

Guide to Requesting Changes in the Ohio Educational Directory System (OEDS)



April 2025



**Department of
Education &
Workforce**

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Accessing OEDS

Adding users to the OEDS system requires them to have an [OHID](#) account **and** for them to complete a Department of Education Profile inside of their OHID account.

Note: OHID accounts are managed by the Innovate Ohio Platform and are **not** part of OEDS. Any questions about OHID account creation and updating should be directed to the OHID Helpdesk at 877-644-6338 or Profile.Help@education.ohio.gov.

Instructions on how to create an OHID account and a Department of Education Profile can be found on the [OEDS webpage](#) under “Accessing OEDS.”

Once your Department of Education Profile is approved by the Department, you will be able to be granted roles in OEDS by your district’s OEDS-R Organization Administrator.

Getting to the School Details

After logging into OEDS and searching for an IRN, you should see a screen similar to the one below. To get to the “Organization Details” page where you will be able to edit the name, status, grade spans, etc., find the “**Organization**” section under the “Overview” tab in the top header. Click on “**Show or Update Organization Details**” to edit this information.

The screenshot shows the OEDS Overview page for a school organization. The page has a blue header with the text "OVERVIEW Your District/School Name Here (123456)". Below the header are five tabs: OVERVIEW, GENERAL, LOCATION, PERSONNEL, and RELATIONSHIP. The OVERVIEW tab is selected. The main content area is divided into four sections: Organization, Address, Relationships, and Roles. The Organization section is highlighted with a red border and contains the following information: NAME: Your District/School Name Here; ORGANIZATION TYPE: Public School; IRN: 123456; GRADE LEVEL: 3-5; STATUS: Open; COUNTY: Franklin; PHONE: 555-555-1234; FAX: 555-555-1235; EMAIL; WEB URL. Below this information is a button that says "SHOW OR UPDATE ORGANIZATION DETAILS". The Address section contains two entries for Physical Address and Mailing Address, both with the same information: ADDRESS: 123 Fake St.; COUNTY: Franklin; CITY: Columbus; STATE: OH; ZIP: 43002. Below this information is a button that says "SHOW ALL OR UPDATE ADDRESSES". The Relationships section contains one entry for Hierarchy Organization with the following information: NAME: District Name Here; IRN: 123457; PHONE: 555-555-9876; EMAIL: Fake.email@DistrictName.org. Below this information is a button that says "SHOW ALL OR UPDATE RELATIONSHIPS". The Roles section contains one entry for Principal with the following information: NAME: Adam Smith; STATUS: Active; PHONE; EMAIL. Below this information is a button that says "SHOW ALL OR UPDATE ROLES AND PERSONS".

The “**Organization Identity**” section lists the name, organization type, and status information, as well as the “**School Information**” which includes school type and grade spans.

🏠 GENERAL
 Your District/School Name Here (123456)

OVERVIEW
GENERAL
LOCATION
PERSONNEL
RELATIONSHIP

Organization Identity

NAME Your District/School Name Here
 ORGANIZATION TYPE Public School
 COUNTY Franklin
 ORGANIZATION STATUS Open
 DUNS NUMBER
 DUNS EXPIRATION DATE
 CREATED ON July 30, 2003
 LAST UPDATED ON June 25, 2018
 WEB URL
 DISTRICT'S PROFILE PAGE

EDIT

Contact Information

PHONE TYPE	PHONE NUMBER	EXTENSION	PRIMARY	PRIVATE	EDIT
OFFICE PHONE NUMBER	555-555-1234	None	Y	N	✎ 🗑
FAX NUMBER	555-555-1235	None	Y	N	✎ 🗑

➕ ADD NEW PHONE NUMBER

EMAIL ADDRESS	PRIMARY	PRIVATE
➕ ADD NEW EMAIL ADDRESS		

Organization Classification

ORGANIZATION CLASSIFICATION TYPE	ORGANIZATION CLASSIFICATION DESCRIPTION
➕ ADD NEW CLASSIFICATION	

School Classification

EDIT ADD CLASSIFICATION

School Information

SCHOOL TYPE Elementary School
 NCES SCHOOL ID None
 GRADE-LEVEL 3-5
 ESTIMATED STUDENT ENROLLMENT 398
 ESTIMATED TEACHER COUNT 24

EDIT

Changing a School Name or Operating Status

To change a school name or update the operating status, navigate to the “Organization Details” page for that IRN under the “General” tab in the top header. Click “**Edit**” in the “**Organization Identity**” section.

Organization Identity

NAME Your District/School Name Here
 ORGANIZATION TYPE Public School
 COUNTY Franklin
 ORGANIZATION STATUS Open
 DUNS NUMBER
 DUNS EXPIRATION DATE
 CREATED ON July 30, 2003
 LAST UPDATED ON June 25, 2018
 WEB URL
 DISTRICT'S PROFILE PAGE

EDIT

Complete your long and/or short name changes in the **“Please Update Organization Identity”** pop-up window.

Use the **“Organization Status”** dropdown to change the operating status of an IRN. Note, the **“Merged”** option is no longer used. Please contact the [Department’s OEDS Administrator](#) for guidance if you intend to combine schools.

Once completed, click **“Submit for Approval”** to submit these changes to the Department’s OEDS team for review/approval. This will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Department. These requests are put into a queue and will be reviewed in the order they are received.

For name changes, there are typically no follow up questions. However, for status changes, the Department’s OEDS team may reach out and ask for clarification or reasoning for the change.

 Please Update Organization Identity ✕

Organization Category **Organization Type**

School Public School

Long Name

Your District/School Name here ✓

Short Name

District/School Name ✓

Organization Status

Open ✓

- Open
- Closed
- Under Construction
- Merged
- Inactive

District’s Profile Page

www.Organization.com

ODE Designated County **DUNS Number**

Franklin ✓

DUNS Number Expiration Date

MM/DD/YYYY

✕ CANCEL ➔ SUBMIT FOR APPROVAL

Changing School Type or Grade Span

To change a school type or update the grade levels served, navigate to the “Organization Details” page for that IRN under the “General” tab in the top header. Click “**Edit**” in the “**School Information**” section.

