

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.

Web Systems	Description
FSL	FSL - Forms and Surveys List
ODE CORE	Online Licensure System
OEDS	OEDS Application
SAFE District Reports	SAFE District Reports
STARS V2.0	STARS Professional Development and Technical Assistance System

Step 3.2

Select CREATE ORGANIZATION.

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

[Home](#) 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 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.

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?

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.

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

Community School



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.

ENTER ORGANIZATION DETAILS

Organization Name

Required

ODE Designated County

Please select ...

Phone Number

Required (xxx)-xxx-xxxx

Fax Number

Optional xxx-xxx-xxxx

Organization Email Address

Required

WEB URL

Optional

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.

The screenshot shows the 'Organization Physical Address' form. At the top, it says 'Organization Physical Address' with a location pin icon. Below this, there are two columns: 'LOCATION TYPE' with 'PRIMARY' in red, and 'ADDRESS TYPE' with 'PHYSICAL ADDRESS' in red. The form contains several input fields: 'Location Name' (Required), 'Address Line 1' (Required), 'Address Line 2' (Optional), 'City' (Required), 'State' (Please select... dropdown), 'County' (Please select... dropdown), 'Zip' (Required), and 'Mail Stop' (Optional). At the bottom left, there is a checkbox labeled 'Please Select if Physical Address is same as Mailing Address'. At the bottom right, there is a 'Standardize' button with a list icon. At the very bottom, there are 'Back' and 'Next' navigation buttons.

Step 5.3

Enter the school's mailing address, then select "Standardize."

The screenshot shows the 'Organization Mailing Address' form. At the top, it says 'Organization Mailing Address' with an envelope icon. Below this, there are two columns: 'LOCATION TYPE' with 'PRIMARY' in red, and 'ADDRESS TYPE' with 'MAILING ADDRESS' in red. The form contains several input fields: 'Address Line 1' (Required), 'Address Line 2' (Optional), 'City' (Required), 'State' (Please select... dropdown), 'County' (Please select... dropdown), 'Zip' (Required), and 'Mail Stop' (Optional). At the bottom right, there is a 'Standardize' button with a list icon. At the very bottom, there are 'Back' and 'Next' navigation buttons.

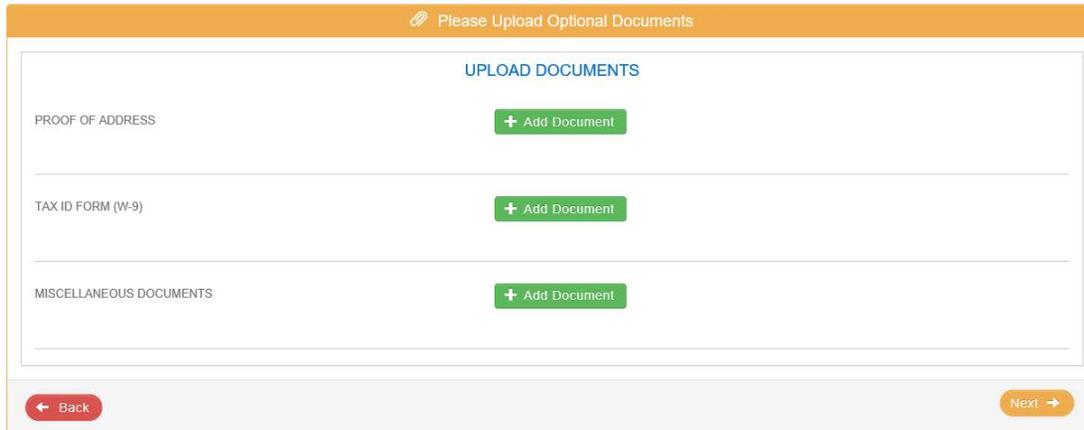
Step 5.4

Enter additional information for the school. Please enter as much information as is available to you.

The screenshot shows the 'Please Provide Optional Details' form. At the top, it says 'Please Provide Optional Details' with a list icon. Below this, there is a section titled 'ENTER OPTIONAL DETAILS'. The form contains several input fields: 'Federal Tax ID' (Optional, with a green checkmark), 'DUNS Number' (Optional, with a green checkmark), 'DUNS Number Expiration Date' (Required if DUNS Number Entered), 'Grade Level Served' (Optional, with a green plus sign), 'FISCAL Agent' (Optional (Add FISCAL Organization), with a green plus sign), 'ITC' (Optional (Add ITC Organization), with a green plus sign), 'SST' (Optional (Add SST Organization), with a green plus sign), and 'Hierarchy' (Required (Add Hierarchy Organization), with a green plus sign). At the bottom, there are 'Back' and 'Next' navigation buttons.

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.



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.