

Setting up SAFE Accounts and Accessing the Ohio Educational Directory System


To access and use the College Credit Plus application system on the Ohio Department of Education website, the user must: 1) have an account set up on the Secure Application for Enterprise (SAFE) Web portal and 2) be assigned the appropriate role in the Ohio Educational Directory System (OEDS).

SAFE is a secure, Web-based system that allows the department's customers to access various accounts and applications on the department's website in a convenient way. Each SAFE account is unique and is not shared among individuals, school districts or organization staff. Every "secure" action by a SAFE account owner in a secure Web application is logged and stored for security auditing.

The Ohio Educational Directory System (OEDS) is an online data system that allows organizations that do business with the department (such as public districts, public schools, joint vocational school districts, community schools, educational service centers, nonpublic schools, etc.) to maintain their own data profiles. The general public can search OEDS for the most current information about an organization, such as mailing address, phone number and e-mail.

OBTAINING A SAFE ACCOUNT

To access any secure data systems or online applications on the Ohio Department of Education website, a SAFE account must be set up. To obtain a SAFE account, do the following:

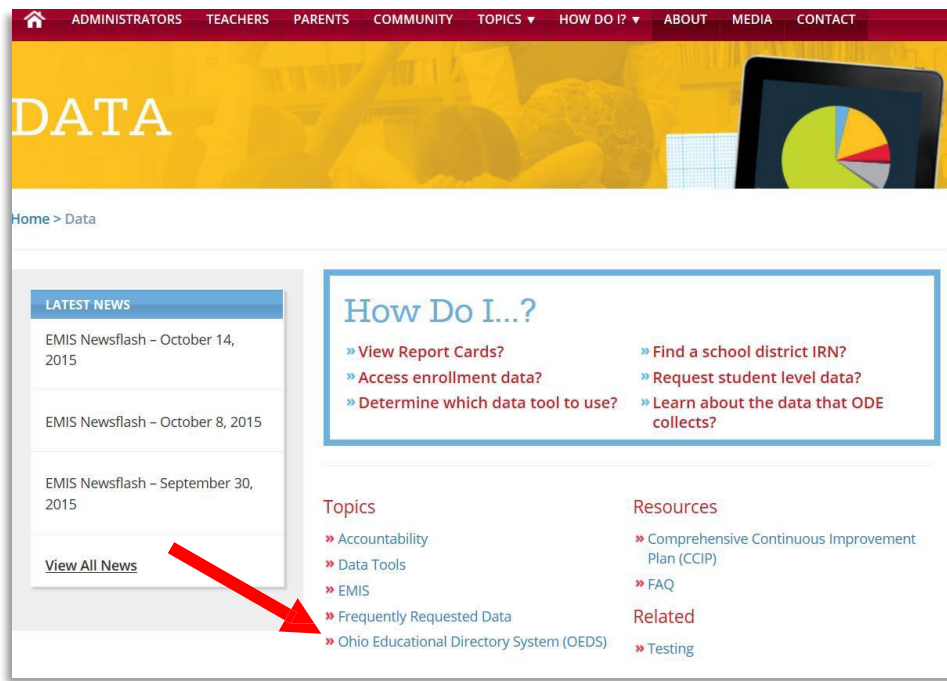
1. The user must have his/her state issued driver's license or state identification card on hand. Information from a valid state driver's license or state ID card will be needed to create a SAFE account. [Note: For those without an Ohio driver's license or ID card, there is a manual process for obtaining a SAFE account; follow the prompts for Option 2 at http://webapp2.ode.state.oh.us/portal/signup/DL_Entry.asp.]
2. Click the *SAFE Account Sign In* button  located at the bottom of the menu on the left side of the home page and follow the prompts, or click on this link: <http://webapp2.ode.state.oh.us/portal/signup/>.
3. Carefully read the agreement.
4. After reading the agreement, scroll down to the bottom of the page and click the I Agree button.
5. Enter the required information in the appropriate boxes and follow the directions posted on the screen. Step-by-step directions are available at <http://webapp2.ode.state.oh.us/portal/help/>.
6. Once all required information has been successfully entered, the user will receive a user name and password via e-mail with which to log onto his/her SAFE account.