School Information

SCHOOL TYPE **Elementary School**
NCES SCHOOL ID **None**
GRADE-LEVEL **3-5**
ESTIMATED STUDENT ENROLLMENT **398**
ESTIMATED TEACHER COUNT **24**

[EDIT](#)

Use the “**School Type**” dropdown to reflect the grades being served. You will also be able to select each individual grade that will be served at this site in the “**Select All Grade Levels Served**” section. The “**Grade Span of School**” section will show you the final list of grades that have been selected. Please be sure to review this before submitting for approval.

Once completed, click “**Submit for Approval**” to submit these changes to the Department’s OEDS team for review/approval. This will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Department. These requests are put into a queue and will be reviewed in the order they are received. For grade span changes, the Department’s OEDS team typically follows up with questions about the nature of the changes and the reasoning so that they can ensure all students are still being served.

Please Update School Information ✕

School Type **NCES School ID**

Estimated Teacher Count

SELECT ALL GRADE LEVELS SERVED

<input type="checkbox"/> Daycare	<input type="checkbox"/> Headstart
<input type="checkbox"/> Pre School	<input type="checkbox"/> Kindergarten
<input type="checkbox"/> First Grade	<input type="checkbox"/> Second Grade
<input checked="" type="checkbox"/> Third Grade	<input checked="" type="checkbox"/> Fourth Grade
<input checked="" type="checkbox"/> Fifth Grade	<input type="checkbox"/> Sixth Grade
<input type="checkbox"/> Seventh Grade	<input type="checkbox"/> Eighth Grade
<input type="checkbox"/> Ninth Grade	<input type="checkbox"/> Tenth Grade
<input type="checkbox"/> Eleventh Grade	<input type="checkbox"/> Twelfth Grade
<input type="checkbox"/> Post Secondary	<input type="checkbox"/> Ungraded
<input type="checkbox"/> Special Needs	

Grade span of school:

[CANCEL](#) [SUBMIT FOR APPROVAL](#)

Changing Funding Details

To update funding details, navigate to the “Organization Details” page for that IRN under the “General” tab in the top header. Click “**Edit**” in the “**Funding Details**” section.

Funding Details

ORACLE LOCATION CODE
VENDOR NUMBER
VENDOR ADDRESS CODE
FEDERAL TAX ID
DISTRICT CODE
STATE AUDITOR DISTRIBUTION CODE
STATE TAX ID



Complete your changes in the “**Please Update Funding Information**” pop-up window.

Once completed, click “**Submit for Approval**” to submit these changes to the Department’s OEDS team for review/approval. This will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Department. These requests are put into a queue and will be reviewed in the order they are received.

Please Update Funding Information

ORACLE LOCATION CODE

Vendor Number	Vendor Address Code
<input type="text"/>	<input type="text"/>
Federal Tax ID	District Code
<input type="text"/>	<input type="text"/>
State Auditor Distribution Code	State Tax ID
<input type="text"/>	<input type="text"/>

Changing School Classification

To add or change a school classification, navigate to the “Organization Details” page for that IRN under the “General” tab in the top header. Click “**Add Classification**” in the “**School Classification**” section.

GENERAL
Your District/School Name Here (123456)

OVERVIEW **GENERAL** LOCATION PERSONNEL RELATIONSHIP

Organization Identity

NAME Your District/School Name Here
ORGANIZATION TYPE Public School
COUNTY Franklin
ORGANIZATION STATUS Open
DUNS NUMBER
DUNS EXPIRATION DATE
CREATED ON July 30, 2003
LAST UPDATED ON June 25, 2018
WEB URL
DISTRICT'S PROFILE PAGE

[EDIT](#)

School Information

SCHOOL TYPE Elementary School
NCES SCHOOL ID None
GRADE-LEVEL 3-5
ESTIMATED STUDENT ENROLLMENT 398
ESTIMATED TEACHER COUNT 24

[EDIT](#)

Contact Information

PHONE TYPE	PHONE NUMBER	EXTENSION	PRIMARY	PRIVATE	EDIT
OFFICE PHONE NUMBER	555-555-1234	None	Y	N	EDIT DELETE
FAX NUMBER	555-555-1235	None	Y	N	EDIT DELETE

[ADD NEW PHONE NUMBER](#)

EMAIL ADDRESS	PRIMARY	PRIVATE
ADD NEW EMAIL ADDRESS		

Organization Classification

ORGANIZATION CLASSIFICATION TYPE	ORGANIZATION CLASSIFICATION DESCRIPTION
ADD NEW CLASSIFICATION	

School Classification

[ADD CLASSIFICATION](#)

Use the “**Please Add School Classification**” pop-up window to select the classification that best reflects the nature of your school.

Once completed, click “**Submit for Approval**” to submit these changes to the Department’s OEDS team for review/approval. This will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Department. These requests are put into a queue and will be reviewed in the order they are received.

For classification changes, the Department’s OEDS team typically follows up with questions about the nature of the changes and the reasoning, so that they can ensure the proper classification has been selected.

 **Please Add School Classification** 

SELECT APPROPRIATE VIRTUAL SCHOOL STATUS

- Site Based School
- Virtual School
- Blended School
- STEM School

SELECT APPROPRIATE DROP OUT RECOVERY STATUS

- Dropout Recovery

SELECT APPROPRIATE SCHOOL CLASSIFICATIONS

- Approved Teacher Education College
- Prekindergarten Associate Certification

 **CANCEL**  **SUBMIT FOR APPROVAL**

Changing District or School Locations

To get to the “Location Details” page where you will be able to edit addresses, find the “**Address**” section under the “Overview” tab. Click on “**Show All or Update Addresses**” to edit this information.

