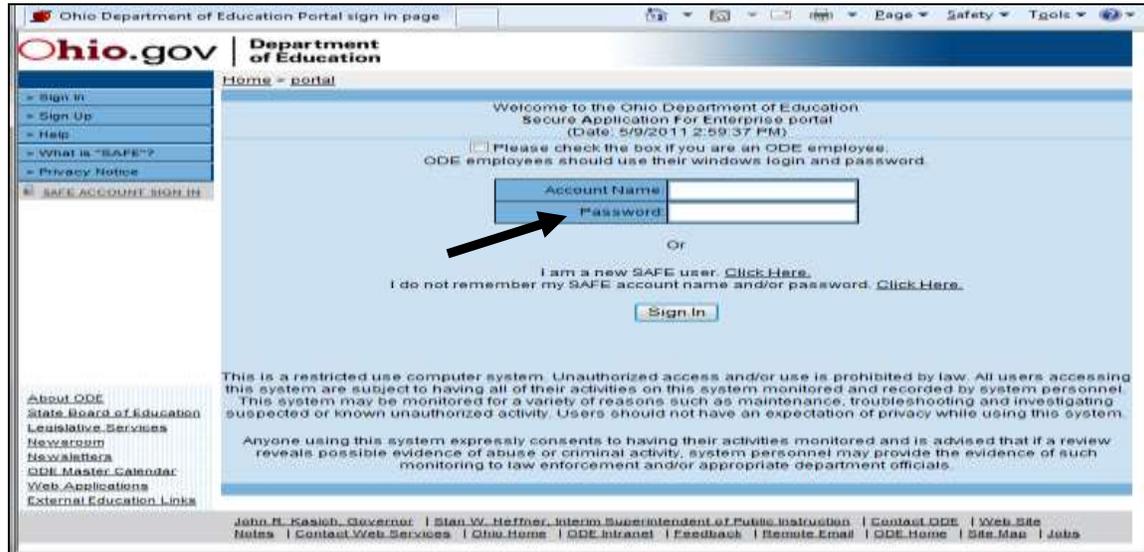


# Ohio Resident Educator Program CORE Registration Directions

**TECHNOLOGY REQUIREMENTS:** Internet Explorer is the recommended web browser for use with the Connected Ohio Records for Educator (CORE) system. If you do not have access to Internet Explorer, contact your school/district information technology specialist to help you access Internet Explorer.

Log into your SAFE account from this link: <https://safe.ode.state.oh.us/portal/>



Ohio Department of Education Portal sign in page

Ohio.gov | Department of Education

Home = portal

Welcome to the Ohio Department of Education  
Secure Application For Enterprise portal  
(Date: 5/9/2011 2:59:37 PM)

Please check the box if you are an ODE employee.  
ODE employees should use their windows login and password.

Account Name

Password

Or

I am a new SAFE user. [Click Here.](#)

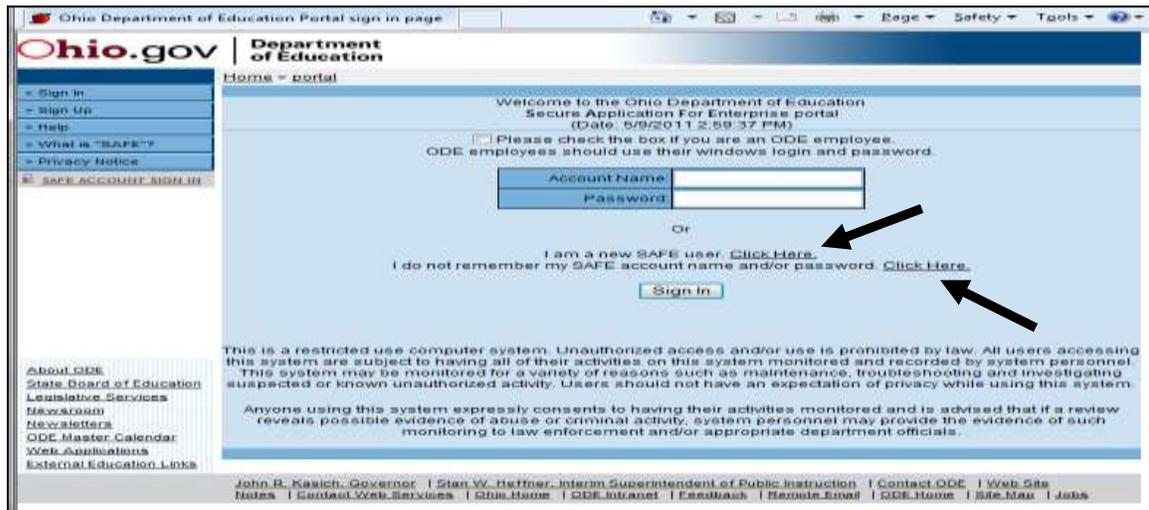
I do not remember my SAFE account name and/or password. [Click Here.](#)

