

STATUS Open                      COUNTY Franklin

---

PHONE 555-555-1234              FAX 555-555-1235

---

EMAIL

---

WEB URL

SHOW OR UPDATE ORGANIZATION DETAILS

📍 Address
?

---

Physical Address

ADDRESS 123 Fake St.
COUNTY Franklin

---

CITY Columbus
STATE OH
ZIP 43002

---

Mailing Address

ADDRESS 123 Fake St.
COUNTY Franklin

---

CITY Columbus
STATE OH
ZIP 43002

SHOW ALL OR UPDATE ADDRESSES

🔗 Relationships
?

---

Hierarchy Organization

---

NAME District Name Here

---

IRN 123457                      PHONE 555-555-9876

---

EMAIL [Fake.email@DistrictName.org](mailto:Fake.email@DistrictName.org)

SHOW ALL OR UPDATE RELATIONSHIPS

👤 Roles
?

---

Principal

---

NAME Adam Smith

---

STATUS Active                      PHONE

---

EMAIL

SHOW ALL OR UPDATE ROLES AND PERSONS

🏠 Organization
?

---

NAME Your District/School Name Here

---

ORGANIZATION TYPE Public School

---

IRN 123456                      GRADE LEVEL 3-5

---

STATUS Open                      COUNTY Franklin

---

PHONE 555-555-1234              FAX 555-555-1235

---

EMAIL

---

WEB URL

SHOW OR UPDATE ORGANIZATION DETAILS

Details about your organization appear in the box labeled “**Organization**” in the upper left of the screen. Click “**Show or Update Organization Details**” to edit this information.

The Organization Details page will appear similar to the one below. Information contained in the **Organization Identity** and **School Information** boxes can be updated by clicking the blue EDIT button. Contact information can be adjusted and additional classifications added as well.

GENERAL  
Your District/School Name Here (123456)

OVERVIEW **GENERAL** LOCATION PERSONNEL RELATIONSHIP

### Organization Identity

NAME Your District/School Name Here  
 ORGANIZATION TYPE Public School  
 COUNTY Franklin  
 ORGANIZATION STATUS Open  
 DUNS NUMBER  
 DUNS EXPIRATION DATE  
 CREATED ON July 30, 2003  
 LAST UPDATED ON June 25, 2018  
 WEB URL  
 DISTRICT'S PROFILE PAGE

[EDIT](#)

### Contact Information

PHONE TYPE	PHONE NUMBER	EXTENSION	PRIMARY	PRIVATE	EDIT
OFFICE PHONE NUMBER	555-555-1234	None	Y	N	<a href="#">EDIT</a> <a href="#">DELETE</a>
FAX NUMBER	555-555-1235	None	Y	N	<a href="#">EDIT</a> <a href="#">DELETE</a>

+ ADD NEW PHONE NUMBER

EMAIL ADDRESS	PRIMARY	PRIVATE
+ ADD NEW EMAIL ADDRESS		

### Organization Classification

ORGANIZATION CLASSIFICATION TYPE	ORGANIZATION CLASSIFICATION DESCRIPTION
+ ADD NEW CLASSIFICATION	

### School Classification

[ADD CLASSIFICATION](#)

### Organization Identity

NAME Your District/School Name Here  
 ORGANIZATION TYPE Public School  
 COUNTY Franklin  
 ORGANIZATION STATUS Open  
 DUNS NUMBER  
 DUNS EXPIRATION DATE  
 CREATED ON July 30, 2003  
 LAST UPDATED ON June 25, 2018  
 WEB URL  
 DISTRICT'S PROFILE PAGE

[EDIT](#)

Popup dialog boxes enable information to be updated and submitted for approval by the OEDS team at the Ohio Department of Education.

## CHANGING A SCHOOL NAME OR OPERATING STATUS

Change a school name or update its operating status on the Details page for that school. Click **Edit** in the **Organization Identity** box. See [“Getting to the School Details”](#) in this document for more about how to find this page and the edit button for this information.

Click the **Edit** button. You should see a popup similar to the one below.

The screenshot shows a modal window titled "Please Update Organization Identity" with a close button (X) in the top right corner. The form is divided into several sections:

- Organization Category:** A dropdown menu with "School" selected.
- Organization Type:** A dropdown menu with "Public School" selected.
- Long Name:** A text input field containing "Your District/School Name here" with a green checkmark on the right.
- Short Name:** A text input field containing "District/School Name" with a green checkmark on the right.
- Organization Status:** A dropdown menu with "Open" selected and a green checkmark on the right.
- ENTER ADDITIONAL INFORMATION (OPTIONAL):** A section with several fields:
  - Web URL:** A text input field containing "www.Organization.com".
  - District's Profile Page:** An empty text input field.
  - ODE Designated County:** A dropdown menu with "Franklin" selected and a green checkmark on the right.
  - DUNS Number:** An empty text input field.
  - DUNS Number Expiration Date:** A text input field with a calendar icon and the placeholder "MM/DD/YYYY".

At the bottom of the form, there are two buttons: a red "CANCEL" button and a green "SUBMIT FOR APPROVAL" button.

On this screen you will be able to enter a new name for your school in the **“Long Name”** field. The **“Short Name”** allows you to add an abbreviated version of the name. For example, the Long Name may be “Adam Smith Elementary” and the Short Name could be “Adam Smith.”

To change the Operating Status of a building you select the option you would like from the drop-down list under **Organization Status**. Please note the “**Merged**” option is no longer used. Please contact the [OEDS help desk](#) for guidance if you intend to combine schools.

**Please Update Organization Identity**

Organization Category: School

Organization Type: Public School

Long Name: Your District/School Name here ✓

Short Name: District/School Name ✓

Organization Status: Open ✓

ODE Designated County: Franklin ✓

DUNS Number Expiration Date: MM/DD/YYYY

District's Profile Page: [Empty]

DUNS Number: [Empty]

**CANCEL** **SUBMIT FOR APPROVAL**

Once you have entered a new Name or Operating Status you must click the “**Submit for Approval**” button. This will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Ohio Department of Education. These requests are put into a queue and reviewed in the order they are received.

For name changes, there typically are no follow-up questions. However for status changes, the Department reviewer may reach out to ask for clarification or reasoning for the change.

To speed up this process, you can always send an email to the [OEDS help desk](#) detailing changes you would like to make before you actually enter them into the OEDS system. A reviewer will contact you to discuss your changes and guide you through entering them and the approval process.

## CHANGING SCHOOL TYPE OR GRADE SPAN

To change a school type or adjust the grade levels served, navigate to the Details Page for that school and “**Edit**” the information in the “**School Information**” box. The section “[Getting to the School Details](#)” in this document shows how to find this page and the edit button for this information.

Click the **Edit** button to see a popup similar to the one below.

**Please Update School Information**

School Type: Elementary School (dropdown menu open showing: Please select one, Ungraded, High School, Junior High School, Middle School, Elementary School)

NCES School ID: [text input]

Estimated Teacher Count: 24

**SELECT ALL GRADE LEVELS SERVED**

<input type="checkbox"/> Daycare	<input type="checkbox"/> Headstart
<input type="checkbox"/> Pre School	<input type="checkbox"/> Kindergarten
<input type="checkbox"/> First Grade	<input type="checkbox"/> Second Grade
<input checked="" type="checkbox"/> Third Grade	<input checked="" type="checkbox"/> Fourth Grade
<input checked="" type="checkbox"/> Fifth Grade	<input type="checkbox"/> Sixth Grade
<input type="checkbox"/> Seventh Grade	<input type="checkbox"/> Eighth Grade
<input type="checkbox"/> Ninth Grade	<input type="checkbox"/> Tenth Grade
<input type="checkbox"/> Eleventh Grade	<input type="checkbox"/> Twelfth Grade
<input type="checkbox"/> Post Secondary	<input type="checkbox"/> Ungraded
<input type="checkbox"/> Special Needs	

Grade span of school: 3-5

**CANCEL** **SUBMIT FOR APPROVAL**

On this screen you will be able to select a “**School Type**” that reflects the grades being served. To help determine which School Type to select, look for the highest grade level served at this site and select the type that best matches this grade level from the drop-down list.