OVERVIEW
Your District/School Name Here (123456)

OVERVIEW
GENERAL
LOCATION
PERSONNEL
RELATIONSHIP

Organization

NAME Your District/School Name Here

ORGANIZATION TYPE Public School

IRN 123456 GRADE LEVEL 3-5

STATUS Open COUNTY Franklin

PHONE 555-555-1234 FAX 555-555-1235

EMAIL

WEB URL

SHOW OR UPDATE ORGANIZATION DETAILS

Address

Physical Address

ADDRESS 123 Fake St. COUNTY Franklin

CITY Columbus STATE OH ZIP 43002

Mailing Address

ADDRESS 123 Fake St. COUNTY Franklin

CITY Columbus STATE OH ZIP 43002

SHOW ALL OR UPDATE ADDRESSES

Relationships

Hierarchy Organization

NAME District Name Here

IRN 123457 PHONE 555-555-9876

EMAIL Fake.email@DistrictName.org

SHOW ALL OR UPDATE RELATIONSHIPS

Roles

Principal

NAME Adam Smith

STATUS Active PHONE

EMAIL

SHOW ALL OR UPDATE ROLES AND PERSONS

To change the physical and/or mailing address, click “**Edit**.”

(1) LOCATION
Your District/School Name here (123456)

OVERVIEW
GENERAL
LOCATION
PERSONNEL
RELATIONSHIP

← BACK TO OVERVIEW
+ ADD NEW ADDRESS

Location Type: Primary

LOCATION NAME: YOUR DISTRICT/SCHOOL NAME HERE

Physical Address

ADDRESS LINE 1 123 Fake St. ADDRESS LINE 2

COUNTY Franklin CITY Columbus STATE OH

ZIP 43002 MAIL STOP

EDIT

Mailing Address

ADDRESS LINE 1 123 Fake St. ADDRESS LINE 2

COUNTY Franklin CITY Columbus STATE OH

ZIP 43002 MAIL STOP

EDIT

Help Text

REQUIRED FIELDS FOR ANY CHANGES

STANDARDIZE ADDRESS

CONTACT INFO

ANY CHANGES TO YOUR ORGANIZATION LOCATION

» Required Fields

- 📍 Location Type
- 📍 Location Name
- 📍 Address Type
- 📍 Address Line 1
- 📍 City
- 📍 State
- 📍 Zip

Use the “**Please Update the Address**” pop-up window to edit the “Location Name” and/or street name, city, state, county, and zip code.

Note: Editing “Location Name” does not change the name of the building or the district. This is simply a name used to help you identify the addresses.

Before submitting for approval, please attempt to standardize the address by clicking “**Standardize.**” This tries to match the address you have entered with addresses on file with the United States Postal Service. If the address is not able to be standardized, you may go ahead and “**Submit for Approval.**” However, we do ask that you send an email to the [Department’s OEDS Administrator](#) letting them know that the address is correct as you entered it.

Submitting changes will create a change request(s) in the OEDS system that must be reviewed by an OEDS administrator at the Department. These requests are put into a queue and will be reviewed in the order they are received.

For address changes, the Department’s OEDS team typically does not have follow up questions, but they may reach out if they are unable to standardize the address themselves.

Please Update the Address

Location Type: Primary

Location Name: Your District or School name here ✓

Address Type: Physical Address

Address Line 1: 123 Fake st ✓

Address Line 2: Optional

City: Columbus ✓

State: OH ✓

County: Franklin ✓

Zip: 43002 ✓

Mail stop: Optional

CANCEL **SUBMIT FOR APPROVAL** **STANDARDIZE**

Getting to Relationship Details

After logging into OEDS and searching for an IRN, you should see a screen similar to the one below. To get to the “Relationship Details” page where you will be able to edit connections with other organizations, find the “**Relationships**” section under the “Overview” tab in the top header. Click on “**Show All or Update Relationships**” to edit this information.

OVERVIEW
Your District/School Name Here (123456)

OVERVIEWGENERALLOCATIONPERSONNELRELATIONSHIP

🏠 Organization?

NAME Your District/School Name Here	
ORGANIZATION TYPE Public School	
IRN 123456	GRADE LEVEL 3-5
STATUS Open	COUNTY Franklin
PHONE 555-555-1234	FAX 555-555-1235
EMAIL	
WEB URL	

SHOW OR UPDATE ORGANIZATION DETAILS

📍 Address?

Physical Address 📍

ADDRESS 123 Fake St.		COUNTY Franklin
CITY Columbus	STATE OH	ZIP 43002

Mailing Address 📍

ADDRESS 123 Fake St.		COUNTY Franklin
CITY Columbus	STATE OH	ZIP 43002

SHOW ALL OR UPDATE ADDRESSES

🔗 Relationships?

Hierarchy Organization

NAME District Name Here	
IRN 123457	PHONE 555-555-9876
EMAIL Fake.email@DistrictName.org	

SHOW ALL OR UPDATE RELATIONSHIPS

👤 Roles?

Principal

NAME Adam Smith	
STATUS Active	PHONE
EMAIL	

SHOW ALL OR UPDATE ROLES AND PERSONS

Adding a New Information Technology Centers (ITC)

To add a new ITC connected to a district, navigate to the “Relationship Details” page for that IRN under the “Relationship” tab in the top header.

The “Relationship Details” page should look similar to the one below. Here we are using the Columbus City School District as an example.

Click on “Add New Parent Relationship” near the top of the page.

ASSOCIATED ORGANIZATION	ORGANIZATION RELATIONSHIP TYPE	BEGIN DATE	END DATE	STATUS	EDIT (OR) REMOVE RELATIONSHIP
COLUMBUS CITY CTPD (200035)	CAREER TECHNICAL PLANNING DISTRICT	4/26/2003	12/31/2500	CURRENT	
COLUMBUS CITY SCHOOLS (043802)	INFORMATION TECHNOLOGY CENTER	4/26/2003	12/31/2500	CURRENT	
COLUMBUS CITY SCHOOLS DISTRICT (043802)	HIERARCHY ORGANIZATION	4/26/2003	12/31/2500	CURRENT	

Use the “**Please Add Organization Relationship**” pop-up window to complete the organization relationship type dropdown and enter the name or IRN of the ITC. Once completed, click “**Submit for Approval**” to submit these changes to the Department’s OEDS team for review/approval. This will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Department. These requests are put into a queue and will be reviewed in the order they are received.

