Ohio | Department of Education

How to Register Your School to Participate for the 2013-2014 School Year

1. Principals must log onto their SAFE account through the *SAFE Sign In* link located at the top of the ODE Home Page.

2. Click the *Scholarship* link.

3. Select the *Cleveland or EdChoice Scholarship* box.

4. Go to the *Providers* button at the top left side of the screen and select the *New Provider Application* option from drop-down list.

5. You should now be on the *Provider Application* screen. Select the *Scholarship Provider Affidavit* link. Read the entire affidavit. Then check the box if you agree to the terms and conditions outlined in the affidavit.

6. Click the *Start Application* button.

7. Verify the information displayed for your school. If information is correct, click the *Submit* button. [Note: If any of the information is incorrect, contact your OEDS Administrator to update this information in OEDS.]

8. Select the *Staff* tab and verify that you are listed as the principal. Click the *Employment Detail* pencil icon and fill in additional information about your current position (if needed). After information has been added, click the *Save Employment Details* button. [Note: Although principals are not required to enter all school staff members on the *Staff* tab to register, this information will be required prior to site visits and desk audits, or as required by scholarship staff.]

9. Click the *Docs* tab. Upload your school handbook and tuition fee schedule into the system.

10. Click the *Flags/Status* tab. Go to the *Update Status To* section on the right side of the screen. If all of the preceding steps have been done, click the *Submitted* button to forward your registration to scholarship staff for review.

11. Scholarship staff will review your registration. If everything is fine, you will receive a *"Status Changed from Under Review to Approved"* email. If your registration requires any corrections or additional information, you will receive a *"Status Changed from Under Review to Correction Needed"* email. If this happens, click the *Flags/Status* tab and see what corrections are needed under the *Applied Flags* box. Make the needed changes and then go back to the *Flags/Status* tab. Click the *Resubmitted* link (under the *Update Status To* section).

12. Check your email frequently until you received the "Registration Approved" email.

Note: This is a quick guide for registration. Detailed instructions for each step are available in the program's Nonpublic Registration User Manual.