

Ohio

WorkKeys Reimbursement Portal User Manual

NOVEMBER 2022

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WorkKeys Reimbursement Portal

State law provides the opportunity for districts and schools to administer the WorkKeys test one time at no cost for any student that opts to take it. The Ohio Department of Education will reimburse districts for the cost of one full administration of the test for all students.

This reimbursement will be processed through the School Finance portal in the OH|ID account. Access to the system is provided to individuals with the role of Superintendent or Superintendent Designee in OEDS for all districts.

Getting Help

GENERAL ASSISTANCE

For additional assistance, contact Katie Hahn, Office of Curriculum and Assessment, at (614) 441-0893 or by email to Katie.Hahn@education.ohio.gov.

ACCESSING THE SCHOOL FINANCE SYSTEM

New users must have access to the OH|ID account to access the WorkKeys Reimbursement portal in the School Finance System. An OH|ID account can be obtained at this link:

<https://safe.ode.state.oh.us/portal/>.

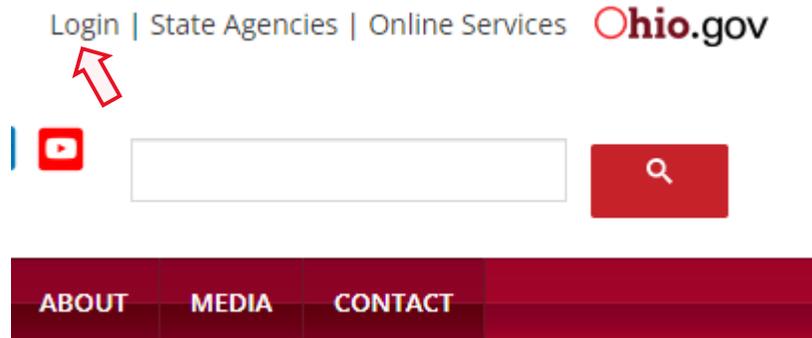
In order to access the WorkKeys Reimbursement portal, you must have one of the following roles assigned to you in the Ohio Educational Directory System (OEDS): Superintendent or Superintendent Designee.

Contact your OEDS organization administrator to request access to the WorkKeys Reimbursement roles in OEDS.

Accessing the WorkKeys Reimbursement Portal

LOGGING IN THROUGH THE OH|ID ACCOUNT

Users can access the online WorkKeys Reimbursement portal through the Ohio Department of Education's secure Web Portal known as OH|ID. Click on the **Login** link located at the top of the Department's [home page](#). [Note: You must have an OH|ID account to sign in. If you previously had a SAFE account, use those same credentials.]



1. After clicking the **OH|ID** sign-in link, you should be on a page with the box as seen in the image below. Click the **OH|ID PORTAL** button.
2. Enter your username and password, and then click the **Log in** button.

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

Ohio's Digital Identity. One State. One Account.

Register once, use across many State of Ohio websites

Create Account

Log In

OH|ID

Password

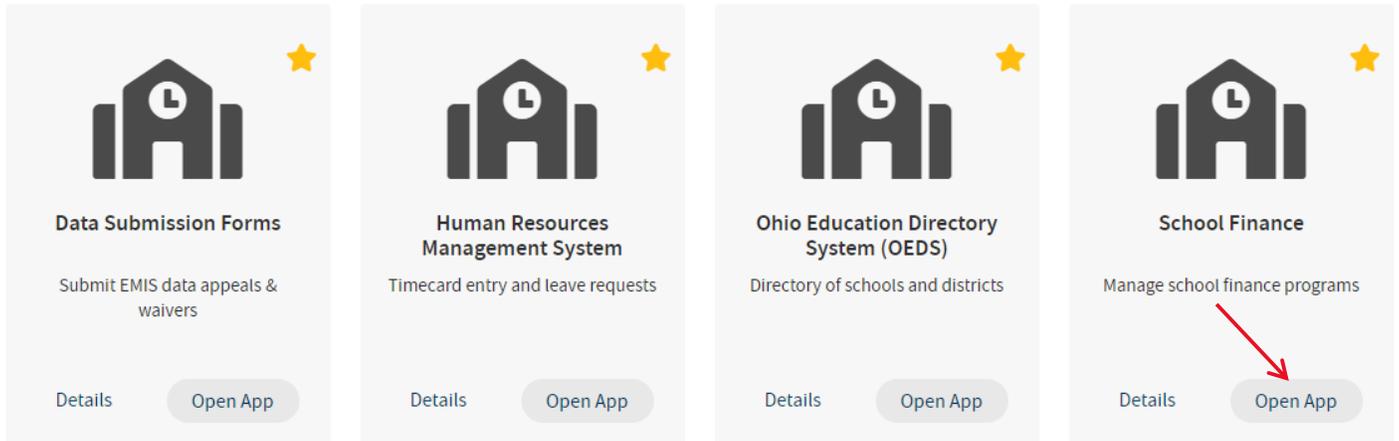
Log in

[Forgot OH|ID?](#) | [Forgot password?](#) | [Get login help](#)