Please Add Organization Relationship

Organization Relationship Type
Information Technology Center ✓

Enter a part of the organization name or IRN that will be associated to this organization
Search organization 🔍

CANCEL **SUBMIT FOR APPROVAL**

Editing an Existing Information Technology Center (ITC)

To change the existing ITC linked to a district, navigate to the “Relationship Details” page for that IRN under the “Relationship” tab in the top header.

Find the “**Information Technology Center**” in the list of organization relationship types and use the blue “**Edit**” and red “**Remove**” icons to change the relationship.

RELATIONSHIP Columbus City Schools District (043802)					
OVERVIEW	GENERAL	LOCATION	PERSONNEL	RELATIONSHIP	
← BACK TO OVERVIEW	Filter By Org Type	ADD NEW PARENT RELATIONSHIP	Show All Relationships		
Organization Parent Relationship Information					
ASSOCIATED ORGANIZATION	ORGANIZATION RELATIONSHIP TYPE	BEGIN DATE	END DATE	STATUS	EDIT (OR) REMOVE RELATIONSHIP
COLUMBUS CITY CTPD (200035)	CAREER TECHNICAL PLANNING DISTRICT	4/26/2003	12/31/2500	CURRENT	 
COLUMBUS CITY SCHOOLS (043802)	INFORMATION TECHNOLOGY CENTER	4/26/2003	12/31/2500	CURRENT	 
COLUMBUS CITY SCHOOLS DISTRICT (043802)	HIERARCHY ORGANIZATION	4/26/2003	12/31/2500	CURRENT	 
COLUMBUS CITY SCHOOLS DISTRICT (043802)	CNS REPORTING ORGANIZATION	4/26/2003	12/31/2500	CURRENT	 
COLUMBUS CITY SCHOOLS LPDC (013541)	LOCAL PROF DEV COMMITTEE	12/12/2012	12/31/2500	CURRENT	 

Note: There have been several instances where a district’s OEDS-R Organization Administrator was not able to edit this relationship. In these instances, we recommend adding a new parent relationship and creating a new ITC relationship (see previous section), then emailing the [Department’s OEDS Administrator](#) to explain the situation so that the old relationship can be removed for you.

If you are able to edit a relationship you will see a screen similar to the one below. Use the “**Please Update the Organization Relationship**” pop-up window to enter the name or IRN of the ITC. After selecting a new ITC, click “**Submit.**”

Please Update Organization Relationship ✕

ORGANIZATION RELATIONSHIP TYPE **Information Technology Center**

CURRENT ORGANIZATION **Columbus City Schools**

Enter a part of the organization name or IRN that will be associated to this organization

Q

CANCEL
SUBMIT

This will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Department. These requests are put into a queue and will be reviewed in the order they are received.

For relationship changes, the Department’s OEDS team typically follows up with questions about the nature of the changes and the reasoning so that they can ensure the proper connections between organizations are being made.

To speed up the approval process, you can email the [Department’s OEDS Administrator](#) detailing the following:

- Why you requested the change
- Effective date
- New ITC name and IRN
- District’s name and IRN

The Department’s OEDS team will then be in touch with you to discuss your changes and guide you through the approval process.

Requesting a New Organization

In order to open a new IRN, you must create a new organization. Click on “Create Organization” on the top red banner of the OEDS page. This page contains instructions on how to request a new IRN as well as the required roles in OEDS for making this request.

organization

HOME DASHBOARD CREATE ORGANIZATION SEARCH ORGANIZATION SEARCH PERSON OEDS DATA DASHBOARD EXTERNAL

INSTRUCTIONS FOR CREATING A NEW ORGANIZATION

Instructions for Creating a New Organization

In order to create your Organization in the Ohio Educational Directory System (OEDS) you will need to follow these steps:

READ ALL OF THESE STEPS BEFORE PROCEEDING

- » Obtain a SAFE Account
- » Obtain an OEDS Organization Applicant Role (See more detailed instructions to the right)
- » Click link to create an Organization that has no parent organization with administrative authority

OR

- » Select the Parent Organization that has administrative authority over the new organization

AFTER READING THE ABOVE STEPS

- » Click [HERE](#) to create a new organization that does **not** have an established parent hierarchy organization.

CONTACT INFORMATION

- » For any other Questions

Please Contact OEDS.ContactUs@education.ohio.gov

Help Text

SAFE

OEDS ORGANIZATION APPLICANT ROLE

PARENT HIERARCHY ORGANIZATION

You need the "OEDS ORGANIZATION APPLICANT ROLE", if you are not currently assigned the role of OEDS Organization Administrator, Superintendent, or Treasurer, or if you have one of those roles but this new organization is not related to the organization where you have one of those roles. The OEDS Organization Applicant role is requested through SAFE. You only need to request this role one time.

- » For More Detailed Instructions for Creating a New Organization

[View Document](#)

In general, you only need to provide basic information, including type of organization, IRN name, physical address this IRN will operate from, mailing address for this IRN, and grade span that this IRN will serve.

Use the “**Please Provide Organization Details**” pop-up window to complete the new organization request. If you’re not sure which organization type you are trying to create, click “**Click Here to Start**” for helpful information.

CREATE A NEW ORGANIZATION

Home Location Mail Calendar Paper Checkmark

Home Please Provide Organization Details

START CREATING A NEW ORGANIZATION

IF YOU ARE NOT SURE WHICH ORGANIZATION TYPE YOU ARE TRYING TO CREATE [CLICK HERE TO START](#)

IF YOU ALREADY KNOW YOUR ORGANIZATION TYPE Public School

ENTER ORGANIZATION DETAILS

Organization Name: Western Toledo

ODE Designated County: Lucas

Phone Number: [input field]

Fax Number: Optional xxx-xxx-xxxx

Organization Email Address: [input field]

WEB URL: [input field]

Next →

Complete the questions in the “**Start Creating a New Organization**” pop-up window. Once you have answered these questions, click “**Save.**”

Start Creating a New Organization

PLEASE SELECT ONE FROM THE FOLLOWING LIST TO GET ORGANIZATION TYPE FOR CREATING A NEW ORGANIZATION

Is Your Organization a School?

