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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.

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

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.

![Image of New School Finance Application](image1.png)

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

![Image of Import WorkKeys Reimbursement](image2.png)
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.

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

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.
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.