Establishing a New Community School in OEDS

In order to create your organization in the Ohio Educational Directory System (OEDS), you will need to follow the following steps.

**STEP 1**
Obtain a SAFE account at https://safe.ode.state.oh.us/portal/signup/signup.

**STEP 2**
Obtain an OEDS Organization Applicant Role in your SAFE Account. You will only need one SAFE Account, but you will need a new OEDS Organization Applicant Role for each new community school you create. Instructions can be found at https://oeds.ode.state.oh.us/Files/OEDS%20Est%20Org.pdf. After submitting your request, you will receive an email indicating that your OEDS Organization Applicant Role has been created.

After you have obtained an OEDS Organization Applicant Role, log in to SAFE at https://safe.ode.state.oh.us/portal/.

**STEP 3**

Step 3.1

Select the OEDS application from within your SAFE Account.

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Step 3.2

Select CREATE ORGANIZATION.
STEP 4

Step 4.1

Select the option to create a new organization that does not have an established parent hierarchy organization. This option should be selected for all community schools regardless of community school sponsor type.

AFTER READING THE ABOVE STEPS

» Click HERE to create a new organization that does not have an established parent hierarchy organization.

Step 4.2

Select “Click Here to Start” under the Start Creating a New Organization header.

START CREATING A NEW ORGANIZATION

IF YOU ARE NOT SURE WHICH ORGANIZATION TYPE YOU ARE TRYING TO CREATE

IF YOU ALREADY KNOW YOUR ORGANIZATION TYPE

Please select...

Step 4.3

Indicate that your organization is a school, and proceed to the next menu.

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?

Step 4.4

Regardless of the community school sponsor type, select “Are you a public school sponsored by an Ohio Department of Education authorized sponsor and have a Preliminary Agreement and/or a Contract?” Click save.
NOTE: If your resulting organization type is not community school, please change the type to community school in the organization type drop-down box. Note, however, that the box is not enabled until the above questions have been completed.

STEP 5
You will be asked to enter address information, contact information, organizational relationship information, and tax and funding information.

Step 5.1
Enter the school’s name exactly as it is, or will be, listed on the community school contract. Enter the additional required information and any optional information that is available to you at the time.
Step 5.2

Enter the school’s physical address, then select “Standardize.” If the physical and mailing addresses are the same, select the checkbox, select Next, and proceed to Step 5.4.

Step 5.3

Enter the school’s mailing address, then select “Standardize.”

Step 5.4

Enter additional information for the school. Please enter as much information as is available to you.
Step 5.5
Rather than uploading the required documentation into OEDS, please skip this step and upload all required documents into EpiCenter once you have finished creating your organization.

Please Upload Optional Documents

Please Upload Optional Documents

Step 5.6
Please carefully review your application for accuracy and make any necessary changes prior to submitting.

Enter as much information as you have available to you. The user entering this information automatically becomes the school’s OEDS Organization Administrator. Once the school is established in OEDS the OEDS Organization Administrator role can be reassigned to another staff member.

*Note that it is the responsibility of the school’s OEDS Organization Administrator to return to OEDS later to enter any information that is missing. The school’s OEDS Organization Administrator also is responsible for maintaining the school’s data in OEDS and making any necessary updates as changes occur.

An OEDS Organization Administrator from the Ohio Department of Education will review the information submitted to OEDS. If the system flags one or more errors related to the information submitted, the school’s OEDS organization administrator will receive a message through the OEDS system detailing the issues.

CONTACT INFORMATION
For any other questions, please contact OEDS.ContactUs@education.ohio.gov.