Is Your Organization a College?

Is your organization related to Community School sponsorship or management?

Does your organization just need access to a specific application (program) within ODE?

Your organization does not fit the description or definition of the previously mentioned types, but you provide ...

Your organization does not fit the description or definition of the previously mentioned types, but ...

CANCEL NEXT →

Start Creating a New Organization



PLEASE SELECT TO GET ORGANIZATION TYPE FOR CREATING A NEW ORGANIZATION

Are you a Superintendent, Treasurer, or OEDS Organization Administrator for a public district trying to open up a new school?

Are you a public school sponsored by an Ohio Department of Education authorized sponsor and have a Preliminary Agreement and/or a Contract?

Are you a school and have you worked with the Nonpublic Educational Options Office of the Ohio Department of Education and are you at "Letter of Approval" status?

Are you a Vocational School overseen by a Joint Vocational School District?

Are you required by the Ohio Revised Code to become a state supported school?

Are you a Science, Technology, Engineering and Mathematics school authorized under Chapter 3326 of the Ohio Revised code to be a STEM designated school and have you been to the STEM subcommittee?

Are you a school that provides evening classes or classes for adults only?

← BACK

SAVE

The "Organization Type" will be filled in on the first page of the application. Enter the name that you would like your new organization to be called.

Note: "Organization Name" should **not** be the name of your district. It is the name that you want the resulting building/organization to be called once a new IRN is created.

You will also be asked to put in the county you will be operating this IRN out of as well as basic contact information.

Next, complete the "Organization Physical Address" section. Please attempt to standardize the address by clicking "**Standardize.**" This tries to match the address you have entered with addresses on file with the United States Postal Service. Click "Next" to proceed.

CREATE A NEW ORGANIZATION



Organization Physical Address

LOCATION TYPE

PRIMARY

ADDRESS TYPE

PHYSICAL ADDRESS

Location Name

Western Toledo Prep Academy

Address Line 1

6145 Hill Ave

Address Line 2

Optional

City

Toledo

State

OH

County

Lucas

Zip

43615

Mail Stop

Optional

Please Select if Physical Address is same as Mailing Address

Standardize

← Back

Next →

Next, enter the mailing address for the organization. Often this is separate from the physical address as mail is routed to a district office. Please attempt to standardize the address by clicking **“Standardize.”** Click **“Next”** to proceed.

Next, you will be asked about Federal Tax ID and UEI numbers. You **do not** need to have these to complete the application. The only information **required** on this page is the **“Grade Levels Served,”** and any **“Hierarchy”** organization you wish to operate under (your district). Click **“Next”** to proceed.

Next, upload any supporting documents you want to attach to this application.

The final page of the application allows you to review all the information you provided before submitting for approval. If you leave the application before clicking “**Submit,**” it will not be sent for approval as it will show a status of “Started” in the OEDS system and not “Submitted.”

CREATE A NEW ORGANIZATION

✔ Please Verify and Submit For Approval

ORGANIZATION DETAILS

ORGANIZATION NAME	WESTERN TOLEDO PREP ACADEMY	APPLICATION KEY	107265
ORGANIZATION TYPE	Public School	ODE DESIGNATED COUNTY	Lucas
PHONE NUMBER	614-623-5345	FAX NUMBER	
EMAIL ADDRESS			
WEB URL			

ORGANIZATION LOCATION DETAILS

LOCATION NAME	WESTERN TOLEDO PREP ACADEMY		
ADDRESS TYPE	PHYSICAL	STANDARDIZED	YES
ADDRESS	6145 Hill Ave	ADDRESS 2	
COUNTY	Lucas	CITY	Toledo
STATE	OH		
ZIP	43615	MAIL STOP	

ORGANIZATION OPTIONAL DETAILS

GRADE LEVEL SERVED	FEDERAL TAX ID
DUNS NUMBER	DUNS NUMBER EXPIRATION DATE
HIERARCHY	Western Toledo Prep Academy
ITC	SST

LIST OF DOCUMENTS UPLOADED

COMMENTS

Subject

Comments Body

APPLICATION STATUS STARTED

Once submitted, this will create a change request in the OEDS system that must be reviewed by an OEDS administrator at the Department. These requests are put into a queue and will be reviewed in the order they are received.

For new organization requests, the Department’s OEDS team typically follows up with questions about the nature of the request and the reasoning for the request.

To speed up the approval process, you can email the [Department’s OEDS Administrator](#) detailing the changes you would like to make including creating a new organizing before you actually enter them into the OEDS system. The Department’s OEDS team will then be in touch with you to discuss your changes and guide you through the approval process.

Note: Once an organization has gone through the approval process and an IRN has been issued, the status in OEDS will show the IRN as “**Under Construction**” until a status change request is made to set it to “**Open**.” See page 3, “*Changing a School Name or Operating Status*” for instructions. We typically recommend waiting until the end of the current reporting period to change the IRN status to open (beginning of August).

It is also important to note that for any new and open IRN, a safety plan is required, and if the grade span includes a preschool, then the district will need to work with the [Department of Children and Youth’s IRN team](#) to have the new IRN entered into their system.

Assigning or Removing User Roles

After logging into OEDS and searching for an IRN, you should see a screen similar to the one below. To get to the “Personnel Details” page where you will be able to edit role assignments, find the “**Roles**” section under the “Overview” tab in the top header. Click on “**Show All or Update Roles and Persons**” to edit this information.

