

# Ohio

## WorkKeys Reimbursement Portal User Manual

JUNE 2017

## Table of Contents

<b><i>WorkKeys Reimbursement Portal</i></b> .....	<b>3</b>
<b><i>Getting Help</i></b> .....	<b>3</b>
<b><i>General Assistance</i></b> .....	<b>3</b>
<b><i>Accessing the School Finance System</i></b> .....	<b>3</b>
<b><i>Accessing the WorkKeys Reimbursement Portal</i></b> .....	<b>4</b>
<b><i>Accessing the User Manual and Forms</i></b> .....	<b>7</b>
<b><i>Uploading District File</i></b> .....	<b>8</b>
<b><i>Review Student Applications with Data Issues</i></b> .....	<b>9</b>
<b><i>Review Progress of Applications</i></b> .....	<b>10</b>

## WorkKeys Reimbursement Portal

State law provides the opportunity for districts and schools to administer the WorkKeys test one time at no cost for any student that opts to take it. The Ohio Department of Education will reimburse districts for the cost of one full administration of the test for all students.

This reimbursement will be processed through the School Finance portal in the SAFE account. Access to the system is provided to individuals with the role of Superintendent or Superintendent Designee in OEDS for all districts.

## Getting Help

### GENERAL ASSISTANCE

For additional assistance, contact Noel Nethers, Office of Curriculum and Assessment, at (614) 728-2759 or by email to [Noel.Nethers@education.ohio.gov](mailto:Noel.Nethers@education.ohio.gov).

### ACCESSING THE SCHOOL FINANCE SYSTEM

New users must have access to the SAFE account to access the WorkKeys Reimbursement portal in the School Finance System. A SAFE account can be obtained at this link: <https://safe.ode.state.oh.us/portal/>.

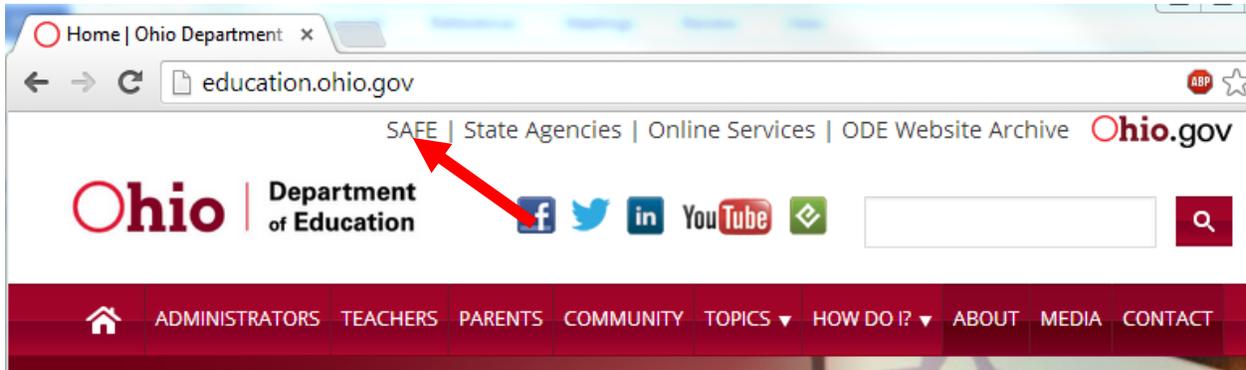
In order to access the WorkKeys Reimbursement portal, you must have one of the following roles assigned to you in the Ohio Educational Directory System (OEDS): Superintendent or Superintendent Designee.

Contact your OEDS organization administrator to request access to the WorkKeys Reimbursement roles in OEDS.

# Accessing the WorkKeys Reimbursement Portal

## LOGGING IN THROUGH THE SAFE ACCOUNT

Users can access the online WorkKeys Reimbursement portal through the Ohio Department of Education's secure Web Portal known as SAFE (Secure Application for Enterprise). Click on the **SAFE** link located at the top of the Department's [home page](#). [Note: You must have a SAFE account to sign in.]



