

Ohio

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

US Test Company

i This entity record has been validated as unique and existing, but not registered in SAM.

Physical Address: [Empty]

Unique Entity ID: ABCDEF123456

Version: Current Record

EXAMPLE

SAM.gov Registration (includes UEI assignment)

US Test Company

Unique Entity ID	Registration Status	Expiration Date
ABCDEF123456	Active Registration	Jul 19, 2022

CAGE/NCAGE: 123ABC

Purpose of Registration: **Federal Assistance Awards Only**

Physical Address: [Empty]

Mailing Address: [Empty]

EXAMPLE

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.

A teacher, superintendent, parent, or other customer of the Department of Education:

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

Important: Your SAFE credentials will not work in the OH|ID platform.

Please create a new OH|ID account if you do not already have one.

[OH|ID PORTAL](#)

Need Help? Visit the [Department of Education OH|ID Portal Help webpage](#) for information on how to access and navigate the OH|ID portal.



Enter your OH|ID Workforce User ID (formerly referred to as the State of Ohio User ID or SOUID) to access



OH|ID Workforce User ID:

Password:



[Log In](#)

[Forgot password?](#)

Select the “My Apps” tab.

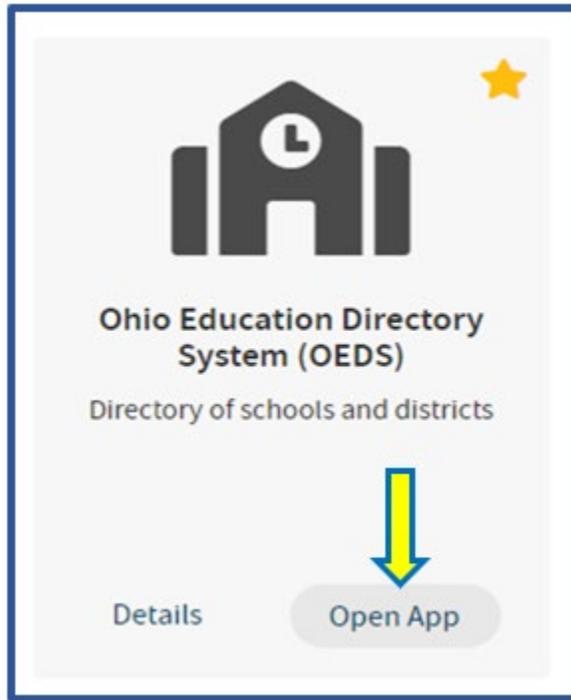
 SECURITY DEVELOPERS [MANAGE OH|ID ACCOUNT](#)   
Log Out Help Search

[MY APPS](#) APP STORE ACCOUNT SETTINGS IDENTITY ASSURANCE RECENT ACTIVITY DEVICES

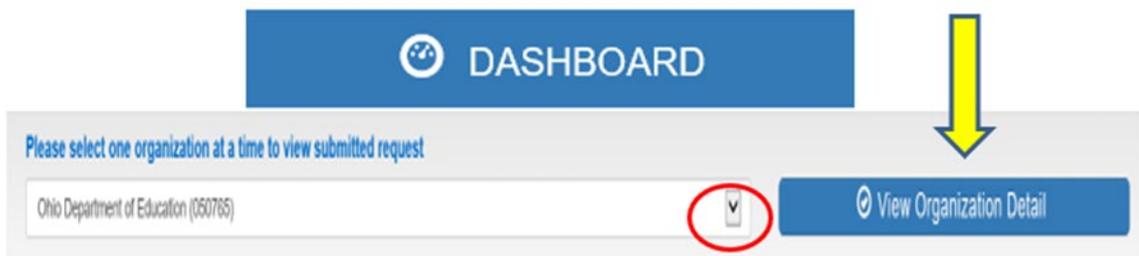
My Apps

Click the star to pin your favorite apps to the top of the page.

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".



