

How to Access OhioMeansJobs K-12 Reporting Tools

Step 1

Ohio Educational Directory System (OEDS) Access

Local OEDS administrators have the authorization to assign OEDS roles. Users of the OhioMeansJobs K-12 Reporting Tool system are credentialed at four different levels of access, depending on the needs and responsibilities of the user. Not all users have access to all features of the system. The following chart helps users determine the most appropriate access level and the reporting options and restrictions applied to each level. Please note, users may only have one access level assigned.

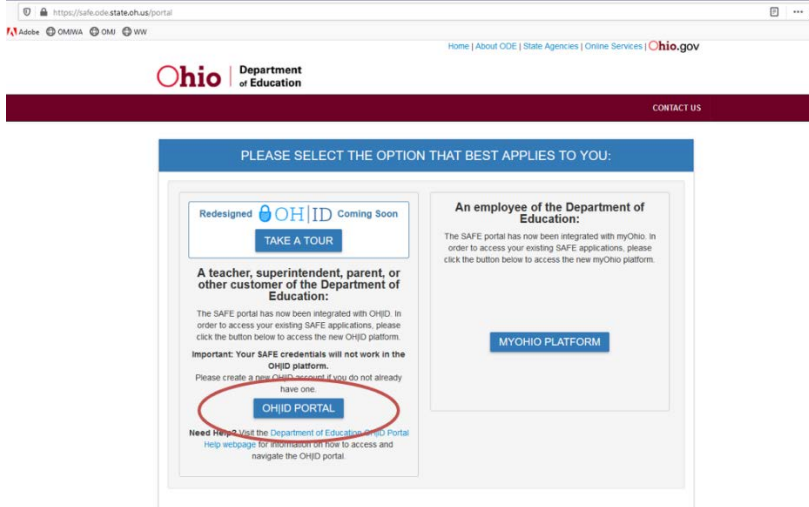
Access Type	Intended For	Restrictions	Report Access
Student Level Access	Teachers	<ul style="list-style-type: none"> - Access to student detailed reporting functions, - No access to aggregated district, and state data 	<ul style="list-style-type: none"> - Apprenticeship - Apprenticeship Services - Career Cluster Inventory - Career Profile - Group Summary - Registration Activity
District Student Level Access	School Counselors, Principals, Superintendent, etc..	<ul style="list-style-type: none"> - Access to student detailed reporting functions, including access to school and district aggregated data - No access to aggregated state data 	<ul style="list-style-type: none"> - Assessment - Occupations - Post-Secondary Schools - Scholarship Interests - Career Interests - Program Interests - Activity - Group Detail
District Level Access	School Counselors, Principals, Superintendent, etc..	<ul style="list-style-type: none"> - Access only to school and district aggregated data - No access to student detailed reporting functions and to aggregated state data 	<ul style="list-style-type: none"> - Apprenticeship - Apprenticeship Services - Career Cluster Inventory - Career Profile - Group Summary - Registration Activity
State Access	State Reviewers	<ul style="list-style-type: none"> - Access to school, district and regional aggregated data - No access to student-level aggregated data, nor to student detail reporting 	<ul style="list-style-type: none"> - Assessment - Occupations - Post-Secondary Schools - Scholarship Interests - Career Interests - Program Interests
Readiness Seal Administrator	Teachers, School Counselors	The Readiness Seal Administrator is an additive role allowing the user to assign the OhioMeansJobs Readiness Seal designation in reporting tools	

Step 2

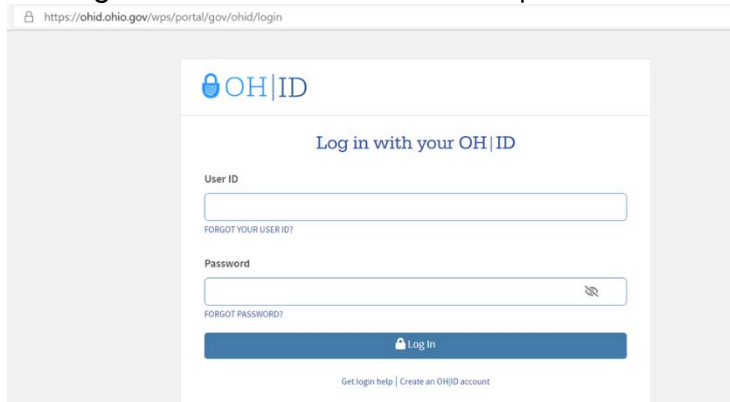
OH|ID OhioMeansJobs K-12 Application

Once the role is assigned in OEDS, access the OhioMeansJobs K-12 portal through OH|ID. Go to <https://safe.ode.state.oh.us/portal> and complete the following steps.