OVERVIEW
Your District/School Name Here (123456)

OVERVIEW
GENERAL
LOCATION
PERSONNEL
RELATIONSHIP

🏠 Organization

NAME Your District/School Name Here

ORGANIZATION TYPE Public School

IRN 123456 GRADE LEVEL 3-5

STATUS Open COUNTY Franklin

PHONE 555-555-1234 FAX 555-555-1235

EMAIL

WEB URL

SHOW OR UPDATE ORGANIZATION DETAILS

📍 Address

Physical Address

ADDRESS 123 Fake St. COUNTY Franklin

CITY Columbus STATE OH ZIP 43002

Mailing Address

ADDRESS 123 Fake St. COUNTY Franklin

CITY Columbus STATE OH ZIP 43002

SHOW ALL OR UPDATE ADDRESSES

🔗 Relationships

Hierarchy Organization

NAME District Name Here

IRN 123457 PHONE 555-555-9876

EMAIL Fake.email@DistrictName.org

SHOW ALL OR UPDATE RELATIONSHIPS

👤 Roles

Principal

NAME Adam Smith

STATUS Active PHONE

EMAIL

SHOW ALL OR UPDATE ROLES AND PERSONS

The “Personnel Details” page lists the “**Roles Available to this Organization,**” where the current list of roles that can be assigned are displayed, in addition to the “**Persons in this Organization,**” where you can find a list of all roles assigned to a specific person in your organization.

Your District/School Name Here (12345)

OVERVIEW
GENERAL
LOCATION
PERSONNEL
RELATIONSHIP

← BACK TO OVERVIEW

Roles Available to this Organization

SHOW **10** ENTRIES
SEARCH:

ROLES IN ORGANIZATION	DESCRIPTION	NO. OF PERSONS IN ROLE	ADD PERSON(S)	REMOVE PERSON(S)
SUPERINTENDENT DESIGNEE	Superintendent Designee	3 Persons	+	-
SUPERINTENDENT	Superintendent	1 Person		-
SUPERVISOR-EARLY CHILDHOOD EDUCATION	Sup-Early Childhood Education	1 Person	+	-
SUPERVISOR-PRE SCHOOL HANDICAPPED-EARLY EDUCATION OF THE HANDICAPPED	Sup-Preschool Handicapped	1 Person	+	-
SUPERVISOR-TRANSPORTATION SERVICES	Sup-Transportation Services	1 Person	+	-
ASSISTANT SUPERINTENDENT	Assistant Superintendent	0 person	+	
ASSISTANT SUPERINTENDENT-ADMINISTRATIVE SERVICES	Assist Sup-Admin Services	0 person	+	
ASSISTANT SUPERINTENDENT-BUSINESS/FINANCIAL SERVICES	Assist Sup-Bus/Finance Svcs	0 person	+	
ASSISTANT SUPERINTENDENT-CURRICULUM/INSTRUCTIONAL SERVICES	Assist Sup-Curriculum/Inst Svc	0 person	+	
ASSISTANT SUPERINTENDENT-EDUCATIONAL PROGRAMS	Assist Sup-Educational Program	0 person	+	

1
2
3
4
5
6
7
NEXT

Persons In this Organization

SHOW **10** ENTRIES
SEARCH:

NAME	ROLE ASSIGNED	DATE OF BIRTH	LAST 4 SSN	SAFE ACCOUNT	PERSON TITLE	ROLE STATUS	ROLE START DATE	ROLE END DATE	ADD	EDIT	REMOVE
ADAM SMITH	COORDINATOR-SAFETY PLAN	10/05/1976		Yes	Director of Facilities and Properties	ACTIVE	07/02/2018	12/31/2500	+	✎	-
ADAM SMITH	OCLQSPS	03/06/1980		Yes		ACTIVE	07/15/2019	12/31/2500	+	✎	-

Help Text

ROLES ASSOCIATED TO THIS ORGANIZATION SECTION

PERSONS IN THIS ORGANIZATION SECTION

CONTACT INFO

ROLES ASSOCIATED TO THIS ORGANIZATION SECTION

- ▶ To Add Person(s) to Existing Role:
 - ☛ Click on Add + Button for that Role
- ▶ To Remove Person(s) from Existing Role:
 - ☛ Click on Remove - Button for that Role
- ▶ To View the Person(s) for Existing Role:
 - ☛ Click on No. of Person(s) ↗ Hyperlink for that Role

To add or remove a user from a role, it is often easiest to search for the role name in the “**Roles Available to this Organization**” section. Use the search bar to filter the list of available roles. This can make finding a role for assignment or removal much faster than looking across multiple pages.

Roles Available to this Organization				
SHOW <input type="text" value="10"/> ENTRIES	SEARCH: <input type="text" value="super"/>			
ROLES IN ORGANIZATION	DESCRIPTION	NO. OF PERSONS IN ROLE	ADD PERSON(S)	REMOVE PERSON(S)
SUPERINTENDENT DESIGNEE	Superintendent Designee	3 Persons		
SUPERINTENDENT	Superintendent	1 Person		
SUPERVISOR-EARLY CHILDHOOD EDUCATION	Sup-Early Childhood Education	1 Person		
SUPERVISOR-PRESCHOOL HANDICAPPED-EARLY EDUCATION OF THE HANDICAPPED	Sup-Preschool Handicapped	1 Person		
SUPERVISOR-TRANSPORTATION SERVICES	Sup-Transportation Services	1 Person		
ASSISTANT SUPERINTENDENT	Assistant Superintendent	0 person		
ASSISTANT SUPERINTENDENT-ADMINISTRATIVE SERVICES	Assist Sup-Admin Services	0 person		
ASSISTANT SUPERINTENDENT-BUSINESS/FINANCIAL SERVICES	Assist Sup-Bus/Finance Svcs	0 person		
ASSISTANT SUPERINTENDENT-CURRICULUM/INSTRUCTIONAL SERVICES	Assist Sup-Curriculum/Inst Svc	0 person		
ASSISTANT SUPERINTENDENT-EDUCATIONAL PROGRAMS	Assist Sup-Educational Program	0 person		

With the list of available roles filtered, use the green plus sign to add a user to that role. To remove a user from the role, use the red trash can icon.

Note: Some roles only allow one person to be assigned at any given time. The results here show that you cannot add a second person to the role of Superintendent. In order to change who is assigned to this role, first remove the role from the outgoing Superintendent and then you will be able to assign it to the incoming Superintendent.

