

Establishing a New Organization in OEDS

Step by Step

Step 1

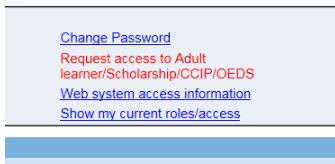
Obtain a **SAFE account** here: <https://safe.ode.state.oh.us/portal/signup/signup>

Step 2

Obtain an **OEDS Organization Applicant** role by following the sub steps below. This is required 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 under the administrative authority of 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. (If you already have the role or if it is not required for your new organization, then skip to Step 3 below.)

STEP 2.1

Log into SAFE and click on the "Request access to / .../ OEDS" link.



STEP 2.2

Enter your contact information.

STEP 2.3

Select "OEDS" from the Application list. (The Membership will default correctly.)

STEP 2.4

Enter a brief explanation of why you need the role. Include in your explanation the type of organization you need to establish within OEDS and why.

STEP 2.5

Click Submit

STEP 2.6

Receive an email message indicating whether your request has been approved or denied with an explanation if denied.

Step 3

From **SAFE**, enter the **OEDS** application and select **ESTABLISH ORGANIZATION** from the red menu bar.

Step 4

If the new organization you need to establish is under the administrative authority of another organization that already exists in OEDS, then opt for Step 4 a. Otherwise, opt for Step 4 b.

Step 4 a

Select the Parent Organization that has administrative authority over the new organization.

Step 4 b

Click the link to establish an organization that has no parent organization with administrative authority.