

CTE-26 Technical Assistance

Accessing the CTE-26 Program Application

Step 1: Get a SAFE account

Sign up at: <https://safe.ode.state.oh.us/portal/>

User guide:

<https://safe.ode.state.oh.us/portal/Content/Welcome%20to%20the%20ODE%20Secure%20Web%20Portal%20User%20Guide%2012022013.pdf>

Technical Assistance: Safe.Admin@education.ohio.gov or 877.644.6338

Step 2: Get the appropriate OEDS roll assigned in SAFE (see options for roles below)

Find OEDS administrator: <https://oeds.ode.state.oh.us/SearchOrg>

The OEDS administrator needs to:

1. Log into SAFE
2. Click "OEDS" web system
3. Go to the "personnel" tab under the organization
4. Locate and select the personnel name
5. Select from the "add roles" box

If the OEDS administrator has followed the steps above and does not see the "add roles" function, contact the ODE program office (Geoff Grove/Ryan Curtis) to gain the appropriate access to the OEDS system.

OEDs FAQs: https://webapp2.ode.state.oh.us/oeds-r/user_guide/oeds_faq.asp

CTE Login Roles

1. Superintendent Designee (Specific District)
 - Able to create/edit/submit an application
 - This Role should be able to approve an application
2. Superintendent (Specific District)
 - Able to create/edit/submit an application
 - This Role should be able to approve an application
3. Supervisor Career Technical Education General (Specific District)
 - Role only able to Create Application
 - Same roles as Director Career Technical Education General
4. Director Career Technical Education General (Specific District)
 - Role only able to Create Application
5. CTPD (Specific Districts)
 - Application is read-only. Role can Approve, No Action Taken, Denied/Disapproved