This is a restricted use computer system. Unauthorized access and/or use is prohibited by law. All users accessing this system are subject to having all of their activities on this system monitored and recorded by system personnel. This system may be monitored for a variety of reasons such as maintenance, troubleshooting and investigating suspected or known unauthorized activity. Users should not have an expectation of privacy while using this system.

Anyone using this system expressly consents to having their activities monitored and is advised that if a review reveals possible evidence of abuse or criminal activity, system personnel may provide the evidence of such monitoring to law enforcement and/or appropriate department officials.

John B. Kasich, Governor | Stan W. Hefner, Interim Superintendent of Public Instruction | Contact ODE | Web Site  
Notes | Contact Web Services | Ohio Home | ODE Intranet | Feedback | Remote Email | ODE Home | Site Map | Jobs

If you do not have a SAFE account or if you do not remember your account name and/or password, click on the links below the login fields to *create* a SAFE account or to *request* account information.



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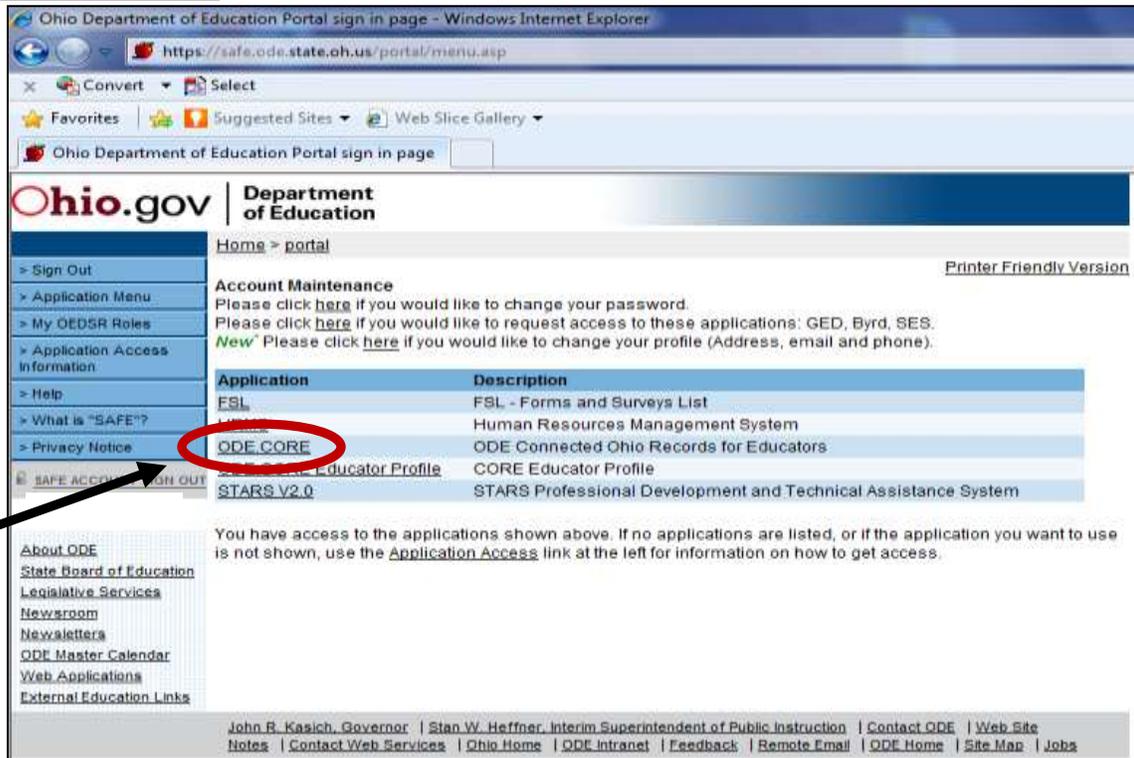
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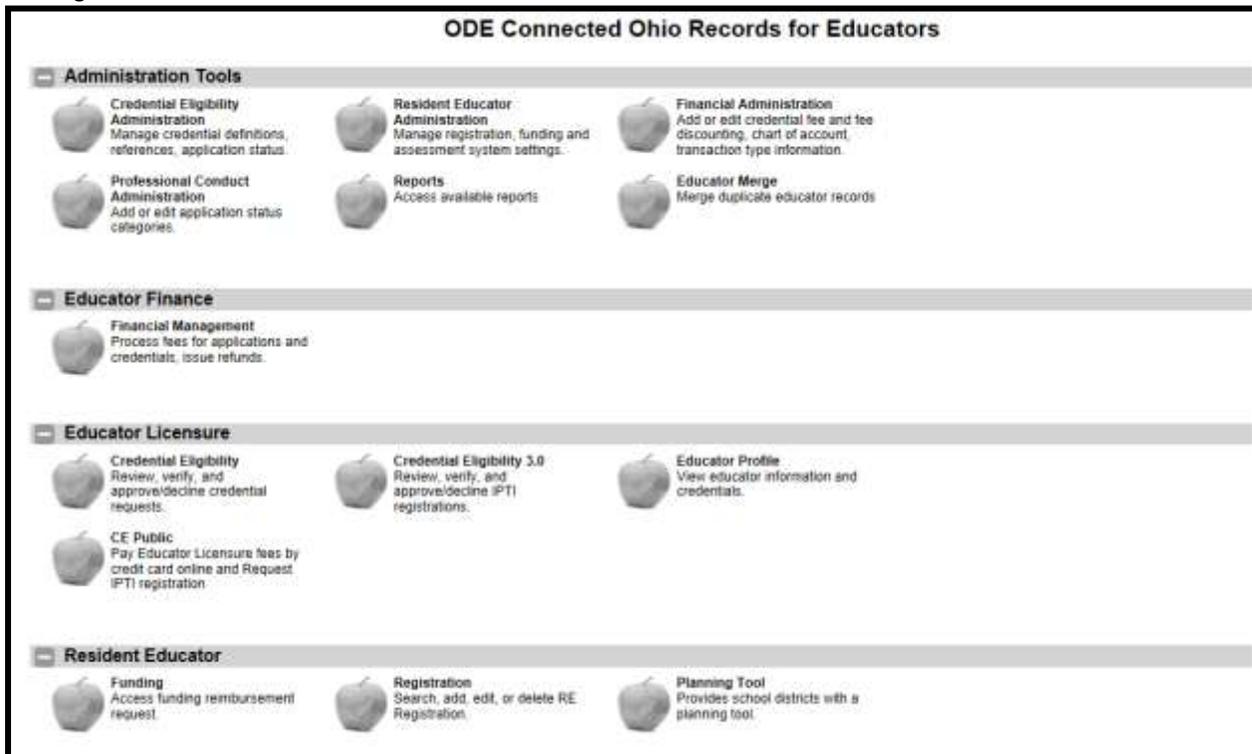
**\*If account information function does not work, please contact: [Safe.Admin@ode.state.oh.us](mailto:Safe.Admin@ode.state.oh.us).**

Click on the ODE.CORE link.



**NOTE:** If an ODE.CORE link is not presented, contact your school/district OEDS Organization Administrator to provide you with "Coordinator-Resident Educator Program" access.

Figure RE.0 – CORE Menu



**NOTE:** The screen displayed here shows access to all modules, depending on your access privileges, your main page could differ from this screen.

## Prepare to Register a Resident Educator

- Candidates must hold a Resident Educator license, an alternative Resident Educator license, or a one-year out-of-state license to be registered.
- Prior to registering Resident Educators, it would be helpful to have the following information ready:
  1. Resident Educator SSN or State ID and full name
  2. Resident Educator's teaching assignment
  3. District IRN; if a school, the school's IRN
  4. Fiscal Organization IRN
  5. Mentor SSN or State ID and full name
- If an educator has not successfully completed all of the criteria for a status (i.e. Year 1, Year 2), he/she cannot be registered the following year for the next status.
- If no completion criteria are entered for an educator at the end of the year, he/she cannot be registered the following school year. The coordinator must first edit the prior year's registration; complete the completion criteria section, and then register the educator for the current school year.
- An educator must meet all RE eligibility requirements to be registered in the program.

