

OhioMeansJobs K-12 Reporting Tools Access Levels

The chart below outlines the roles within the OhioMeansJobs K-12 Reporting Tools platform that align to various education-related positions, such as career readiness leader, school counselor, administrator or regional and state support members. In addition, the chart provides information about role restrictions and report access. The Ohio Educational Directory System (OEDS) administrator for each district, school or organization can assign roles in OEDS. OEDS administrators have the authorization to assign OEDS roles.

Access Type	Intended For	Restrictions	Report Access
Student Level Access	Teachers	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 - Assessment - Occupations - Post-Secondary Schools - Scholarship Interests - Career Interests - Program Interests - Activity - Group Detail
District Student Level Access	School Counselors, Principals, Superintendent, etc..	Access to student detailed reporting functions, including access to school and district aggregated data No access to aggregated state data	
District Level Access	School Counselors, Principals, Superintendent, etc..	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 - Assessment - Occupations - Post-Secondary Schools - Scholarship Interests - Career Interests - Program Interests
State Access	State Reviewers	Access to school, district and regional aggregated data No access to student-level aggregated data, nor to student detail reporting	
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	

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, fill out the [contact form](#) on OhioMeansJobs.com.