How to add a Unique Entity ID to the Ohio Educational Directory System (OEDS-R)

Ohio | Department of Education

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

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

Physical Address	Unique Entity ID	Version
	ABCDEF123456	Current Record

SAM.gov Registration (includes UEI assignment)

US Test Company

Unique Entity ID	Registration Status	Expiration Date
ABCDEF123456	● Active Registration	Jul 19, 2022
CAGE/NCAGE	Purpose of Registration	
123ABC	**Federal Assistance Awards Only**	
Physical Address	Mailing Address	

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.

OH|ID WORKFORCE

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

Ohio

OH|ID Workforce User ID:

Password:

Log In

Forgot password?

Select the **"My Apps"** tab.

OH|ID
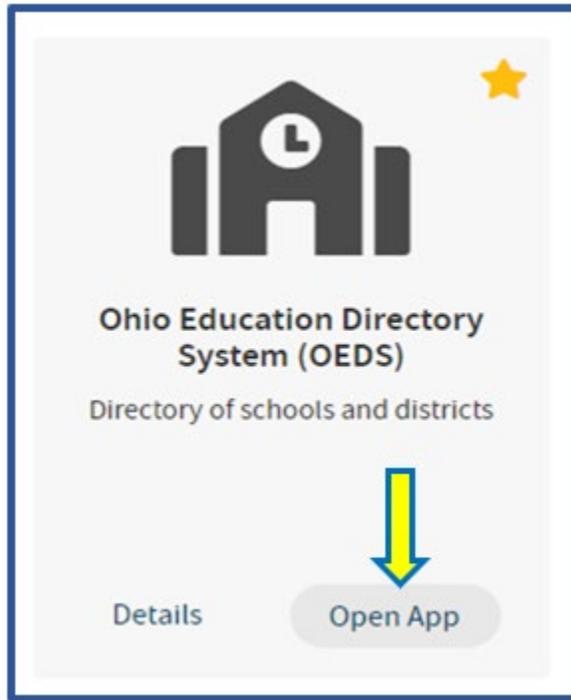
SECURITY   DEVELOPERS   MANAGE OH|ID ACCOUNT

Log Out   Help   Search

MY APPS   APP STORE   ACCOUNT SETTINGS   IDENTITY ASSURANCE   RECENT ACTIVITY   DEVICES
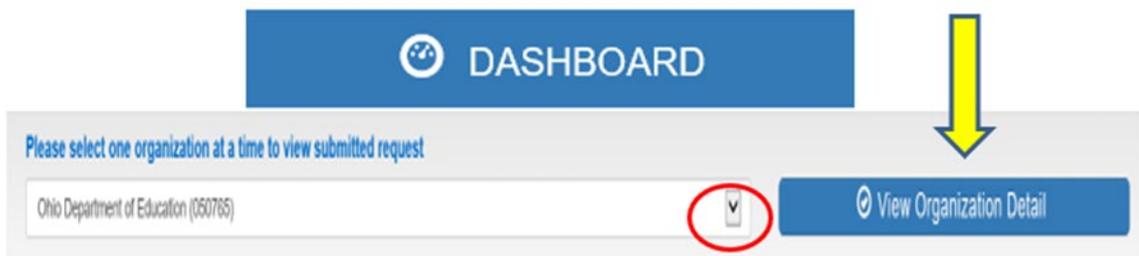
My Apps

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".

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.
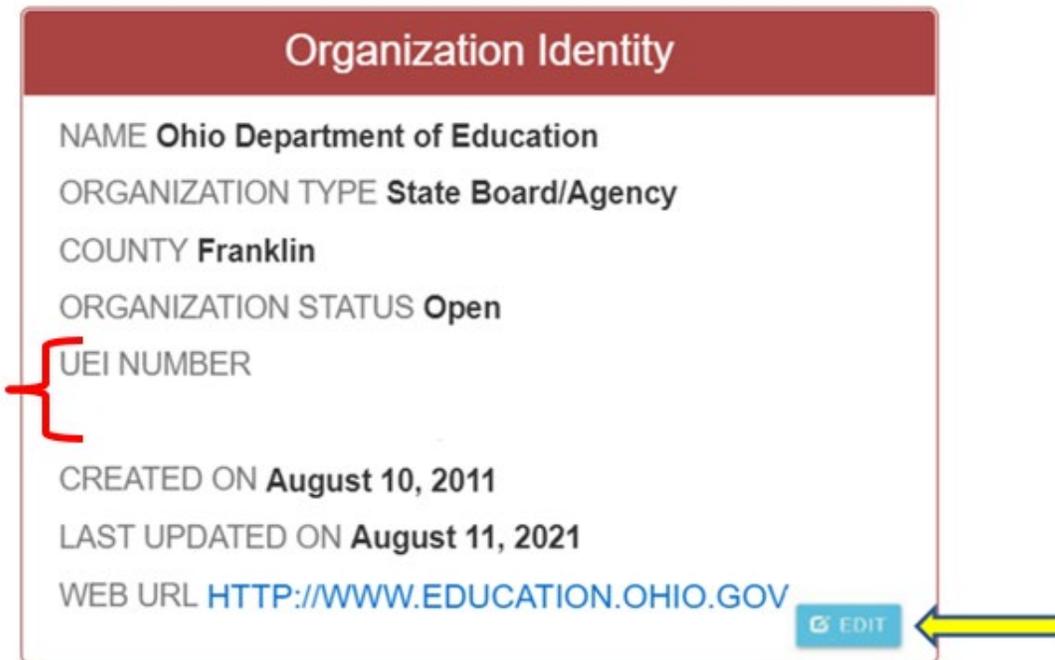
If your organization has a Unique Entity ID and it is <u>not</u> in OEDS, please input using the edit feature in OEDS by clicking on the edit button (shown above). This will bring you to a new editing screen where you can input the Unique Entity ID found in SAM. Please ensure the identifier matches the twelve-character alphanumeric value assigned by SAM.gov.

If your organization has a Unique Entity ID and <u>it is in OEDS</u>, 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.og or contact Kimberly Palmer at Kimberly.palmer@educatoin.ohio.gov. or 614-466-4125.