## Add Teacher Registration

To add a new teacher registration, click on the apple labeled 'Registration' on the main CORE portal screen in the Resident Educator section, or click on the dropdown menu 'Resident Educator', then click on 'Registration'.



The following screen will be displayed. You may search, edit, delete, or add a new registration.

*Note:* The 'Add Teacher Registration' button in the upper right will appear ONLY during the allowable registration timeframe (typically September 1 through November 15). You will only be able to register educators during that timeframe.

Figure RE.1 – Registration Search

To add a new teacher registration:

1. Click on the  button. The Registration Edit page is displayed.

Figure RE.2 – Registration Edit – Add New Registration

2. To search for the person to be registered in the RE program, click on the  icon. The Person Search screen will be displayed.

Figure RE.3 – Person Search

- a. Enter any combination of SSN, State ID, First Name, Last Name, Birth Date, or Middle Name.
- b. Click Find Person.
- c. Click on the correct person to select.
- d. The Search Person dialog box will close and the person’s name will populate in the Person field.
- e. To clear the Person field, click the Clear icon  .

3. If the person selected is not eligible for registration, the following error message will be displayed. In this case, check that the correct person was selected, and that he/she has the credentials necessary for registration.

 The selected candidate is not eligible for registration in the Resident Educator Program.

4. There are three sections of data which may be edited or entered new: Home Information, Work Information, and Teacher Registration Information. The Resident Educator Credentials section may be viewed but not edited. 'RE Credentials' lists all of the active credentials possessed by a teacher who is eligible for the RE program.
5. To edit Home Information:
  - a. Click on the Edit icon  next to the type of information you need to change (address or phone numbers).
  - b. Key the correct information and click on Save.
6. To edit Work Information:
  - a. Click on the Edit icon  for either the Office Phone Number, Fax, or Work Email.
  - b. Key the correct information and click on Save.



**Changing any of the data in the Home or Work Information sections will automatically update the OEDS system of record.**

7. To enter Teacher Registration Information:

Figure RE.4 – Teacher Registration Information

- a. Click on the Registration Status dropdown and select either Year 1 or Year 2.
- b. Select a Candidate Organization and Fiscal Organization by clicking on the  icon next to these fields. An Organization search screen will be displayed. To search for a value in any field, click on the search icon  next to the field. Enter the proper search criteria and click on the Find button. You may enter the IRN if known, or all or any part of the organization name. Both Candidate Organization and Fiscal Organization are required.

- c. Select the License in the area which the teacher is primarily teaching during this School Year. Click on the dropdown arrow in the License box, and click on the correct license to select. Only the licenses listed in the Resident Educator Credentials section will be listed.
- d. Select the Teaching Field which the teacher is primarily teaching during this School Year. Click on the dropdown arrow in the Teacher Field/Endorsement box, and click on the correct one to select. Again, only those fields and endorsements which are active and listed in the Credentials section will be listed.



**For Community Schools only, the entire list of teaching fields and endorsements will be displayed to choose from. This is because an educator in a community school may or may not be teaching in their field of license.**

- e. Check the box next to “Candidate meets all Resident Educator eligibility requirements” if that is correct. If the candidate has not met all requirements, he/she cannot be registered.
  - f. Select a Mentor by clicking on the  icon next to the Mentor fields. A Person search screen will be displayed, as in Step 3 above. Find and select the correct mentor by clicking the name, and the Mentor Name will be populated.
  - g. If there are any notes to be kept with this registration, enter those in the Notes text box.
8. Click on the ‘Save Registration’ button. To cancel out and not save this registration, click on ‘Cancel’.
- Complete Steps 1-8 for all eligible Resident Educators in your school or district.



#### **RE Registration Rules:**

1. An educator cannot be registered twice in the same school year.
2. If an educator has not successfully completed all of the criteria for a status (i.e. Year 1, Year 2), he/she cannot be registered the following year for the next status.
3. If no completion criteria are entered for an educator at the end of the year, he/she cannot be registered the following school year. The coordinator must first edit the prior year’s registration; complete the completion criteria section, and then register the educator for the current school year.
4. An educator must meet all RE eligibility requirements to be registered in the program.
5. An educator cannot be registered again for the same status (i.e. Year 1, Year 2) if he/she has already successfully completed that year’s work.