You also can select each individual grade served at this site. The field “**Grade Span of School**” will display the final list of grades that have been selected. Please be sure to review this before submitting for approval.

Submitting the changes will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Ohio Department of Education. These requests are put into a queue and reviewed in the order they are received.

For grade span changes, the internal review team typically follows up with questions about the nature of the changes and the reasoning to ensure all students are still being served.

To speed up the approval process for grade span changes, you can always send an email to the [OEDS help desk](#) detailing changes you would like to make before you actually enter them into the OEDs system. A reviewer will contact you to discuss your changes and guide you through the approval process.

## CHANGING SCHOOL CLASSIFICATION

To add or change a **School Classification** you will need to navigate to the Details Page for that school. Click the “**Add Classification**” button in the “**School Classification**” box. The section “[Getting to the School Details](#)” in this document shows how to find this page and the Add button for this information.

Click the “**Add Classification**” button to see a popup similar to the one below.

The screenshot shows a modal window titled "Please Add School Classification" with a close button (X) in the top right corner. The form is divided into three sections, each with a blue header and a list of checkboxes:

- SELECT APPROPRIATE VIRTUAL SCHOOL STATUS**
  - Site Based School
  - Virtual School
  - Blended School
  - STEM School
- SELECT APPROPRIATE DROP OUT RECOVERY STATUS**
  - Dropout Recovery
- SELECT APPROPRIATE SCHOOL CLASSIFICATIONS**
  - Approved Teacher Education College
  - Prekindergarten Associate Certification

At the bottom of the form, there are two buttons: a red "CANCEL" button on the left and a green "SUBMIT FOR APPROVAL" button on the right.

Select the classification that best reflects the nature of your school before **Submitting for Approval**. Submitting changes to classifications will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Ohio Department of Education. These requests are put into a queue and reviewed in the order they are received.

For classification changes, the internal review team typically follows up with questions about the nature of the changes and the reasoning so that they can ensure the proper classification has been selected.

To speed up the approval process for classification changes, you can always send an email to the [OEDS help desk](#) detailing changes you would like to make before you actually enter them into the OEDS system. A reviewer will contact you to discuss your changes and guide you through the approval process.



## CHANGING DISTRICT OR SCHOOL LOCATIONS

After logging into OEDS and searching for the building, you should see a screen similar to the one below.

OVERVIEW

Your District/School Name Here (123456)

OVERVIEW   GENERAL   LOCATION   PERSONNEL   RELATIONSHIP

🏠 Organization ?

NAME Your District/School Name Here

---

ORGANIZATION TYPE Public School

---

IRN 123456      GRADE LEVEL 3-5

---

STATUS Open      COUNTY Franklin

---

PHONE 555-555-1234      FAX 555-555-1235

---

EMAIL

---

WEB URL

---

SHOW OR UPDATE ORGANIZATION DETAILS

📍 Address ?

Physical Address 📍

---

ADDRESS 123 Fake St.      COUNTY Franklin

---

CITY Columbus      STATE OH      ZIP 43002

---

Mailing Address 📍

---

ADDRESS 123 Fake St.      COUNTY Franklin

---

CITY Columbus      STATE OH      ZIP 43002

---

SHOW ALL OR UPDATE ADDRESSES

🔗 Relationships ?

Hierarchy Organization

---

NAME District Name Here

---

IRN 123457      PHONE 555-555-9876

---

EMAIL [Fake.email@DistrictName.org](mailto:Fake.email@DistrictName.org)

---

SHOW ALL OR UPDATE RELATIONSHIPS

👤 Roles ?

Principal

---

NAME Adam Smith

---

STATUS Active      PHONE

---

EMAIL

---

SHOW ALL OR UPDATE ROLES AND PERSONS

📍 Address ?

Physical Address 📍

---

ADDRESS 123 Fake St.      COUNTY Franklin

---

CITY Columbus      STATE OH      ZIP 43002

---

Mailing Address 📍

---

ADDRESS 123 Fake St.      COUNTY Franklin

---

CITY Columbus      STATE OH      ZIP 43002

---

SHOW ALL OR UPDATE ADDRESSES

To get to the Location Details page where you will be able to edit addresses, find the box labeled “**Addresses**” in the upper right of the screen. Click the “**Show or Update Addresses**” button to access a Location page similar to the one below and edit this information.

(1) LOCATION  
Your District/School Name here (123456)

OVERVIEW GENERAL **LOCATION** PERSONNEL RELATIONSHIP

← BACK TO OVERVIEW ADD NEW ADDRESS

Location Type: Primary

LOCATION NAME: YOUR DISTRICT/SCHOOL NAME HERE

**Physical Address**

ADDRESS LINE 1 123 Fake St. ADDRESS LINE 2

COUNTY Franklin CITY Columbus STATE OH

ZIP 43002 MAIL STOP

EDIT

**Mailing Address**

ADDRESS LINE 1 123 Fake St. ADDRESS LINE 2

COUNTY Franklin CITY Columbus STATE OH

ZIP 43002 MAIL STOP

EDIT

Help Text

REQUIRED FIELDS FOR ANY CHANGES

STANDARDIZE ADDRESS

CONTACT INFO

ANY CHANGES TO YOUR ORGANIZATION LOCATION

» Required Fields

- Location Type
- Location Name
- Address Type
- Address Line 1
- City
- State
- Zip

**Physical Address**

ADDRESS LINE 1 123 Fake St. ADDRESS LINE 2

COUNTY Franklin CITY Columbus STATE OH

ZIP 43002 MAIL STOP

EDIT

To edit the Address, click the **Edit** button below the address you wish to change.

You should see a popup similar to the one below.

**Please Update the Address**

Location Type: Primary

Location Name: Your District or School name here ✓

Address Type: Physical Address

Address Line 1: 123 Fake st ✓

Address Line 2: Optional

City: Columbus ✓

State: OH ✓

County: Franklin ✓

Zip: 43002 ✓

Mail stop: Optional

**CANCEL** **SUBMIT FOR APPROVAL** **STANDARDIZE**

**NOTE:** Editing **Location Name** does not change the name of the building or the district. This is simply a name used to help you identify the addresses.

You will be able to edit Location Name, Street Name and Number, City, State, County and Zip.

Before **Submitting for Approval**, please click the blue **“Standardize”** button. This will

match the address you have entered with exact addresses on file with the United States Postal Service. If the address cannot be standardized, you still can **Submit for Approval** but we ask that you send an email to the [OEDS help desk](#) confirming the address is correct as you entered it.

Submitting the changes will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Ohio Department of Education. These requests are put into a queue and reviewed in the order they are received.

For Address changes, the internal review team typically does not have follow-up questions, but they may reach out if they are unable to standardize the address themselves.

## GETTING TO RELATIONSHIP DETAILS

After logging into OEDS and searching for the building, you should see a screen similar to the one below.