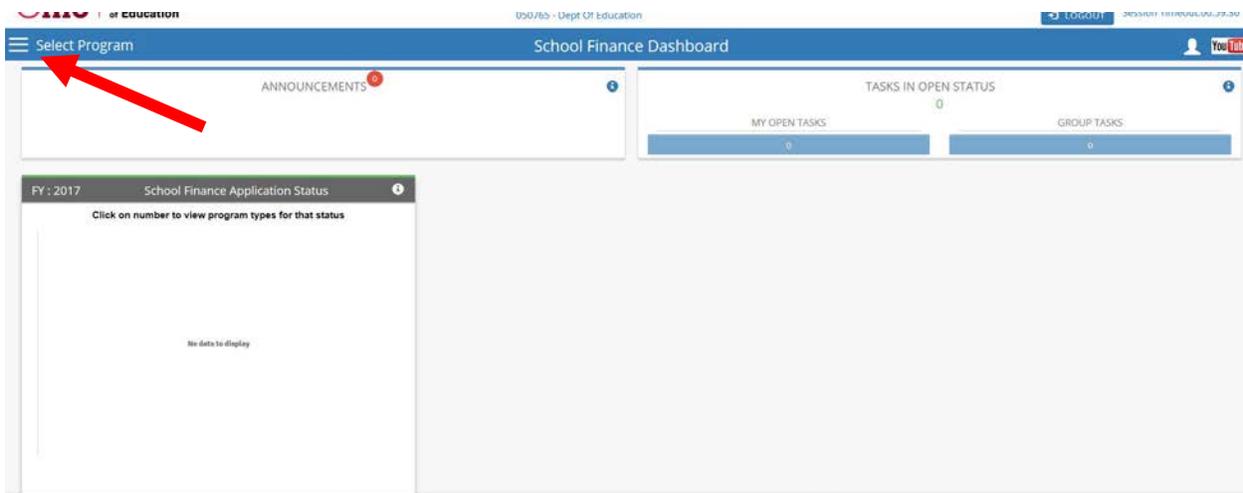
1. After clicking the **SAFE** sign-in link, you should be on a page with the box as seen in the image below.
2. Enter your username and password, and then click the **Sign-In** button.

A screenshot of the 'SIGN IN WITH YOUR SAFE ACCOUNT' form. The form has a blue header with the text 'SIGN IN WITH YOUR SAFE ACCOUNT'. Below the header is a checkbox labeled 'Check if you are an ODE employee?'. There are two input fields: 'USER NAME' and 'PASSWORD'. Below the 'PASSWORD' field is a blue 'SIGN IN' button. A red arrow points to the 'SIGN IN' button from a link labeled 'FORGOT USER NAME OR PASSWORD?'. At the bottom of the form, there are two columns of links: 'Don't have a SAFE account?' with a 'SIGN UP' button and 'Started sign up process?' with a 'CHECK SIGN UP STATUS' button. A small link 'Safe Sign up help' is located below the 'SIGN UP' button.

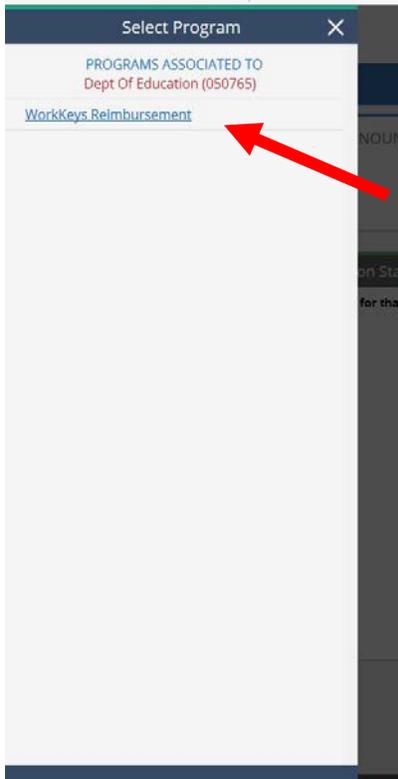
3. Select the **School Finance** link.

Web Systems	Description
<a href="#">Collaboration Center</a>	Content Sharing and Work Site
<a href="#">CTE 26</a>	Career Technical Education 26
<a href="#">Forms</a>	Electronic Forms and Waiver Submission
<a href="#">HRMS</a>	Human Resources Management System
<a href="#">Learning Management System</a>	Learning Management System
<a href="#">ODE.CORE</a>	Online Licensure System
<a href="#">OEDS</a>	OEDS Application
<a href="#">SAFE Coordinator</a>	SAFE Coordinator
<a href="#">School Finance</a>	School Finance (Catastrophic Cost, Excess Cost, WorkKeys Reimbursement, ESC Contract)
<a href="#">STARS V2.0</a>	STARS Professional Development and Technical Assistance System

4. You will see the School Finance Dashboard. To access the WorkKeys Reimbursement Portal, you must have one of the following roles assigned to you in the Ohio Educational Directory System (OEDS): Superintendent or Superintendent Designee. Click the button titled **Select Program**.