## Find Teacher Registration

RE Coordinators (RCs), or anyone looking for an RE participant, should access this tab (Screen RE.1) to see a list of candidates registered in the Resident Educator program. You can search by a specific person, fiscal organization, work organization, school year, registration type, or any combination thereof.

Figure RE.1 – Registration Search

**Registration Search** Add Teacher Registration

**Registration Search**

Person:    School Year: 2012/2013

Fiscal Org:    Registration Type: Teacher

Work Org:

Save Search

To search for a registration:

1. Click on the 'Resident Educator' tab, and then click on 'Registration' in the drop down.
2. The Registration Search page is displayed. (Figure RE.1)
3. Enter one or more of the following criteria:
  - a. Person: Click the Search icon  to open the Find Person dialog box.
    - i. Enter any combination of SSN, State ID, First Name, Last Name, Birth Date, or Middle Name.
    - ii. Click Find Person.
    - iii. Click on the correct person to select.
    - iv. The Search Person dialog box will close and the person's name will populate in the Person field.
    - v. To clear the Person field, click the Clear icon .
  - b. Fiscal Organization: Click the Search icon  to open the Search Fiscal Organization dialog box.
    - i. Enter an IRN and/or Organization Name. (The Name field will automatically perform a wildcard search, so a search for 'Ohio State' will return all organizations which being with the words 'Ohio State'. A search for '\*Ohio' will return all organizations which have letters or words before the word 'Ohio'.)
    - ii. Click Find Organization.
    - iii. Click on the correct Organization to select.
    - iv. The Find Organization dialog box will close and the organization name will populate in the Fiscal Organization field.

- v. To clear the Fiscal Organization field, click the Clear icon .
  - c. Work Organization: Click the Search icon  to open the Search Work Organization dialog box.
    - i. Enter an IRN and/or Organization Name. (The Name field will automatically perform a wildcard search, so a search for 'Ohio State' will return all organizations which begin with the words 'Ohio State'. A search for '\*Ohio' will return all organizations which have letters or words before the word 'Ohio'.)
    - ii. Click Find Organization.
    - iii. Click on the correct Organization to select.
    - iv. The Find Organization dialog box will close and the organization name will populate in the Work Organization field.
  - v. To clear the Work Organization field, click the Clear icon .
  - d. School Year: Select a school year from the drop-down list. The list defaults to the current School Year.
  - e. Registration Type: Is defaulted to Teacher (Note: Only ODE Administration staff will have access to search Principal Registrations. There will be a dropdown to select either Principal or Teacher. Principal Registrations are available from School Year 2005/2006 through 2008/2009.)
4. Click Search Registration.
  5. A list of all matching persons/registrations for the specified criteria will be displayed.
  6. You may view registrations from all years in this list. You may edit prior year or current year registrations. You may delete only current year registrations.



View or Edit a Registration



Delete a Registration

Figure RE.5 – Registration Search Results

### Registration Search

**Registration Search**

Person:   

Fiscal Org:   

Working Org:   

School Year:  

Registration Type:  

**Teacher Registration Result**

State ID	Name	School Year	Registration Type	Registration Status	Action
AA1111112	Myers, Carol	2012/2013	Teacher	Year 1	 





Clicking on the 'Clear Search' button will reset your search criteria to the default search of current school year and teacher.

## Edit Teacher Registration

To view or edit a Teacher Registration, first search for the correct registration record using the Search Registration function described above. From the results box (Figure RE.9), you can view and/or edit a registration by clicking on the Edit icon . Note, you can only edit a prior or current year registration. You can only delete current year registrations.

Figure RE.6 – Registration Search Results

### Registration Search



**Registration Search**

Person:    School Year:  

Fiscal Org:    Registration Type:  

Work Org:   

Save Search

**Teacher Registration Result**

State ID	Name	School Year	Registration Type	Registration Status	Action
OH3000101	Chalasan, Sri	2012/2013	Teacher	Year 1	 
OH3000309	Chowdhary, Arun	2012/2013	Teacher	Year 1	 
OH1365523	HAIRSTON, TIFFANY	2012/2013	Teacher	Year 1	 
AA1111112	Myers, Carol	2012/2013	Teacher	Year 1	 
AA1111111	Stough, Kevin	2012/2013	Teacher	Year 2	 

1/1 10

To view/edit a registration:

1. Click on the Edit icon .
2. The Registration Edit page is displayed. (Figure RE.6)
3. There are three sections of data which may be edited or entered new: Home Information, Work Information, and Teacher Registration Information. The Resident Educator Credentials section may be viewed but not edited. 'RE Credentials' lists all of the active credentials possessed by a teacher who is eligible for the RE program.
4. To edit Home Information:
  - a. Click on the Edit Icon  next to the type of information you need to change (address or phone numbers).
  - b. Key the correct information and click on Save.
5. To edit Work Information:
  - a. Click on the Edit icon  for either the Office Phone Number, Fax, or Work Email.
  - b. Key the correct information and click on Save.