OVERVIEW  
Your District/School Name Here (123456)

OVERVIEW | GENERAL | LOCATION | PERSONNEL | RELATIONSHIP

🏠 Organization

---

NAME Your District/School Name Here

---

ORGANIZATION TYPE Public School

---

IRN 123456      GRADE LEVEL 3-5

---

STATUS Open      COUNTY Franklin

---

PHONE 555-555-1234      FAX 555-555-1235

---

EMAIL

---

WEB URL

SHOW OR UPDATE ORGANIZATION DETAILS

📍 Address

---

[Physical Address](#)

---

ADDRESS 123 Fake St.      COUNTY Franklin

---

CITY Columbus      STATE OH      ZIP 43002

---

[Mailing Address](#)

---

ADDRESS 123 Fake St.      COUNTY Franklin

---

CITY Columbus      STATE OH      ZIP 43002

SHOW ALL OR UPDATE ADDRESSES

🔗 Relationships

---

[Hierarchy Organization](#)

---

NAME District Name Here

---

IRN 123457      PHONE 555-555-9876

---

EMAIL [Fake.email@DistrictName.org](mailto:Fake.email@DistrictName.org)

SHOW ALL OR UPDATE RELATIONSHIPS

👤 Roles

---

[Principal](#)

---

NAME Adam Smith

---

STATUS Active      PHONE

---

EMAIL

SHOW ALL OR UPDATE ROLES AND PERSONS

🔗 Relationships

---

[Hierarchy Organization](#)

---

NAME District Name Here

---

IRN 123457      PHONE 555-555-9876

---

EMAIL [Fake.email@DistrictName.org](mailto:Fake.email@DistrictName.org)

SHOW ALL OR UPDATE RELATIONSHIPS

To get to the Relationship Details page where you will be able to edit connections with other organizations, click **“Show or Update Relationships”** in the Relationships box.

## ADDING OR CHANGING INFORMATION TECHNOLOGY CENTERS (ITC)

Change the Information Technology Center connected to a district on the Relationship Details page for that district or building. The section "[Getting to Relationship Details](#)" of this document walks through how to navigate to this page.

The Relationship Details page should look similar to the one below.

RELATIONSHIP  
Columbus City School District (043802)

OVERVIEW GENERAL LOCATION PERSONNEL RELATIONSHIP

← BACK TO OVERVIEW Filter By Org Type ADD NEW PARENT RELATIONSHIP Show All Relationships

ASSOCIATED ORGANIZATION	ORGANIZATION RELATIONSHIP TYPE	BEGIN DATE	END DATE	STATUS	EDIT (OR) REMOVE RELATIONSHIP
COLUMBUS CITY CTPD (200035)	CAREER TECHNICAL PLANNING DISTRICT	4/26/2003	12/31/2500	CURRENT	
COLUMBUS CITY SCHOOL DISTRICT (043802)	HIERARCHY ORGANIZATION	4/26/2003	12/31/2500	CURRENT	
COLUMBUS CITY SCHOOL DISTRICT (043802)	CNS REPORTING ORGANIZATION	4/26/2003	12/31/2500	CURRENT	
COLUMBUS CITY SCHOOLS (043802)	DATA ACQUISITION SITE	4/26/2003	12/31/2500	CURRENT	
COLUMBUS CITY SCHOOLS LPDC (013541)	LOCAL PROF DEV COMMITTEE	12/12/2012	12/31/2500	CURRENT	
ESC OF CENTRAL OHIO (046938)	DISTRICT/ESC	5/25/2017	12/31/2500	CURRENT	

If there is not an Information Technology Center attached to the district, one can be added by using the green **"Add New Parent Relationship"** button near the top of the page. If there is already an ITC attached to the district, then look through the list of relationships for one labeled **"Data Acquisition Site."** Click the **Edit** and **Remove** buttons on the right-hand side of the screen to edit this relationship.

**Note:** If you are not able to edit this relationship, use the **"Add New Parent Relationship"** button to create a new **Data Acquisition Site** relationship, then email the OEDS Helpdesk at [OEDS.ContactUs@education.ohio.gov](mailto:OEDS.ContactUs@education.ohio.gov) to report the issue and have the old relationship removed.

The next pages cover both editing a current relationship and establishing a new one.

## EDITING A DATA ACQUISITION SITE RELATIONSHIP

✕
Please Update Organization Relationship

ORGANIZATION RELATIONSHIP TYPE	Data Acquisition Site
CURRENT ORGANIZATION	Columbus City Schools

Enter a part of the organization name or IRN that will be associated to this organization

Q

⊞ CANCEL
➤ SUBMIT

If you are able to edit a relationship, you will see a screen similar to the one above. Here you will be asked to enter the name or IRN of the ITC you would like to use as a Data Acquisition Site. Once you select a new ITC, you must **Submit** it for approval.

Submitting changes to relationships will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Ohio Department of Education. These requests are put into a queue and reviewed in the order they are received

For relationship changes, the internal review team typically follows up with questions about the nature of the changes and the reasoning so that they can ensure the proper connections between organizations are being made.

To speed up the approval process for ITC changes, you can always send an email to the [OEDS help desk](#) detailing

1. Why you requested the change
2. What date you would like it to take effect
3. Name and IRN of the new ITC
4. Your district's IRN

A reviewer will contact you to discuss your changes and guide you through the approval process.

## CREATE A NEW DATA ACQUISITION RELATIONSHIP

**+ Please Add Organization Relationship** ✕

Organization Relationship Type

Data Acquisition Site ✓ ▾

Enter a part of the organization name or IRN that will be associated to this organization

Search organization 🔍

✕ CANCEL ➤ SUBMIT FOR APPROVAL

If you are unable to edit the current relationship, you may simply need to add the new relationship you wish to set up. Select “**Data Acquisition Site**” and again enter the Name or IRN of the ITC you would like to use. Once you have entered this information, click **Submit for Approval**.

Submitting changes to relationships will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Ohio Department of Education. These requests are put into a queue and reviewed in the order they are received

For relationship changes the internal review team typically follows up with questions about the nature of the changes and the reasoning so that they can ensure the proper connections between organizations are being made.

To speed up the approval process for ITC changes you can always send an email to the [OEDS help desk](#) detailing

1. Why you requested the change
2. What date you would like it to take effect
3. What the ITC you are switching to is along with their IRN
4. Your district’s IRN

A reviewer will contact you to discuss your changes and guide you through the approval process.



## REQUESTING A NEW ORGANIZATION

To open a new IRN you must create an organization. Click “**Create organization**” on the top menu bar to see a screen similar to the one below. This page contains instructions on how to request a new IRN, as well as the required roles in OEDS for making this request.

organization

HOME DASHBOARD CREATE ORGANIZATION SEARCH ORGANIZATION SEARCH PERSON OEDS DATA DASHBOARD EXTERNAL

INSTRUCTIONS FOR CREATING A NEW ORGANIZATION

Instructions for Creating a New Organization

In order to create your Organization in the Ohio Educational Directory System (OEDS) you will need to follow these steps:

READ ALL OF THESE STEPS BEFORE PROCEEDING

- » Obtain a SAFE Account
- » Obtain an OEDS Organization Applicant Role (See more detailed instructions to the right)
- » Click link to create an Organization that has no parent organization with administrative authority

OR

- » Select the Parent Organization that has administrative authority over the new organization

AFTER READING THE ABOVE STEPS

- » Click [HERE](#) to create a new organization that does **not** have an established parent hierarchy organization.

