How to add a Unique Entity ID to the Ohio Educational Directory System (OEDS-R)
HOW TO ENTER YOUR ORGANIZATION’S UNIQUE ENTITY ID WITHIN the Ohio Educational Directory System (OEDS-R)

THINGS TO KNOW BEFORE YOU BEGIN

- Who will update the Unique Entity ID in OEDS?
  The person in your organization who is assigned the role of OEDS-R Organization Administrator can make necessary changes within the OEDS-R system.

- How to view your assigned UEI in SAM.gov?
  Click here for instructions to find your UEI in SAM.gov

**UEI Assignment Only**

![Example Image]

**SAM.gov Registration** (includes UEI assignment)

![Example Image]
BEGIN THE PROCESS OF UPDATING THE UNIQUE ENTITY ID IN OEDS

The organization contact assigned the role of OEDS-R Organization Administrator, will first log into their SAFE account.

Select the “My Apps” tab.
Click the “Open App” button to launch the Ohio Education Directory System (OEDS) Application.

You will now see your organizations Dashboard. Using the drop-down arrow select the organization you need. Then click “View Organization Detail.”
The organization, address, relationships, and roles will appear. In the section title “Organization” click the gray box “Show Organization Details”.

You should now see a box showing your organization’s identity with items such as Name, Organization Type, County, and Unique Entity ID. You will be able to edit information in this section by clicking the edit button.
If your organization has a Unique Entity ID and it is not in OEDS, please input using the edit feature in OEDS by clicking on the edit button (shown above). This will bring you to a new editing screen where you can input the Unique Entity ID found in SAM. Please ensure the identifier matches the twelve-character alphanumeric value assigned by SAM.gov.

If your organization has a Unique Entity ID and it is in OEDS, please ensure the identifier matches the twelve-character alphanumeric value assigned by SAM.gov.

Click the “Submit for Approval” button on this edit screen to save your UEI changes. The information should now appear on the “General” tab when logging into OEDS. Please allow 24 hours for the number to update and register with all of ODE web systems. Thank you.

If you are having any trouble registering your Unique Entity ID within OEDS, please email Grants.Management@education.ohio.org or contact Kimberly Palmer at Kimberly.palmer@educatoin.ohio.gov, or 614-466-4125.