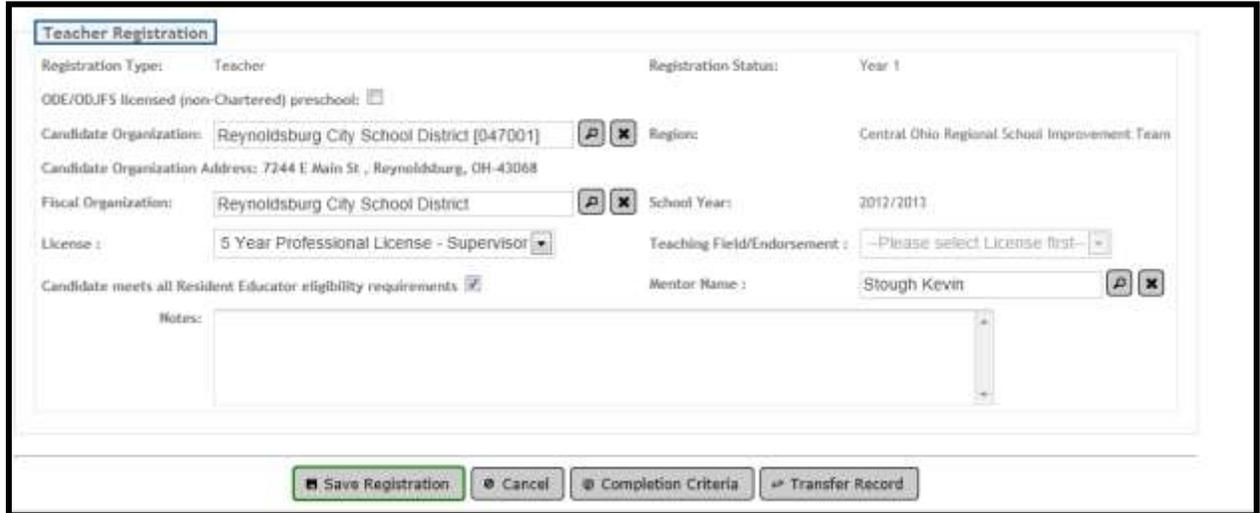
**NOTE:** Changing any of the data in the Home or Work Information sections will automatically update the OEDS system of record.

6. To edit a Teacher Registration:

To change the values in any field, click on the search icon  next to the field. Enter the proper search criteria and click on the Find button. Or, click on the drop-down menu and select the correct value.

7. Click on the 'Save Registration' button.

Figure RE.7 – Edit Registration



The screenshot displays the 'Teacher Registration' form. At the top, there is a title bar with the text 'Teacher Registration'. Below this, the form is organized into several sections. The first section contains 'Registration Type: Teacher' and 'Registration Status: Year 1'. The second section includes a checkbox for 'ODE/ODJFS licensed (non-Chartered) preschool:'. The third section has 'Candidate Organization: Reynoldsburg City School District [047001]' with a search icon and a close icon, and 'Region: Central Ohio Regional School Improvement Team'. The fourth section shows 'Candidate Organization Address: 7244 E Main St , Reynoldsburg, OH 43068'. The fifth section contains 'Fiscal Organization: Reynoldsburg City School District' with search and close icons, and 'School Year: 2012/2013'. The sixth section has 'License : 5 Year Professional License - Supervisor' and 'Teaching Field/Endorsement : --Please select License first--'. The seventh section includes a checkbox for 'Candidate meets all Resident Educator eligibility requirements:'. The eighth section has 'Mentor Name : Stough Kevin' with search and close icons. Below these fields is a 'Notes:' section with a text area. At the bottom of the form, there are four buttons: 'Save Registration' (highlighted in green), 'Cancel', 'Completion Criteria', and 'Transfer Record'.