Ohio | **Department of Education**

Assigning Roles in OEDS

Step by Step

Step 1

User must be the **OEDS Organization Administrator** for their organization. (For some organizations the role of Superintendent or Treasurer will suffice.)

Step 2

Log into OEDS and navigate to the organization's **Overview** page. Click on the **Personnel** tab located under the organization's name.
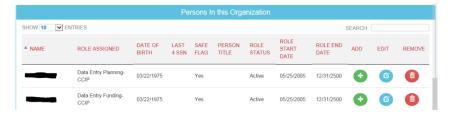
Step 3

Review the list of **Roles Associated to the Organization** found in the top panel of the Personnel page to see what roles are already assigned and to whom. Use the SEARCH box to limit the list of roles.

Step 4

Review the **Persons in this Organization** found in the bottom panel of that same page to see persons already assigned to roles within organization. Use the ADD, EDIT and REMOVE buttons as appropriate.

Step 5

Refer to **Help Text** located on the right hand side of the screen for directions related to each panel on the page.