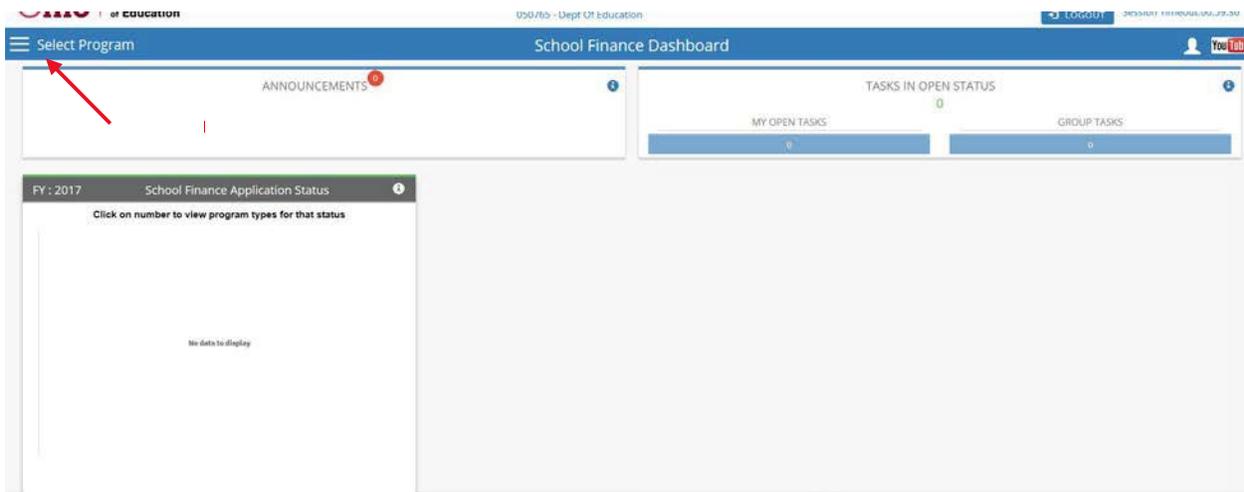
3. Find the **School Finance** app and click “Open App”.

My Apps

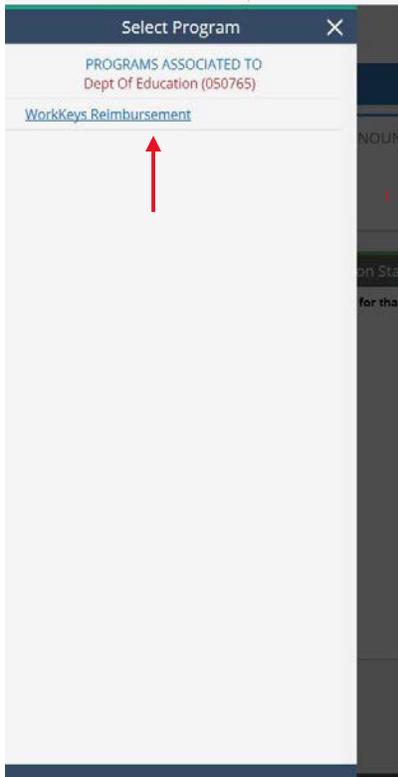
Click the star to pin your favorite apps to the top of the page.



4. You will see the School Finance Dashboard. To access the WorkKeys Reimbursement Portal, you must have one of the following roles assigned to you in the Ohio Educational Directory System (OEDS): Superintendent or Superintendent Designee. Click the button titled **Select Program**.



5. Once you have clicked on Select Program, the system will show a drop-down menu. Only individuals with the appropriate assigned roles in OEDS will see WorkKeys Reimbursement as an option in the menu. Click on WorkKeys Reimbursement. This will then route the system to the WorkKeys Reimbursement Application Search Page.



Accessing the User Manual and Forms

1. Once you have selected the WorkKeys Reimbursement portal, the system will show the search page for the WorkKeys Reimbursement Application Search. In the tool bar at the top of this page, click on User Manuals and Forms to download the district upload file.