CONTACT INFORMATION

- » For any other Questions

Please Contact [OEDS.ContactUs@education.ohio.gov](mailto:OEDS.ContactUs@education.ohio.gov)

Help Text

SAFE

OEDS ORGANIZATION APPLICANT ROLE

PARENT HIERARCHY ORGANIZATION

You need the "OEDS ORGANIZATION APPLICANT ROLE", if you are not currently assigned the role of OEDS Organization Administrator, Superintendent, or Treasurer, or if you have one of those roles but this new organization is not related to the organization where you have one of those roles. The OEDS Organization Applicant role is requested through SAFE. You only need to request this role one time.

- » For More Detailed Instructions for Creating a New Organization

[View Document](#)

Once you are sure the appropriate person is making the request, you can begin creating a new organization.

Begin by providing basic information such as

- Organization type (typically, this will be a public school)
- A name for this IRN (typically what the school will be called)
- The physical address this IRN will operate from
- The mailing address for this IRN
- The grade span that this IRN will serve

The next few pages will go through the screens you see as part of a new organization application.

CREATE A NEW ORGANIZATION

Please Provide Organization Details

START CREATING A NEW ORGANIZATION

IF YOU ARE NOT SURE WHICH ORGANIZATION TYPE YOU ARE TRYING TO CREATE [CLICK HERE TO START](#)

IF YOU ALREADY KNOW YOUR ORGANIZATION TYPE Public School

---

ENTER ORGANIZATION DETAILS

<p><b>Organization Name</b></p> <input type="text" value="Western Toledo"/>	<p><b>ODE Designated County</b></p> <input type="text" value="Lucas"/>
<p><b>Phone Number</b></p> <input type="text"/>	<p><b>Fax Number</b></p> <input type="text" value="Optional xxx-xxx-xxxx"/>
<p><b>Organization Email Address</b></p> <input type="text"/>	<p><b>WEB URL</b></p> <input type="text"/>

[Next →](#)

Application page 1.

To begin, click the “**Click Here to Start**” link on the application. This will open a pop-up dialog box with a series of questions that determine the **Organization type** that gets filled in on the application. The dialog box should appear similar to the one shown below.

**Start Creating a New Organization** ✕

PLEASE SELECT ONE FROM THE FOLLOWING LIST TO GET ORGANIZATION TYPE FOR CREATING A NEW ORGANIZATION

- Is Your Organization a School?
- Is Your Organization a College?
- Is your organization related to Community School sponsorship or management?
- Does your organization just need access to a specific application (program) within ODE?
- Your organization does not fit the description or definition of the previously mentioned types, but you provide ...
- Your organization does not fit the description or definition of the previously mentioned types, but ...

[CANCEL](#)
[NEXT →](#)

Typically, this is answered by selecting that your organization is a school.

After the first set of questions is answered, a second set of questions will appear that should look similar to the one below. Typically, this is answered that you are a Superintendent, Treasurer or OEDS-R administrator attempting to set up a public school.

**Start Creating a New Organization** ✕

PLEASE SELECT TO GET ORGANIZATION TYPE FOR CREATING A NEW ORGANIZATION

Are you a Superintendent, Treasurer, or OEDS Organization Administrator for a public district trying to open up a new school?

Are you a public school sponsored by an Ohio Department of Education authorized sponsor and have a Preliminary Agreement and/or a Contract?

Are you a school and have you worked with the Nonpublic Educational Options Office of the Ohio Department of Education and are you at "Letter of Approval" status?

Are you a Vocational School overseen by a Joint Vocational School District?

Are you required by the Ohio Revised Code to become a state supported school?

Are you a Science, Technology, Engineering and Mathematics school authorized under Chapter 3326 of the Ohio Revised code to be a STEM designated school and have you been to the STEM subcommittee?

Are you a school that provides evening classes or classes for adults only?

← BACK SAVE

Once you have answered these questions and pressed the green **Save** button, the Organization Type will be filled in on the first page of the application. You now are able to enter the name of the new organization.

**Note:** *Organization Name Should not the name of your district it is the name that you want the resulting building/organization to be called once a new IRN is created.*

You will also be asked to provide the IRN's county of operation and some basic contact information.

CREATE A NEW ORGANIZATION

Organization Physical Address

LOCATION TYPE	PRIMARY	ADDRESS TYPE	PHYSICAL ADDRESS
Location Name	<input type="text" value="Western Toledo Prep Academy"/>		
Address Line 1	<input type="text" value="6145 Hill Ave"/>	Address Line 2	<input type="text" value="Optional"/>
City	State	County	
<input type="text" value="Toledo"/>	<input type="text" value="OH"/>	<input type="text" value="Lucas"/>	
Zip	Mail Stop		
<input type="text" value="43615"/>	<input type="text" value="Optional"/>		

Please Select if Physical Address is same as Mailing Address

[Standardize](#)

[← Back](#) [Next →](#)

Application page 2.

Here you are asked to enter the organization's physical operating location. Please attempt to standardizes the address by clicking the **Standardize** button after you have entered it and before moving on to the next step.

CREATE A NEW ORGANIZATION

Home Location Mailing Address Documents Attachments Complete

Organization Mailing Address

LOCATION TYPE	PRIMARY	ADDRESS TYPE	MAILING ADDRESS
Address Line 1		Address Line 2	
<input type="text" value="6145 Hill Ave"/>		<input type="text" value="Optional"/>	
City	State	County	
<input type="text" value="Toledo"/>	<input type="text" value="OH"/>	<input type="text" value="Lucas"/>	
Zip	Mail Stop		
<input type="text" value="43615"/>	<input type="text" value="Optional"/>		

Standardize

Back Next

Application page 3.

Enter the mailing address for the organization. Often this is separate from the physical address as mail is routed to a district office. Again, please attempt to standardize the address by clicking the **Standardize** button before moving on to the next step.

CREATE A NEW ORGANIZATION

Please Provide Optional Details

ENTER OPTIONAL DETAILS

Federal Tax ID	DUNS Number
Optional	Optional
DUNS Number Expiration Date	Grade Level Served
Required if DUNS Number Entered	
FISCAL Agent	ITC
Optional (Add FISCAL Organization)	Optional (Add ITC Organization)
SST	Hierarchy
Optional (Add SST Organization)	Western Toledo Prep Academy

← Back

Next →

Application page 4.

On this page you will be asked about Tax ID and DUNS numbers. You DO NOT need to have these to complete the application. The only information required on this page is the grade levels you wish to serve and any hierarchy organization you wish to operate under (such as your district).

CREATE A NEW ORGANIZATION

Home Location Mail Calendar Documents Checkmark

Please Upload Optional Documents

UPLOAD DOCUMENTS

PROOF OF ADDRESS

TAX ID FORM (W-9)

MISCELLANEOUS DOCUMENTS

Application page 5.

This page will allow you to upload any supporting documents you want to attach to this application.