Roles Available to this Organization				
SHOW <input type="text" value="10"/> ENTRIES	SEARCH: <input type="text" value="super"/>			
ROLES IN ORGANIZATION	DESCRIPTION	NO. OF PERSONS IN ROLE	ADD PERSON(S)	REMOVE PERSON(S)
SUPERINTENDENT DESIGNEE	Superintendent Designee	3 Persons		
SUPERINTENDENT	Superintendent	1 Person		
SUPERVISOR-EARLY CHILDHOOD EDUCATION	Sup-Early Childhood Education	1 Person		
SUPERVISOR-PRESCHOOL HANDICAPPED-EARLY EDUCATION OF THE HANDICAPPED	Sup-Preschool Handicapped	1 Person		

ASSIGNING A ROLE

Once you have navigated to the “Personnel” tab in the top header, searched for the role you would like to assign, and clicked the green plus sign (see previous three pages for instructions), you will see the “**Start Assigning to Role**” pop-up window.

Determine if you need to assign this role to a new person or to someone who already holds a role in your organization. Using the “**Assign a New Person to this Role**” option will allow you to search for anyone in the OEDS system, as long as they have both an OHID account and a Department of Education Profile. See page 2, “*Accessing OEDS*” for instructions.

Start Assigning to Role Step:1

Selected Role

Assistant Superintendent

Please Select One:

Assign a New Person to this Role Assign this Role to Person(s) in Organization

Provide the person’s first name, last name, and date of birth. Click “**Search.**”

Search for a Person Step:2

Educator State ID

Search by Educator State ID

OR

First Name	Middle Name	Last Name
Required		Required

Date of Birth	Last 4 Digits of SSN
Required (MM/DD/YYYY)	Optional

Search results will populate for any possible matches to your search. Review the results and click “**Select**” on the corresponding person.

Search Result Step:3

SHOW ENTRIES SEARCH:

PERSON FULL NAME	EDUCATOR STATE ID	DATE OF BIRTH	LAST 4 DIGITS OF SSN	SAFE ACCOUNT	SELECT ONE
Mark Richards		01/06/1986		Yes	<input checked="" type="button" value="Select"/>

Note: If you are unable to find a user, please ensure they have completed the set up their OHID account as well as their Department of Education Profile. Both of these must be completed before a user can be assigned a role in OEDS. See page 2, “Accessing OEDS” for instructions.

Once you have selected a user for assignment, a confirmation screen will appear. Confirm the information is correct for the selected user and click “**Save**” to assign the role to the user.

Submit to Add Selected Person to Organization Role✕

PERSON DETAILS

NAME	Mark Richards
DATE OF BIRTH	01/06/1986
LAST 4 DIGITS OF SSN	

Submit with One Role

ROLE	Assistant Superintendent
------	--------------------------

Role Status	Person Title
Active ▼	Eg: User Interface Dev

Email Address

mark.richards@education.ohio.gov

Is this Email Address Private and not available to Public

Is this Primary Email Address

⊞ CANCEL↗ SAVE

REMOVING A ROLE

Once you have navigated to the “Personnel” tab in the top header, searched for the role you would like to remove, and clicked the red trash can icon, you will see the “**Remove Persons From Role**” pop-up window.

From the list of users in your organization with this assigned role, check the name(s) of the users you want to remove from this role. Click “**Yes, Remove**” to proceed.

 **Remove Persons From Role** 

ROLE Data Entry - Decision Framework

<input type="checkbox"/> ADAM SMITH DOB:03/21/1977	<i>Status:Active</i>
<input checked="" type="checkbox"/> FYODOR DOSTOYEVSKY DOB:08/13/1984	<i>Status:Active</i>
<input type="checkbox"/> LEO TOLSTOY DOB:01/18/1968	<i>Status:Active</i>

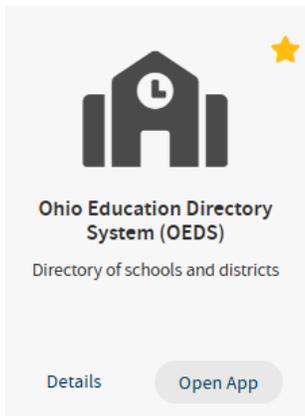
Are you sure you want to remove Person(s) from this Role?

Updating Emails and Phone Numbers

Each user with a record in OEDS needs to have an accurate and up-to-date office email address and office phone number listed in OEDS. This ensures that staff members can be reached by the public and staff at the Department. The access level granted to your district's OEDS-R Organization Administrator(s) limits their ability to update some aspects of other user's email addresses and phone numbers. Each user needs to review and update their own information each time information changes or when moving from one organization to another. A good practice for each person is an annual review and update of email addresses and phone numbers. Follow the steps below to update OEDS contact information.

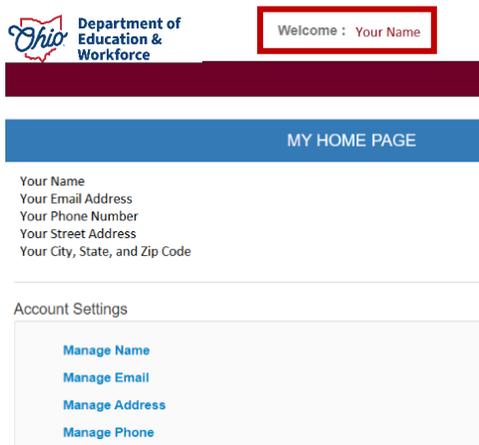
UPDATING EMAIL ADDRESSES

Login to your [OHID account](#) and locate the **Ohio Education Directory System (OEDS) application tile**. Click **“Open App.”** If you are unable to find the OEDS tile in “Your Apps” in OHID, also check in the App Store and ensure you have browsed all pages.



Locate and click your name at the top of the dashboard next to **“Welcome”** and click on the information you want to review/update.

If someone else's name appears at the top of the page, you will need to log out of the OEDS and OHID systems and start over by using your own credentials.



School and district staff listed with roles in OEDS need to have a current primary office email address listed in OEDS and can have additional secondary office email addresses listed. The primary office email address should be the email address that the person most often uses for work purposes.