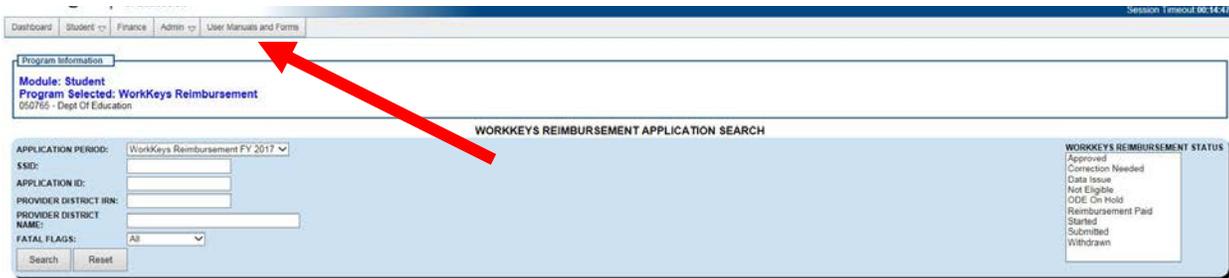


5. Once you have clicked on Select Program, the system will show a drop-down menu. Only individuals with the appropriate assigned roles in OEDS will see WorkKeys Reimbursement as an option in the menu. Click on WorkKeys Reimbursement. This will then route the system to the WorkKeys Reimbursement Application Search Page.

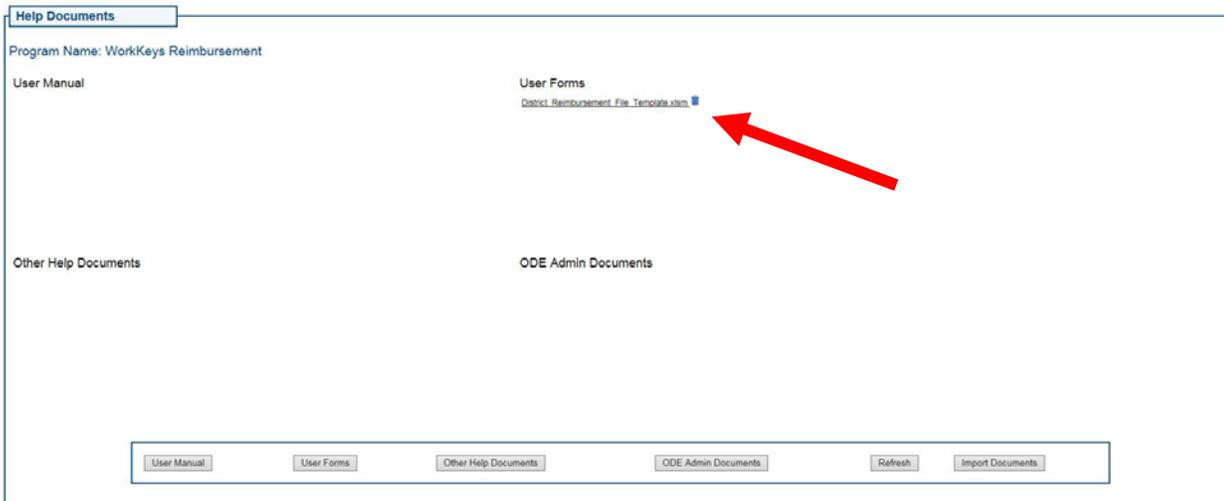


# Accessing the User Manual and Forms

1. Once you have selected the WorkKeys Reimbursement portal, the system will show the search page for the WorkKeys Reimbursement Application Search. In the tool bar at the top of this page, click on User Manuals and Forms to download the district upload file.

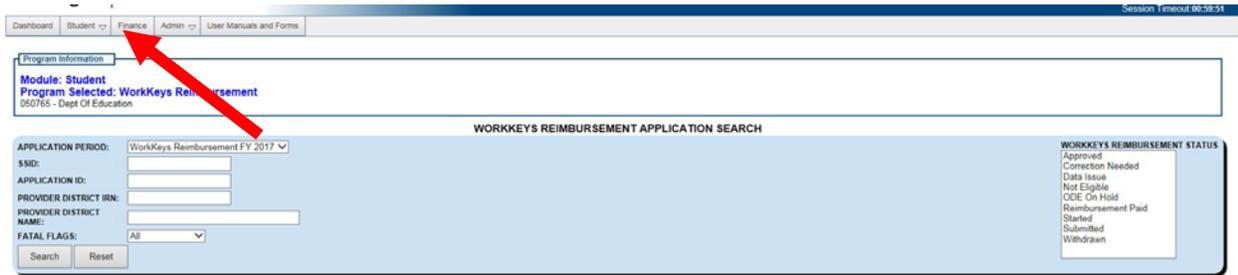


2. Click on the **Click on “District\_Reimbursement\_File\_Template** to download. Follow the instructions in template file to complete the file for the district upload. The template can be saved blank before a district completes the file to eliminate going to the User Manuals and Forms tab every time.

