



OHIO DEPARTMENT OF EDUCATION

Connected Ohio Records for Educators (CORE)

Enroll Me!
User Manual

CONNECTED OHIO RECORDS FOR EDUCATORS

Enroll in Electronic Signatures Manual

© November 30, 2012
Ohio Department of Education
25 S. Front St.
Columbus, OH 43215-4183

Enroll Me!

This feature allows a valid application signer to enroll in the new Online Application Signature module. The goal is to eliminate, wherever possible, paper applications and the need to obtain signatures manually on these paper applications. Now, if a signer is “Enrolled” as an e-Signer, he/she will receive an email when an educator has submitted an application online which requires a signature. The signer will then review their inbox, through CORE My Approvals, and either electronically “sign” (approve), or decline the applications.

You must have one of the following valid Signer roles in OEDS before enrolling:

Superintendent, Superintendent Designee, Dean-College of Education, Dean Designee-College of Education, Coordinator-LPDC, Coordinator Designee-LPDC, and Credential e-Signer.

LEA Type	Roles Allowed
Public School District, Non-Public School, Educational Service Center, Community School, Joint Vocational School District, Career Technical Planning District, Ohio School for the Deaf, Ohio School for the Blind, Dept. of Youth Services schools, Ohio Central School System County Boards of Developmental Disabilities	Superintendent Superintendent Designee Credential e-Signer
College / University (IHE)	Dean – College of Education Dean Designee–College of Education
Local Professional Development Committee	Coordinator-LPDC Coordinator Designee-LPDC

To enroll:

1. Sign on to your SAFE account
2. Select the ODE.CORE application
3. Hover your cursor over “My Educator Profile” on the main CORE menu. A popup menu will be displayed. Click on “My Approvals”. Or....
4. Click on “My Educator Profile” on the CORE main menu. Then select “My Approvals” from the “My Educator Profile” dropdown menu.
5. The first time you view the “My Approvals” screen, you will be asked to enroll as an electronic signer. The following screen will be displayed:

My Approvals

Select Organization to display pending requests from:

Organization: Miller City-New Cleveland Local School LPDC Role: Coordinator-LPDC


Currently you are not enrolled as signer (E-Signature) for this organization.
Please confirm if you would like to enroll yourself as signer (Coordinator-LPDC) for this organization:

Coordinator-LPDC Signature

- I have reviewed the training materials for the "My Educator Profile" module and understand the system workflow.
- Upon enrollment, I understand Miller City-New Cleveland Local School LPDC will enable electronic educator licensure requests.
- I understand it is my responsibility to review and process educator licensure request(s) in a timely manner.

Figure OA.16 – Enroll Me

Your current OEDS role and organization will be displayed on this screen. Review the instructions on this page and verify the requirements to be an electronic signer. Click on “Enroll Me”.




Note: You must have a valid email address in the system to enroll as an e-Signer, as all messages are sent back and forth via email. If you receive the following message:

We could not find your Primary Email Address in OEDS, to send you email notifications, please click on "Add Primary Email Address" button to add email address.

Then click on the button “Add Primary Email Address”. You will be taken to the “My Information” screen to add an email address. Then you may return to “My Approvals” to enroll.

6. Read the displayed text, and if you agree, click on “I Agree”. If not, you may click “Cancel” to not enroll at this time.



Congratulations ! You are now set up as an e-Signer for online new and renewal applications! You should receive an email verifying your enrollment. You will now begin receiving email notices when applicants use your organization as an Electronic Signer. Please monitor your “My Approvals” inbox regularly to ensure you are signing applications on a timely basis. Refer to the CORE Online Applications manual under the “My Approvals” section for details on signing applications.

THANK YOU for enrolling !