To update your email addresses, click “**Edit**” in the “**Manage Email Address**” section.

Note: Home/personal email addresses are not to be entered into OEDS.

MANAGE EMAIL ADDRESS

ADD NEW EMAIL

Address	Type	Primary?		
Your Email Address	Home	Primary	EDIT	DELETE

EMAIL RULES

- A e-mail is required.
- Your e-mail will act as your unique identifier and will be used as the log-in for your profile.
- Your e-mail can only be use for one profile.
- You cannot have multiple email addresses associated with an profile.

Make any necessary changes to the address and/or email type using the dropdown.

Check the “**Primary Email**” box if this is your primary office email address. Uncheck the box if you have or will be identifying another office email address as primary. Click “**Save**” to see the updated information.

Manage Email

Change Email

ADDRESS

EMAIL TYPE

- [None]
- Home
- Office**
- PRIMARY EMAIL?

Save **Cancel**

ADDING ADDITIONAL EMAIL ADDRESSES

Individuals who work for multiple organizations may need to have more than one office email address listed. To add an email address, click on “**Add New Email**” and fill in the information. A new email address should not be marked as primary unless you want to switch the email address that is already listed as primary. When finished, click “**Save.**”

MANAGE EMAIL ADDRESS

ADD NEW EMAIL

Address	Type	Primary?		
Your Email Address	Home	Primary	EDIT	DELETE

Manage Email

Add Email

ADDRESS

EMAIL TYPE
[None]
Home
Office

PRIMARY EMAIL?

Save **Cancel**

DELETING EMAIL ADDRESSES

Any extraneous email addresses, including home or personal email addresses can be deleted from the OEDS system. Click “**Delete**” once to remove an existing email address and again in the pop-up window to confirm.

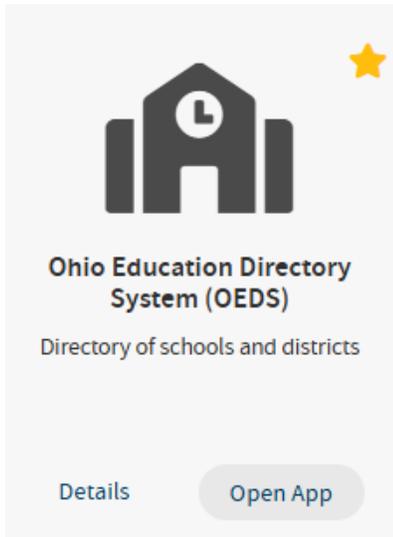
MANAGE EMAIL ADDRESS

ADD NEW EMAIL

Address	Type	Primary?		
Your Email Address	Home	Primary	EDIT	DELETE

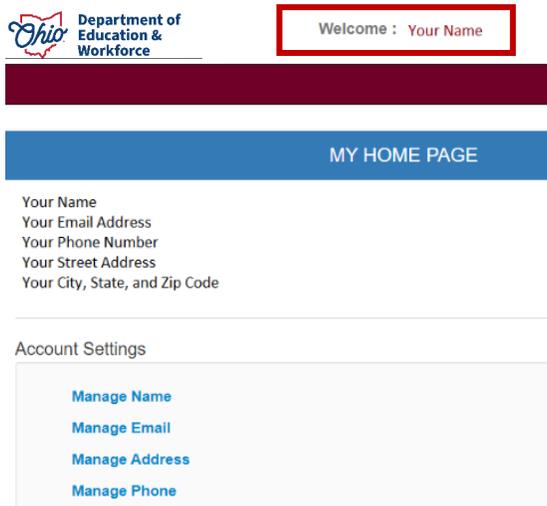
UPDATING PHONE NUMBERS

Login to your [OHID account](#) and locate the **Ohio Education Directory System (OEDS) application tile**. Click **“Open App.”** If you are unable to find the OEDS tile in “Your Apps” in OHID, also check in the App Store and ensure you have browsed all pages.



Locate and click your name at the top of the dashboard next to **“Welcome”** and click on the information you want to review/update.

If someone else’s name appears at the top of the page, you will need to log out of the OEDS and OHID systems and start over by using your own credentials.



School and district staff listed with roles in OEDS need to have a current primary office phone number listed in OEDS. This should be the phone number used most often for work purposes.

To update your phone number, click “**Edit**” in the “**Manage Phone Number**” section.

MANAGE PHONE NUMBER

NEW PHONE NUMBER

Area code	Number	Extension	Type	Primary?		
###	###-####		Home	Primary	EDIT	DELETE

Make any necessary changes to the phone number and/or phone type using the dropdown.

Check the “**Primary Phone**” box if this is your primary office phone number. Uncheck the box if you have or will be identifying another phone number as primary. Click “**Save**” to see the updated information.

Manage phone number×

Change phone number

AREA CODE:

NUMBER(E.G. 9999999):

EXTENSION

PHONE TYPE

PRIMARY PHONE?

Save Cancel

ADDING ADDITIONAL PHONE NUMBERS

Individuals who work for multiple organizations may need to have more than one office phone number listed. To add a phone number, click on “**Add Phone Number**” and fill in the information. A new phone number should not be marked as primary unless you want to switch the phone number that is already listed as primary. When finished, click “**Save**.”

MANAGE PHONE NUMBER

NEW PHONE NUMBER

Area code	Number	Extension	Type	Primary?		
###	###-####		Home	Primary	EDIT	DELETE

Manage phone number×

Add Phone

AREA CODE:

NUMBER(E.G. 9999999):

EXTENSION:

PHONE TYPE:

[None]
[None]
Office
Home
Cell
Fax

PRIMARY PHONE?

Save Cancel

DELETING PHONE NUMBERS

Any extraneous phone numbers, including home or personal phone numbers can be deleted from the OEDS system. Click “**Delete**” once to remove an existing phone number and again in the pop-up window to confirm.

MANAGE PHONE NUMBER

NEW PHONE NUMBER

Area code	Number	Extension	Type	Primary?		
###	###-####		Home	Primary	EDIT	DELETE