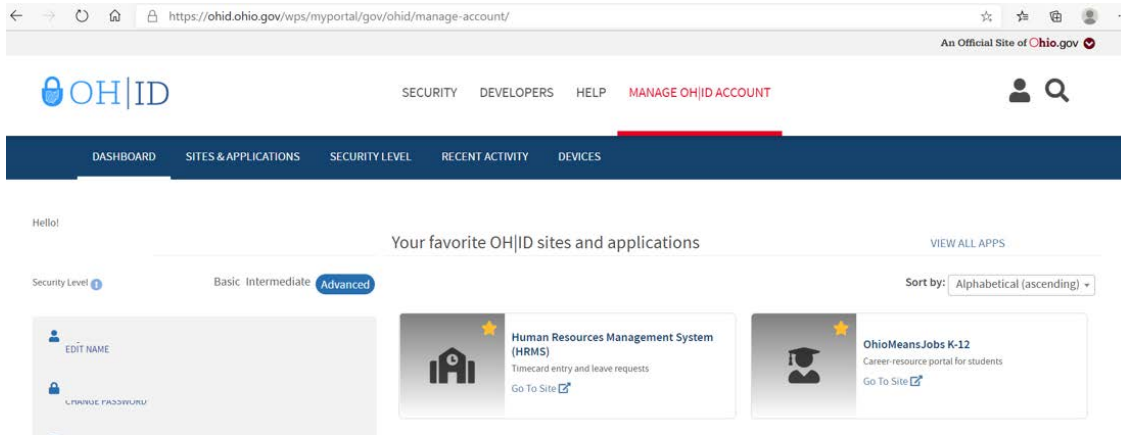
1. Click on the OH|ID Portal for “teachers, superintendents, parents, or other customers of the Department of Education.”



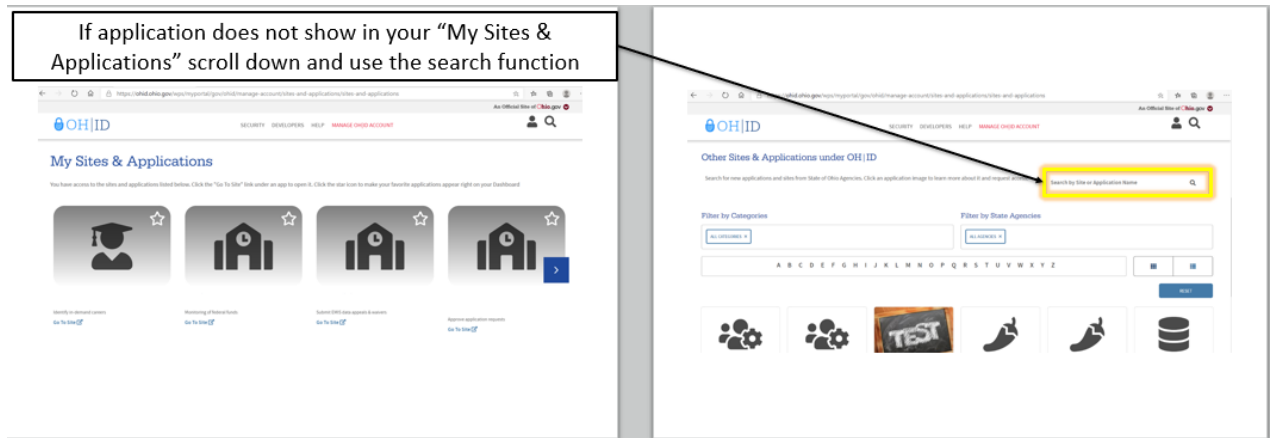
2. Sign in with the user’s OH|ID and password. New users may create an OH|ID account by clicking on the link to “Create an OH|ID account.”



3. Locate “Your Favorite OH|ID sites and applications” and select the OhioMeansJobs K-12 application. If the application is not listed, click “View All Apps” found to the right of “Your Favorite OH|ID sites and applications”



4. Click “View All Apps” to see all applications available to the user. If the OhioMeansJobs K-12 application is not listed, scroll down to the search box and search for OhioMeansJobs K-12.



5. Select the application and click “Launch” to open the OhioMeansJobs K-12 Reporting Tools platform.

The screenshot shows the OhioMeansJobs K-12 Reporting Tools platform interface. At the top, there is a navigation bar with the OH|ID logo, links for SECURITY, DEVELOPERS, HELP, and MANAGE OH|ID ACCOUNT, and a user profile icon with a search magnifying glass. Below this is a dark blue navigation menu with options: DASHBOARD, SITES & APPLICATIONS (highlighted), SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. A link for < BACK TO SITES & APPLICATIONS is visible. The main content area features a graduation cap icon, the title "OhioMeansJobs K-12", and the text "Department of Education". A paragraph describes the platform as a customized portal for K-12 students for career assessments, resume building, and budgeting. A blue "LAUNCH" button with an external link icon and the text "OhioMeansJobs K-12" is positioned to the right.

For assistance or to learn more about OhioMeansJobs K-12 and OhioMeansJobs K-12 Reporting Tools, please contact the Career Connections team at the Ohio Department of Education at CareerConnections@education.ohio.gov. For student account support, call 1-888-451-6446 (select option 3)