FINDING THE IRN FOR A COLLEGE OR UNIVERSITY OR CHARTERED NONPUBLIC SCHOOL

1. On the Ohio Department of Education Home Page (education.ohio.gov), hover over the Topics tab and click the Data link in the menu at the top of the home page.



2. Click on the red "Ohio Educational Directory System (OEDS)", link in the middle of the screen (Illustrated below with arrow).



- Click the *OEDS link* (Illustrated below with arrow).

SAFE | State Agencies | Online Services **Ohio.gov**

Ohio | Department of Education

ADMINISTRATORS TEACHERS PARENTS COMMUNITY TOPICS HOW DO I? ABOUT MEDIA CONTACT

Home > Data > Ohio Educational Directory System (OEDS)

QUICK LINKS

- Organization Types, Data Custodians and IRN Request Procedures
- Web Reporting & SAFE Accounts

LATEST NEWS

- EMIS Newsflash - October 14, 2015
- EMIS Newsflash - October 8, 2015
- EMIS Newsflash - September 30, 2015

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Ohio Educational Directory System (OEDS)

A relational database system for the collection of directory information for educational entities and individuals that is Web-based for both updating and information retrieval.

- Organization Types, Data Custodians and IRN Request Procedures
- Web Reporting and SAFE Accounts
- Search for school/district information

Links to the Ohio Educational Directory System (OEDS), ODE Interactive for downloading school district and building mailing lists and OEDS Reports are below. Click on OEDS to search for a district or building IRN.

OEDS

The Ohio Educational Directory System (OEDS) is a decentralized data system in which organizations (those who do business with ODE, such as public districts, public schools, joint vocational schools, community schools, educational service centers, nonpublic schools, etc.) to maintain their own data. The general public can search OEDS for the most current information about an organization. Search by entering information about the organization and then click the search button in the lower, right corner. If the organization is not found, widen

- The Search Organization screen should now be showing. Search for the organization by name or scroll down and search by IRN. If searching by name, do not put in too much information as it limits the search. The most expedient way to access a specific school is to enter the school's IRN. Enter the IRN and hit Enter or click the Search button.

Ohio.gov | Department of Education

Home > oeds-r > query [Printer Friendly Version](#)

Search Organization

Search for an organization. Enter information about the organization and click Search. If the organization is not found, widen the search by entering less information. To search for a person, click the 'Search Person' button.

Search by organization name or address information:

Name

Address Line

City State **OH** ▼

Zip Code

County

Search by IRN:

IRN

Search by Abbreviated Name:

Abbreviated Name

[SAFE ACCOUNT SIGN IN](#)

6. The organization's record should now be showing.

The screenshot shows the Ohio.gov Department of Education website. The top navigation bar includes the Ohio.gov logo and the Department of Education name. Below this is a breadcrumb trail: Home > oeds-r > query. A search results section is displayed, showing a search for 'Montessori High School at University Circle'. The results table includes the following information:

Montessori High School at University Circle			
Nonpublic School	IRN: 011306	Status: Open	
Abbreviated Name:			
School Type: High School			
Physical Address			
10923 Magnolia Drive, Suite C	Cleveland	Ohio	44106-1801
County: Cuyahoga			
Mailing Address			
10923 Magnolia Drive, Suite C	Cleveland	Ohio	44108-1801
County: Cuyahoga			

Navigation links on the left include: Search Organization, Search Person, Establish Organization, Help, DA Site Training, OEDS FAQ, Updating OEDS-R, Roles Available, What's New, Extract Ohio Educational Information, OEDS Reports, SAFE ACCOUNT SIGN IN, About ODE, and State Board of Education. A 'Search Again' button is located at the bottom right of the results section.