Establishing a New Organization in OEDS

Step by Step

Step 1

Obtain a **OH|ID account** here.

Step 2

Obtain on **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 OH|ID account and click on the "Department of Education Application Request" link.

Department of Education Application Request

Request access to Education applications

Go To Site

Department of Education Application Request

Department of Education

This application is for citizens to request access to Department of Education applications including Adult Learner, Scholarship, Compliance, College Credit Plus, CCIP, Early Childhood, Nonpublic Charter, and OEDS. The request will be reviewed by Department staff.

LAUNCH
Department of Education Appli...

STEP 2.2

Enter your contact information.

SAFE Application Request

CONTACT INFORMATION   *Change contact information if needed for request purposes only*

Name: admin oedsr   *Email:

Phone: ___-___-____   Extension:

STEP 2.3

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

REQUEST INFORMATION
*Application: OEDS   *Membership Requested: OEDS Organization Applicant

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.

*Reason: I need to establish an organization that serves the community that will need access to the CCIP.

*Required   Submit

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 **OH|ID** account, 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.