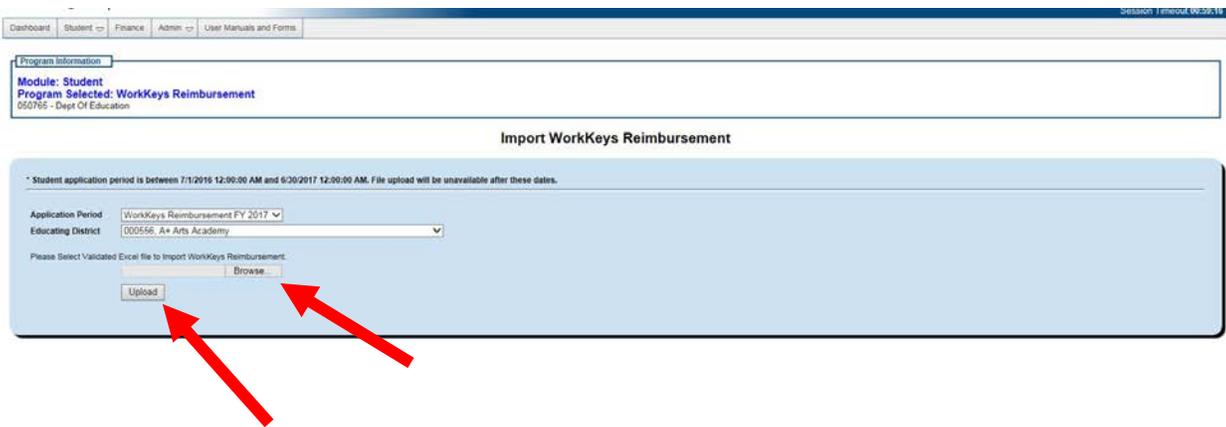


# Uploading District File

1. Click on the **Student** to access a drop-down menu. Click **New School Finance Application** to access the screen to upload the district file.



2. The next page will look like the image below. To upload the district file, select Browse, select the file and then click Upload.



# Review Student Applications with Data Issues

1. Click on the **Student** tab to access a drop-down menu. Click **Search School Finance Application** to access the student application search page.

Dashboard Student Finance Admin User Manuals and Forms Session Timeout 00:59:51

Program Information  
 Module: Student  
 Program Selected: WorkKeys Reimbursement  
 050765 - Dept Of Education

WORKKEYS REIMBURSEMENT APPLICATION SEARCH

APPLICATION PERIOD: WorkKeys Reimbursement FY 2017  
 SSID:   
 APPLICATION ID:   
 PROVIDER DISTRICT IRN:   
 PROVIDER DISTRICT NAME:   
 FATAL FLAGS: All

WORKKEYS REIMBURSEMENT STATUS  
 Approved  
 Correction Needed  
 Data Issue  
 Not Eligible  
 ODE On Hold  
 Reimbursement Paid  
 Started  
 Submitted  
 Withdrawn

Search Reset

2. To search for applications with data issues, select **Data Issues** in the box labeled WorkKeys Reimbursement Status. Then, click the search button.

Program Information  
 Module: Student  
 Program Selected: WorkKeys Reimbursement  
 050765 - Dept Of Education

WORKKEYS REIMBURSEMENT APPLICATION SEARCH

APPLICATION PERIOD: WorkKeys Reimbursement FY 2017  
 SSID:   
 APPLICATION ID:   
 PROVIDER DISTRICT IRN:   
 PROVIDER DISTRICT NAME:   
 FATAL FLAGS: All

WORKKEYS REIMBURSEMENT STATUS  
 Approved  
 Correction Needed  
 Data Issue  
 Not Eligible  
 ODE On Hold  
 Reimbursement Paid  
 Started  
 Submitted  
 Withdrawn

Search Reset

3. Any applications with data issues will populate in the search screen. Enter the correct SSID number for the student. Then, click **Assign SSID**. This process will need to be completed for all applications with incorrect data.

REALM ID	STATE ID	COMPLETED WORKKEYS			SSID	ASSIGN SSID
11043802	test90	Subject Name	Level Score	Test Date	<input type="text"/>	Assign SSID
		Applied Mathematics	5	4/24/2017 11:49:04 AM		

# Review Progress of Applications

1. To search for approved applications, select **Approve** in the box labeled WorkKeys Reimbursement Status. Then, click the search button. Reimbursement for approved applications will occur quarterly.

Program Information

Module: Student  
Program Selected: WorkKeys Reimbursement  
050765 - Dept Of Education

WORKKEYS REIMBURSEMENT APPLICATION SEARCH

APPLICATION PERIOD: WorkKeys Reimbursement FY 2017

SSID:

APPLICATION ID:

PROVIDER DISTRICT IRN:

PROVIDER DISTRICT NAME:

FATAL FLAGS: All

Search Reset

WORKKEYS REIMBURSEMENT STATUS

- Approved
- Correction Needed
- Date Issue
- Not Eligible
- ODE On Hold
- Reimbursement Paid
- Started
- Submitted
- Withdrawn