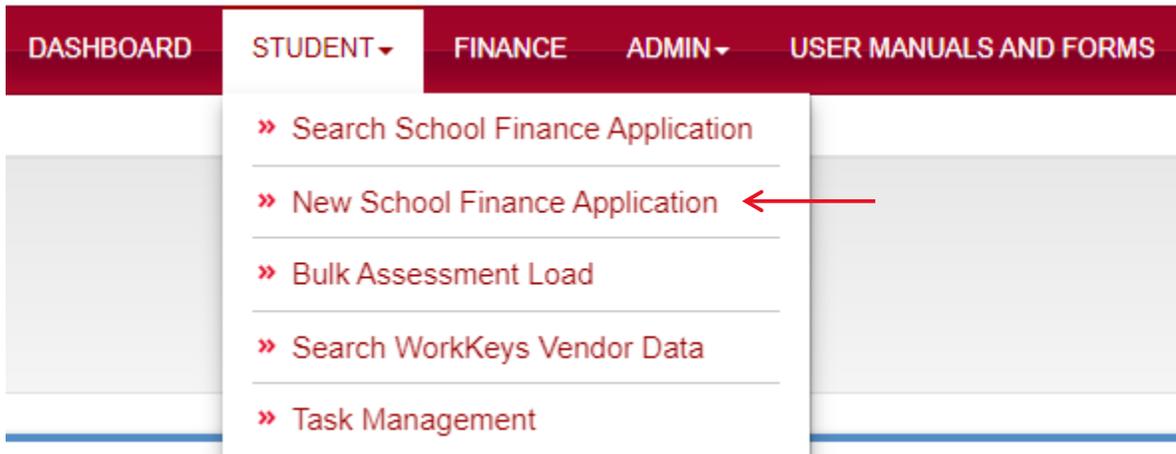


2. Click on the **Click on “District_Reimbursement_File_Template** to download. Follow the instructions in template file to complete the file for the district upload. The template can be saved blank before a district completes the file to eliminate going to the User Manuals and Forms tab every time.

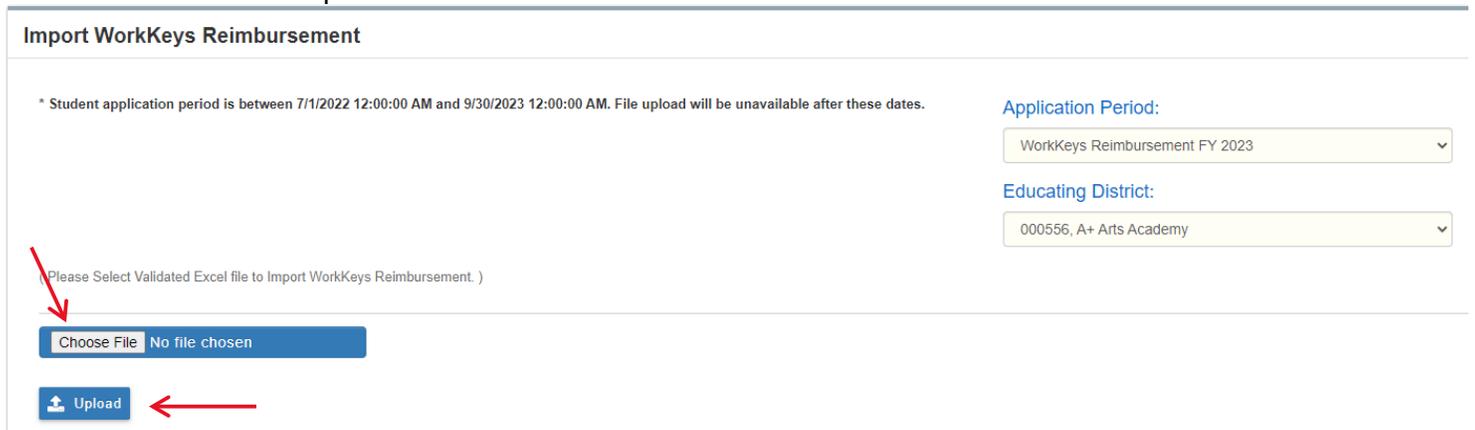


Uploading District File

1. Click on the **Student** to access a drop-down menu. Click **New School Finance Application** to access the screen to upload the district file.

