

Setting up SAFE Accounts

To access and use the scholarship application system on the Ohio Department of Education (ODE) Web site, the user must: 1) have an account set up on the Security Application for Enterprise (SAFE) Web portal, and 2) be assigned the appropriate role in the Ohio Educational Directory System (OEDS).

SAFE is a secure Web-based system that allows ODE customers to access various accounts and applications on the ODE Web site in a convenient way. Each SAFE account is unique and is not shared among individuals, school districts or organization staff. Every "secure" action by a SAFE account owner in a secure ODE Web application is logged and stored for security auditing.

The Ohio Educational Directory System (OEDS) is an online data system that allows organizations that do business with ODE (such as public districts, public schools, JVSs, community schools, ESCs, nonpublic schools, etc.) to maintain their own data profile. The general public can search OEDS for the most current information about an organization, such as mailing address, phone number and e-mail.

In order for OEDS to be most useful, it is important that all organizations keep their OEDS profiles as current and up-to-date as possible. This means that anytime there is a change in staff, title, address, location, e-mail, etc., the designated person(s) for the organization, known as the OEDS-R Administrator, must update the information in OEDS.

Obtaining a SAFE Account

To access any secure data systems or online applications on the ODE Web site, a SAFE account must be set up. To obtain a SAFE account, do the following:

1. The user must have his/her state issued driver's license or state identification card on hand. Information from a valid state driver's license or state ID card will be needed to create a SAFE account. [Note: For those without an Ohio driver's license or ID card, there is a manual process for obtaining a SAFE account; instructions will be listed with the Step by step directions below.
2. Step-by-step directions are available at <http://webapp2.ode.state.oh.us/portal/help/>. Carefully read the agreement. SAFE account are for individual staff at your school, they are **NOT** assigned to schools. Each member of your schools staff who are assigned to work with scholarship on-line applications, **MUST** obtain their own SAFE account, by using their state issued driver's license and social security number. A school **CANNOT** share SAFE accounts between different staff.
3. After reading the agreement, scroll down to the bottom of the page and click the / Agree button.
4. Enter the required information in the appropriate boxes and follow the directions posted on the screen
5. Once all required information has been successfully entered, the user will receive a user name and password via e-mail with which to log onto his/her SAFE account.

Click the *SAFE Account Sign In* button located on ODE home page and follow the prompts: <https://safe.ode.state.oh.us/portal/>.