**CREATE A NEW ORGANIZATION**

✓ Please Verify and Submit For Approval

ORGANIZATION DETAILS

ORGANIZATION NAME	WESTERN TOLEDO PREP ACADEMY	APPLICATION KEY	107265
ORGANIZATION TYPE	Public School	ODE DESIGNATED COUNTY	Lucas
PHONE NUMBER	614-623-5345	FAX NUMBER	
EMAIL ADDRESS			
WEB URL			

ORGANIZATION LOCATION DETAILS

LOCATION NAME	WESTERN TOLEDO PREP ACADEMY		
ADDRESS TYPE	PHYSICAL	STANDARDIZED	YES
ADDRESS	6145 Hill Ave	ADDRESS 2	
COUNTY	Lucas	CITY	Toledo
STATE	OH	ZIP	43615

ORGANIZATION OPTIONAL DETAILS

GRADE LEVEL SERVED	FEDERAL TAX ID
DUNS NUMBER	DUNS NUMBER EXPIRATION DATE
HIERARCHY	Western Toledo Prep Academy
ITC	SST

LIST OF DOCUMENTS UPLOADED

COMMENTS

**Subject**

**Comments Body**

APPLICATION STATUS: STARTED

← Back

Submit →

Application page 6.

This page allows you to review all the information you provided before you submit it for approval. If you leave the application before clicking **Submit**, it will not be sent for approval as it will show a status of “Started” in the OEDS system and not “Submitted.”

Once an organization request is submitted, it will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Ohio Department of Education. These requests are put into a queue and reviewed in the order they are received.

For New Organization requests, the internal review team typically follows up with questions about the nature of the request and the reasoning so that they can ensure all students in a district are accounted for and explain any additional changes that maybe needed.

To speed up this process, you can always send an email to the [OEDS help desk](#) detailing changes you would like to make before you actually enter them into the OEDs system. A reviewer will contact you to discuss your changes and guide you through entering them and the approval process.

**Note:** *Once an IRN has gone through the approval process and a number has been issued, the status in OEDS will show the IRN as “**Under Construction**” until a status change request is made to set it to “**Open**.” The section “[Changing a School Name or Operating Status](#)” in this document covers how to do this. We typically recommend waiting until the end of the current reporting period to change the IRN status to open (beginning of August).*

*It also is important to note that a safety plan is required for any New and Open IRN. Also, if the grade span includes a preschool, then the district will need to work with the Office or Early Learning to have the new IRN entered into their system. Contact the Office or Early Learning at [oelsr.licensing@education.ohio.gov](mailto:oelsr.licensing@education.ohio.gov).*

## ASSIGN OR REMOVE USER ROLES

After logging into OEDS and searching for your building or district, you should see a screen similar to the one below.

OVERVIEW  
 Your District/School Name Here (123456)

OVERVIEW   GENERAL   LOCATION   PERSONNEL   RELATIONSHIP

🏠 Organization
?

NAME Your District/School Name Here

---

ORGANIZATION TYPE Public School

---

IRN 123456      GRADE LEVEL 3-5

---

STATUS Open      COUNTY Franklin

---

PHONE 555-555-1234      FAX 555-555-1235

---

EMAIL

---

WEB URL

SHOW OR UPDATE ORGANIZATION DETAILS

📍 Address
?

**Physical Address** 📍

---

ADDRESS 123 Fake St.      COUNTY Franklin

---

CITY Columbus      STATE OH      ZIP 43002

**Mailing Address** 📍

---

ADDRESS 123 Fake St.      COUNTY Franklin

---

CITY Columbus      STATE OH      ZIP 43002

SHOW ALL OR UPDATE ADDRESSES

🔗 Relationships
?

**Hierarchy Organization**

---

NAME District Name Here

---

IRN 123457      PHONE 555-555-9876

---

EMAIL [Fake.email@DistrictName.org](mailto:Fake.email@DistrictName.org)

SHOW ALL OR UPDATE RELATIONSHIPS

👤 Roles
?

**Principal**

---

NAME Adam Smith

---

STATUS Active      PHONE

---

EMAIL

SHOW ALL OR UPDATE ROLES AND PERSONS

👤 Roles
?

**OEDS-R Organization Administrator**

---

NAME Adam Smith

---

STATUS Active      PHONE

---

EMAIL

SHOW ALL ROLES AND PERSONS

To edit Role assignments for your building or district, click the **“Show All Roles and Persons”** button in the **Roles** box.

The Personnel details page should look similar to the one below. Here you can see the “Roles Available to This Organization” box which is where the current list of roles that can be assigned are displayed, as well as the “Persons in This Organization” box which is where you can find a list of all roles assigned to a specific person in your organization.

Your District/School Name Here (12345)

OVERVIEW GENERAL LOCATION PERSONNEL RELATIONSHIP

← BACK TO OVERVIEW

### Roles Available to this Organization

SHOW 10 ENTRIES SEARCH: super

ROLES IN ORGANIZATION	DESCRIPTION	NO. OF PERSONS IN ROLE	ADD PERSON(S)	REMOVE PERSON(S)
SUPERINTENDENT DESIGNEE	Superintendent Designee	3 Persons	+	⊗
SUPERINTENDENT	Superintendent	1 Person		⊗
SUPERVISOR-EARLY CHILDHOOD EDUCATION	Sup-Early Childhood Education	1 Person	+	⊗
SUPERVISOR-PRESCHOOL HANDICAPPED-EARLY EDUCATION OF THE HANDICAPPED	Sup-Preschool Handicapped	1 Person	+	⊗
SUPERVISOR-TRANSPORTATION SERVICES	Sup-Transportation Services	1 Person	+	⊗
ASSISTANT SUPERINTENDENT	Assistant Superintendent	0 person	+	
ASSISTANT SUPERINTENDENT-ADMINISTRATIVE SERVICES	Assist Sup-Admin Services	0 person	+	
ASSISTANT SUPERINTENDENT-BUSINESS/FINANCIAL SERVICES	Assist Sup-Bus/Finance Svcs	0 person	+	
ASSISTANT SUPERINTENDENT-CURRICULUM/INSTRUCTIONAL SERVICES	Assist Sup-Curriculum/Inst Svc	0 person	+	
ASSISTANT SUPERINTENDENT-EDUCATIONAL PROGRAMS	Assist Sup-Educational Program	0 person	+	

1 2 3 4 5 6 7 NEXT

Help Text

**ROLES ASSOCIATED TO THIS ORGANIZATION SECTION**

PERSONS IN THIS ORGANIZATION SECTION

CONTACT INFO

**ROLES ASSOCIATED TO THIS ORGANIZATION SECTION**

- To Add Person(s) to Existing Role:
  - Click on Add + Button for that Role
- To Remove Person(s) from Existing Role:
  - Click on Remove ⊗ Button for that Role
- To View the Person(s) for Existing Role:
  - Click on No. of Person(s) > Hyperlink for that Role

### Persons In this Organization

SHOW 10 ENTRIES SEARCH:

NAME	ROLE ASSIGNED	DATE OF BIRTH	LAST 4 SSN	SAFE ACCOUNT	PERSON TITLE	ROLE STATUS	ROLE START DATE	ROLE END DATE	ADD	EDIT	REMOVE
ADAM SMITH	COORDINATOR-SAFETY PLAN	10/05/1976		Yes	Director of Facilities and Properties	ACTIVE	07/02/2018	12/31/2500	+	⊗	⊗
ADAM SMITH	OCLQSPS	03/08/1988		Yes		ACTIVE	07/15/2019	12/31/2500	+	⊗	⊗

