

CTE-26 Technical Assistance

Accessing the CTE-26 Program Application

Step 1: Request a SAFE account

Sign up at: <https://safe.ode.state.oh.us/portal/>

User guide:

<https://safe.ode.state.oh.us/portal/Content/Welcome%20to%20the%20ODE%20Secure%20Web%20Portal%20User%20Guide%2012022013.pdf>

Technical Assistance: Safe.Admin@education.ohio.gov or 877.644.6338

Step 2: Request the appropriate OEDS roll assigned in SAFE (see options for roles below)

Find your school's **OEDS-R Organization Administrator**: <https://oeds.ode.state.oh.us/SearchOrg>

The **OEDS-R Organization Administrator** needs to:

1. Log into SAFE
2. Click "OEDS" web system
3. Go to the "personnel" tab under the organization
4. Locate and select the personnel name
5. Select from the "add roles" box

If the **OEDS-R Organization Administrator** has followed the steps above and does not see the "add roles" function please reference the following link:

https://education.ohio.gov/getattachment/Topics/Data/Ohio-Educational-Directory-System-OEDS/1-page_flyer_OEDS_Assign_Role.pdf.aspx

CTE-26 OEDS Login Roles

Please select the appropriate role below when assigning roles based on the permission levels outlined.

1. **Superintendent** (Specific District)
 - Create / Edit / Submit and APPROVE and Application
2. **Superintendent Designee** (Specific District)
 - Create / Edit / Submit and APPROVE and Application
3. **Supervisor Career Technical Education General** (Specific District)
 - Create Application
4. **Director Career Technical Education General** (Specific District)
 - Create Application
5. **Manager** (Community School Only)
 - Create Application
6. **Executive Director or Business Manager** (Community School Only)
 - Application is read-only. Sponsor: Approve, Disapprove, or Correction Needed
7. **CTPD Superintendent** (Specific Districts)
 - Application is read-only. CTPD: Approve, No Action Taken, or Disapprove an Application