Organization

NAME **Ohio Department of Education**

ORGANIZATION TYPE **State Board/Agency**

IRN **050765** GRADE LEVEL

STATUS **Open** COUNTY **Franklin**

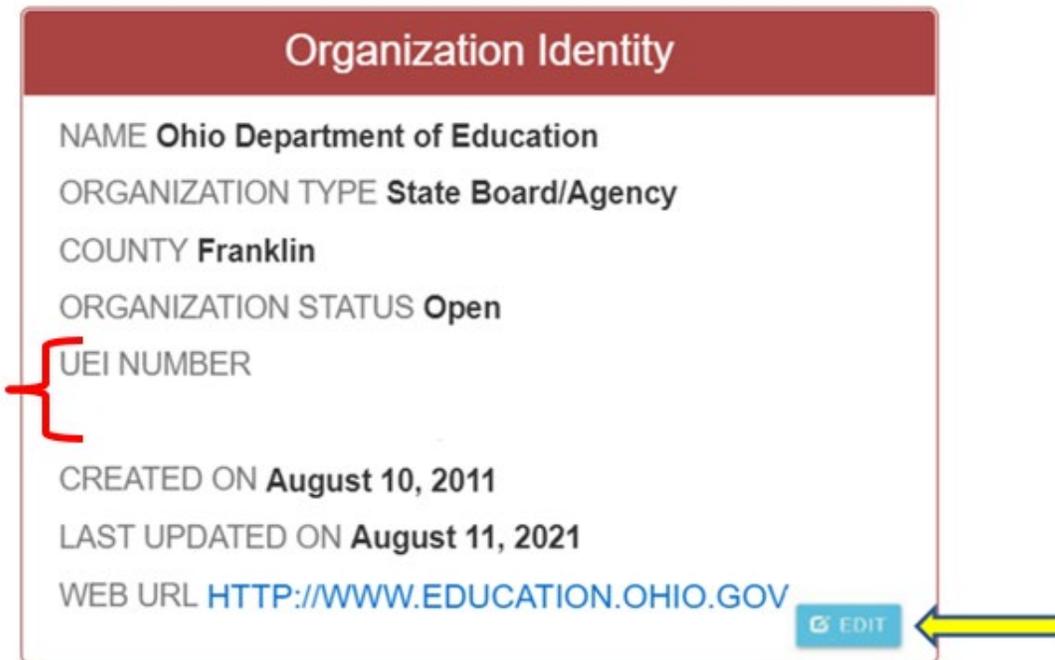
PHONE **877-644-6338** FAX

EMAIL contact.center@education.ohio.gov

WEB URL <http://www.education.ohio.gov>

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.



Organization Identity

NAME **Ohio Department of Education**

ORGANIZATION TYPE **State Board/Agency**

COUNTY **Franklin**

ORGANIZATION STATUS **Open**

UEI NUMBER

CREATED ON **August 10, 2011**

LAST UPDATED ON **August 11, 2021**

WEB URL [HTTP://WWW.EDUCATION.OHIO.GOV](http://www.education.ohio.gov)

EDIT

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.

The screenshot shows a web form titled "Please Update Organization Identity" with a close button (X) in the top right corner. The form is divided into several sections:

- Organization Category:** A dropdown menu with "State Organization" selected.
- Organization Type:** A dropdown menu with "State Board/Agency" selected.
- Name:** A text input field containing "Ohio Department of Education".
- Organization Status:** A dropdown menu with "Open" selected.
- ENTER ADDITIONAL INFORMATION (OPTIONAL):** A section header in blue text.
- Web URL:** A text input field containing "http://www.education.ohio.gov".
- ODE Designated County:** A dropdown menu with "Franklin" selected.
- UEI Number:** An empty text input field, highlighted with a red rectangular border.

At the bottom of the form, there are two buttons: a red "CANCEL" button on the left and a green "SUBMIT FOR APPROVAL" button on the right. A yellow arrow points from the right side of the image towards the "SUBMIT FOR APPROVAL" button.

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.og or contact Kimberly Palmer at Kimberly.palmer@educatoin.ohio.gov or 614-466-4125.