### Roles Available to this Organization

SHOW 10 ENTRIES SEARCH: super

ROLES IN ORGANIZATION	DESCRIPTION	NO. OF PERSONS IN ROLE	ADD PERSON(S)	REMOVE PERSON(S)
SUPERINTENDENT DESIGNEE	Superintendent Designee	3 Persons	+	⊗
SUPERINTENDENT	Superintendent	1 Person		⊗
SUPERVISOR-EARLY CHILDHOOD EDUCATION	Sup-Early Childhood Education	1 Person	+	⊗
SUPERVISOR-PRESCHOOL HANDICAPPED-EARLY EDUCATION OF THE HANDICAPPED	Sup-Preschool Handicapped	1 Person	+	⊗
SUPERVISOR-TRANSPORTATION SERVICES	Sup-Transportation Services	1 Person	+	⊗
ASSISTANT SUPERINTENDENT	Assistant Superintendent	0 person	+	
ASSISTANT SUPERINTENDENT-ADMINISTRATIVE SERVICES	Assist Sup-Admin Services	0 person	+	
ASSISTANT SUPERINTENDENT-BUSINESS/FINANCIAL SERVICES	Assist Sup-Bus/Finance Svcs	0 person	+	
ASSISTANT SUPERINTENDENT-CURRICULUM/INSTRUCTIONAL SERVICES	Assist Sup-Curriculum/Inst Svc	0 person	+	
ASSISTANT SUPERINTENDENT-EDUCATIONAL PROGRAMS	Assist Sup-Educational Program	0 person	+	

1 2 3 4 5 6 7 NEXT

To add or remove a user from a Role, it often is easiest to search for the role name in the “Roles Available to This Organization” box. Using the search bar in this box will simplify the search by filtering the list of roles shown.

Roles Available to this Organization			
SHOW <input type="text" value="10"/> ENTRIES	SEARCH: <input type="text" value="super"/>		
▲ ROLES IN ORGANIZATION	NO. OF PERSONS IN ▼ ROLE	ADD PERSON(S)	REMOVE PERSON(S)
+ SUPERINTENDENT DESIGNEE	3 Persons		
+ SUPERINTENDENT	1 Person		
+ SUPERVISOR-EARLY CHILDHOOD EDUCATION	1 Person		
+ SUPERVISOR-PRESCHOOL HANDICAPPED-EARLY EDUCATION OF THE HANDICAPPED	1 Person		
+ SUPERVISOR-TRANSPORTATION SERVICES	1 Person		

With the list of available roles filtered you can now use the **Green +** button to add a user to that role or the red trash can button to remove a user from that role.

**Note:** Some roles only allow one person to be assigned at a time. The example here shows that only one person can be assigned to the Superintendent role. Before a new Superintendent can be entered, the previous Superintendent must be removed.

## Assigning a Role

Clicking the **Green +** button next to the role you wish to modify will open a screen that looks like the one below.

The screenshot shows two steps of a web form. **Step 1: Start Assigning to Role** features a dropdown menu for 'Selected Role' (currently 'Assistant Superintendent') and two radio buttons under 'Please Select One:'. The first radio button, 'Assign a New Person to this Role', is selected and highlighted with a red box. A 'CANCEL ASSIGNING' button is also present. **Step 2: Search for a Person** includes a search box for 'Educator State ID'. Below this, an 'OR' separator is followed by several input fields: 'First Name' (Required), 'Middle Name', 'Last Name' (Required), 'Date of Birth' (Required, MM/DD/YYYY), and 'Last 4 Digits of SSN' (Optional). The 'First Name', 'Last Name', and 'Date of Birth' fields are highlighted with red boxes. At the bottom, there are 'RESET' and 'SEARCH' buttons, with the 'SEARCH' button also highlighted with a red box.

There are several options to search for the person you would like to assign to a role. The box “**Start Assigning a Role**” displays the role that you are assigning and asks if this role will be assigned to a new person or to someone who already holds it. Using the option “**Assign a New Person to This Role**” enables a search for anyone in the OEDS system.

In the second step is to provide the person’s **First** and **Last** name, as well as their **Date of Birth**. Then use the search button to retrieve a list of possible people.

The search results will display the name and date of birth for any possible matches to your search. Select the person to assign a role.

Search Result Step:3

SHOW **10** ENTRIES SEARCH:

PERSON FULL NAME	EDUCATOR STATE ID	DATE OF BIRTH	LAST 4 DIGITS OF SSN	SAFE ACCOUNT	SELECT ONE
Mark Richards		01/06/1986		Yes	<input type="button" value="Select"/>

1

**Note:** If you are unable to find a user, they may not have completed the set up their OH|ID account or their Department of Education Profile. **Both steps must be completed before a user can be assigned a role in OEDS.** [This document](#) shows the steps needed to setup an OH|ID account and complete an Ohio Department of Education profile (Department profile steps start on page 6).

Once you have selected a user for assignment, a confirmation screen will appear that looks like the one below.

Submit to Add Selected Person to Organization Role ✕

PERSON DETAILS

NAME **Mark Richards**

DATE OF BIRTH **01/06/1986**

LAST 4 DIGITS OF SSN

Submit with One Role

ROLE **Assistant Superintendent**

Role Status **Active** Person Title **Eg: User Interface Dev**

Email Address **mark.richards@education.ohio.gov**

Is this Email Address Private and not available to Public

Is this Primary Email Address

Here you can see the name, date of birth, the role you are assigning and the users email address.

If these are correct, click the green **Save** button to assign the role to the user.

## Removing a Role

To remove a person from a role, click the red trash can button next to the role on the **Roles Available to this Organization** page. The section "[Assign or Remove User Roles](#)" of this document walks through how to navigate these steps. You will see a confirmation screen that looks like the one below.

**Remove Persons From Role**

ROLE: Data Entry - Decision Framework

<input type="checkbox"/>	ADAM SMITH DOB: 03/21/1977	Status: Active
<input checked="" type="checkbox"/>	FYODOR DOSTOYEVSKY DOB: 08/13/1984	Status: Active
<input type="checkbox"/>	LEO TOLSTOY DOB: 01/18/1968	Status: Active

Are you sure you want to remove Person(s) from this Role?

**CANCEL** **YES, REMOVE**

The **Remove Persons From Role** screen lists users in your organization who have been assigned this role. Click the check box next to the person to be removed from this role, then click the red **Yes, Remove** button to complete the removal



## UPDATING EMAILS AND PHONE NUMBERS

Each school and district staff person with a record in OEDS must have an accurate and up-to-date office email address and office phone number listed in the Ohio Education Directory System (OEDS). This ensures that staff members can be reached by the public and staff at the Ohio Department of Education.

It is not always possible for OEDS Organization Administrators to update other individuals' email addresses and phone numbers. It is very important that each person updates their own information each time moving from one organization to another or experience a significant change and to regularly ensure their personal information remains current. A best practice is for organizations and administrators to encourage annual reviews of email addresses and phone numbers. Follow the steps below to update OEDS contact information.

Navigate to the OH|ID system at <https://safe.ode.state.oh.us/portal> and click on the OH|ID portal.

**A teacher, superintendent, parent, or other customer of the Department of Education:**

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

**Important: Your SAFE credentials will not work in the OH|ID platform.**

Please create a new OH|ID account if you do not already have one.

[OH|ID PORTAL](#)

**Need Help?** Visit the [Department of Education OH|ID Portal Help webpage](#) for information on how to access and navigate the OH|ID portal.

Log into OH|ID.

**Log into OH|ID**

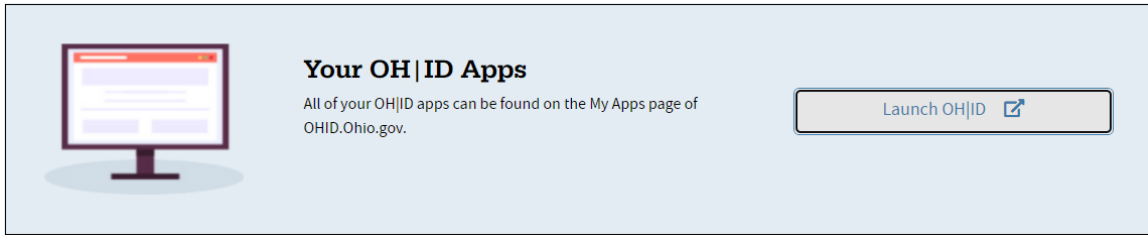
OHID (Username)

[Forgot OHID?](#)


Password

[Forgot Password?](#)

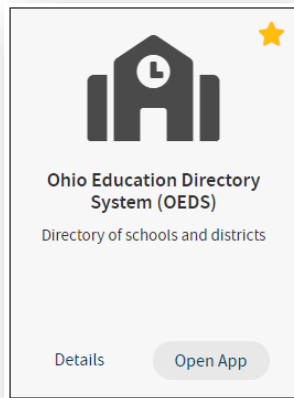
[Log in](#)





**Your OH|ID Apps**  
All of your OH|ID apps can be found on the My Apps page of OHID.Ohio.gov.

Launch OH|ID 

Locate the Ohio Education Directory System (OEDS) application tile and click on Open App to go to your dashboard.



**Ohio Education Directory System (OEDS)**  
Directory of schools and districts

Details

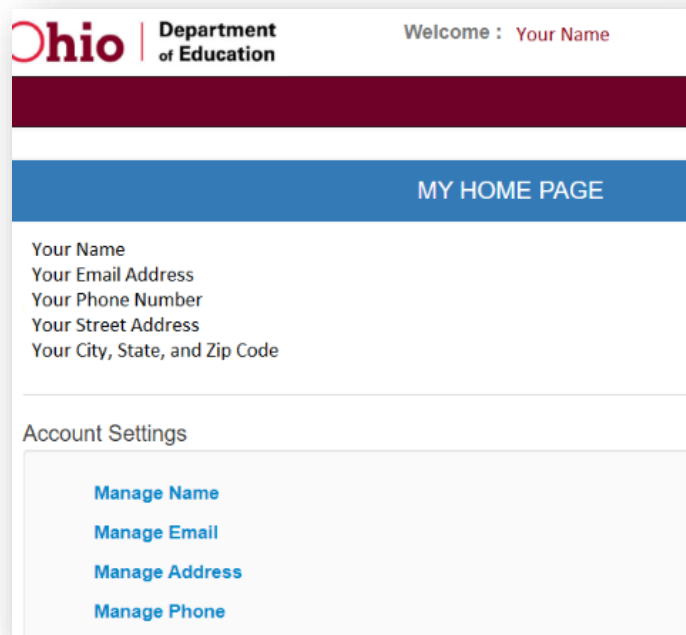
Locate and click on Your Name at the top of your dashboard.

If someone else's name appears at the top of the page, log out of the OEDS and OH|ID systems and begin again using your own credentials.



 Welcome : **Your Name** [HOME](#) [ABOUT ODE](#) [STATE AGENCIES](#) [ONLINE SERVICES](#) [Ohio.gov](#)

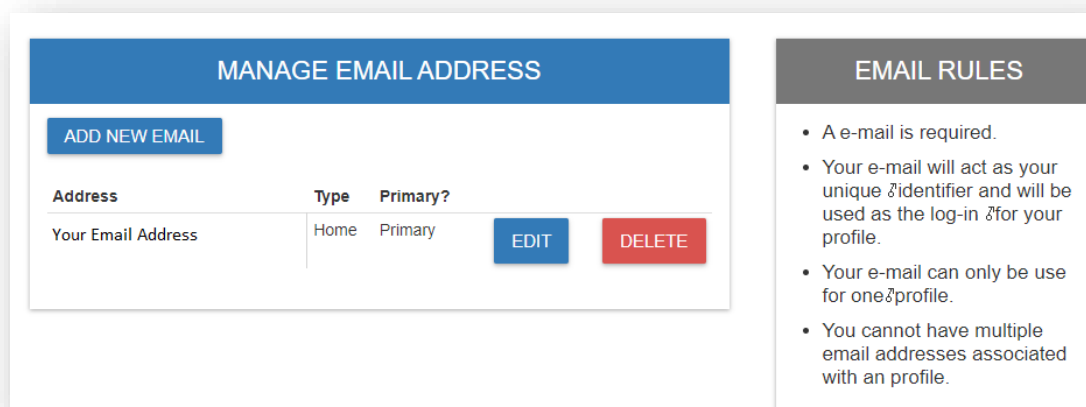
From your Home Page, click on the type of information to be reviewed and updated.



## Updating Email Addresses

School and district staff listed with roles in OEDS must have a current primary office email address listed in OEDS and can have additional secondary office email addresses listed. It is important that the primary office email address be the email address that the person most often uses for work purposes.

Click **EDIT** in the **MANAGE EMAIL ADDRESS** box to update this email address.



**Note:** Home (personal) email addresses are **NOT** to be entered in to OEDS

If your email address is incorrect or your personal email address is listed, type your current office email address into the **ADDRESS** box.

Manage Email

Change Email

**ADDRESS** Your email address

**EMAIL TYPE** Home

PRIMARY EMAIL?

Save Cancel

If your email address is listed with the **Home** email type, change it to **Office** using the **EMAIL TYPE** dropdown box.

Manage Email

Change Email

**ADDRESS** Your email address

**EMAIL TYPE** Office

[ None ]  
Home  
Office

PRIMARY EMAIL?

Save Cancel

Check the **PRIMARY EMAIL** box if this is your primary office email address. Uncheck the box if you have or will be identifying another office email address as primary.

Click **SAVE** to see the updated information.

MANAGE EMAIL ADDRESS

ADD NEW EMAIL

Address	Type	Primary?		
Your Email Address	Office	Primary	EDIT	DELETE

### Adding Additional Email Addresses

Individuals who work for multiple organizations may need to have more than one office email address listed. To add an email address, click on **ADD NEW EMAIL** in the **MANAGE EMAIL ADDRESSES** box and fill in the correct information. A new email address should not be marked as primary unless you want to switch the email address that is listed as primary.

For steps to navigate to this menu see the beginning of the [“Updating Emails and Phone Numbers”](#) section of this document.

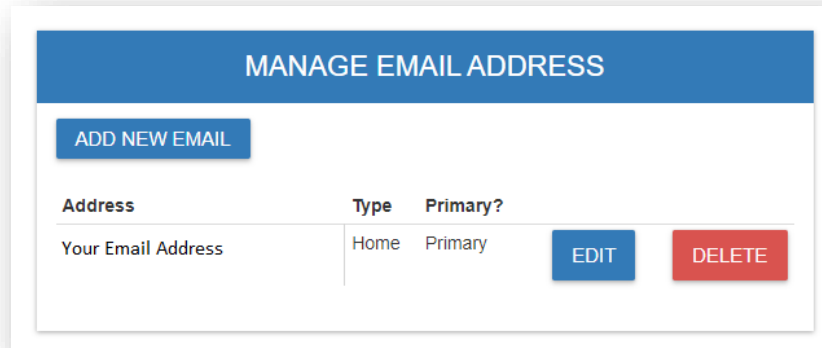
The screenshot shows a box titled "MANAGE EMAIL ADDRESS". At the top left is a blue button labeled "ADD NEW EMAIL". Below this is a table with three columns: "Address", "Type", and "Primary?". The table contains one row with the text "Your Email Address" in the "Address" column, "Home" in the "Type" column, and "Primary" in the "Primary?" column. To the right of the table are two buttons: a blue "EDIT" button and a red "DELETE" button.

The screenshot shows a dialog box titled "Manage Email" with a close button (X) in the top right corner. The dialog contains the following elements:

- Add Email** section:
- ADDRESS**: A text input field with a "Required" label above it.
- EMAIL TYPE**: A dropdown menu currently showing "[ None ]". The dropdown is open, showing options: "[ None ]", "Home", and "Office".
- PRIMARY EMAIL?**: A checkbox that is currently unchecked.
- At the bottom right, there are two buttons: a blue "Save" button and a red "Cancel" button.

## Deleting Email Addresses

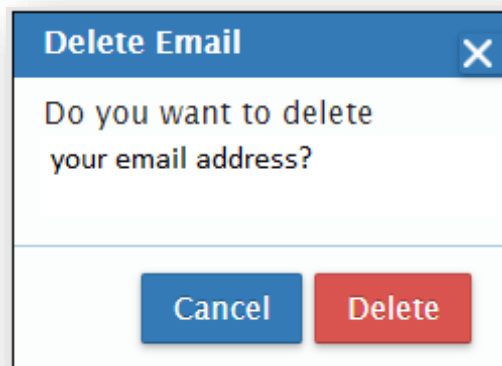
Any extraneous email addresses, including Home (personal) email addresses can be deleted from the OEDS system. Click on **DELETE** in the **MANAGE EMAIL ADDRESS** box to remove an existing email address.



The screenshot shows a web interface titled "MANAGE EMAIL ADDRESS". At the top left is a blue button labeled "ADD NEW EMAIL". Below this is a table with three columns: "Address", "Type", and "Primary?". The table contains one row with the following data: "Your Email Address" in the Address column, "Home" in the Type column, and "Primary" in the Primary? column. To the right of the table are two buttons: a blue "EDIT" button and a red "DELETE" button.

Address	Type	Primary?		
Your Email Address	Home	Primary	EDIT	DELETE

Click **DELETE** again in the popup window to confirm that you want to delete your email address. Click **CANCEL** if you do not want to delete your email address.



The screenshot shows a confirmation dialog box titled "Delete Email" with a close button (X) in the top right corner. The main text inside the dialog asks, "Do you want to delete your email address?". At the bottom of the dialog are two buttons: a blue "Cancel" button and a red "Delete" button.

## Updating Phone Numbers

School and district staff listed with roles in OEDS must have at least one primary office phone number listed in OEDS. This should be the phone number that is used most often for work purposes. **Do not** have a Home (personal) phone number entered in to OEDS, but you may also have a cell phone number listed. Click on **EDIT** in the **MANAGE PHONE NUMBER** box to update your phone number.

For steps to navigate to this menu, see the beginning of the [“Updating Emails and Phone Numbers”](#) section of this document.

MANAGE PHONE NUMBER				
NEW PHONE NUMBER				
Area code	Number	Extension	Type	Primary?
###	###-####		Home	Primary
				<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

If your area code and/or phone number are incorrect type your current area code and phone number into the respective boxes. Type in an extension if one is needed

Manage phone number

Change phone number

AREA CODE:

NUMBER (E.G. 9999999):

EXTENSION:

PHONE TYPE:

PRIMARY PHONE?

If your phone number is listed as Home, change it to Office using the **PHONE TYPE** dropdown box.

Manage phone number

Change phone number

AREA CODE: ###

NUMBER(E.G. 9999999): ###-####

EXTENSION

PHONE TYPE: Home

PRIMARY PHONE?

Save Cancel

Check the **PRIMARY PHONE** box if this is your primary office phone number. Uncheck the box if you have or will be identifying another office phone number as primary.

Click **SAVE** to see the updated information.



## Adding Additional Phone Numbers

Individuals who work for multiple organizations may need to have more than one office phone number listed. To add a new phone number, click on **NEW PHONE NUMBER** in the **MANAGE PHONE NUMBERS** box and fill in the correct information. A new phone number should not be marked as primary unless you want to switch the phone number that currently is listed as primary.

For steps to navigate to this menu see the beginning of the [“Updating Emails and Phone Numbers”](#) section of this document.

MANAGE PHONE NUMBER

NEW PHONE NUMBER

Area code	Number	Extension	Type	Primary?		
###	###-####		Home	Primary	<span style="background-color: #4a86e8; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">EDIT</span>	<span style="background-color: #e91e63; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">DELETE</span>

Manage phone number
✕

**Add Phone**

**AREA CODE:**

**NUMBER(E.G. 9999999):**

**EXTENSION**

**PHONE TYPE** [ None ]

[ None ]

Office

Home

Cell

Fax

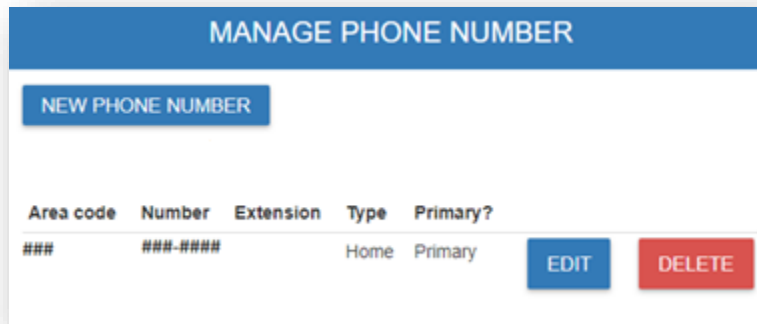
**PRIMARY PHONE?**

Save
Cancel

## Deleting Phone Numbers

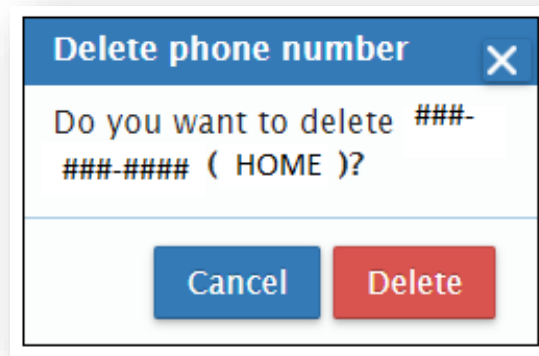
Any extraneous phone numbers, including Home (personal) phone numbers can be deleted from the OEDS system. Click **DELETE** in the **MANAGE PHONE NUMBERS** box to remove a phone number.

For steps to navigate to this menu see the beginning of the [“Updating Emails and Phone Numbers”](#) section of this document.



The screenshot shows a web interface titled "MANAGE PHONE NUMBER". At the top left, there is a button labeled "NEW PHONE NUMBER". Below this is a table with the following columns: "Area code", "Number", "Extension", "Type", and "Primary?". The table contains one row of data: "###" under Area code, "###-####" under Number, an empty cell under Extension, "Home" under Type, and "Primary" under Primary?. To the right of the table, there are two buttons: "EDIT" (blue) and "DELETE" (red).

Click **DELETE** again in the popup window to confirm that you want to delete your phone number. You can click **CANCEL** if you do not want to delete your phone number.



The screenshot shows a confirmation dialog box titled "Delete phone number" with a close button (X) in the top right corner. The main text inside the dialog asks: "Do you want to delete ###-###-#### ( HOME )?". At the bottom of the dialog, there are two buttons: "Cancel" (blue) and "Delete" (red).