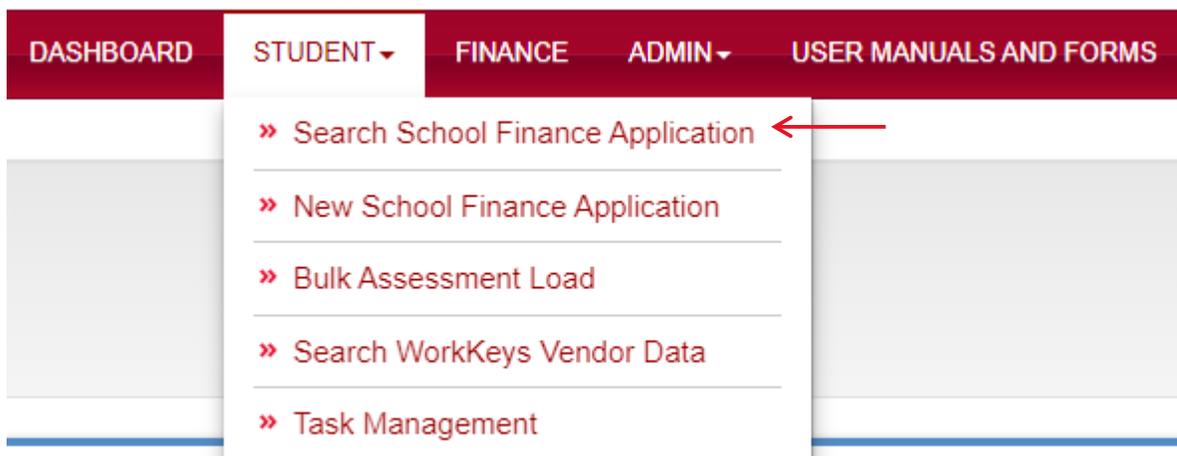


2. The next page will look like the image below. To upload the district file, select Choose File, select the file and then click Upload.

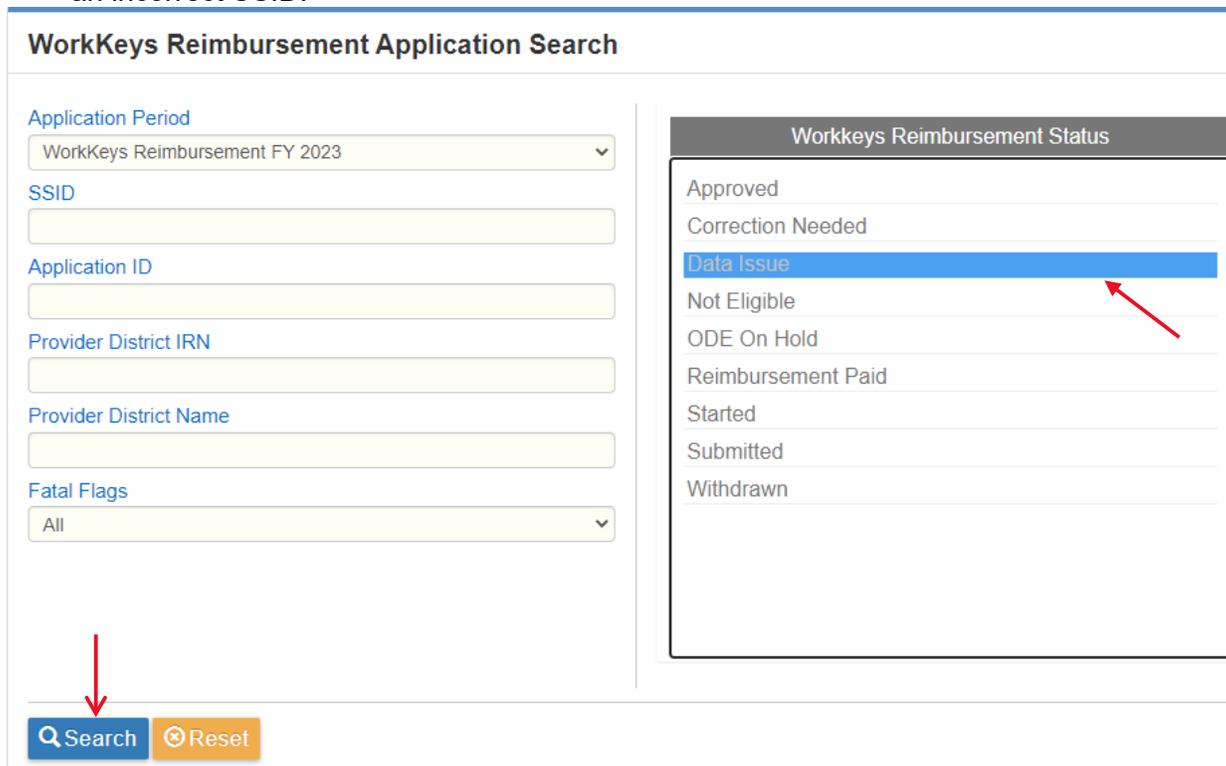


Review Student Applications with Data Issues

1. Click on the **Student** tab to access a drop-down menu. Click **Search School Finance Application** to access the student application search page.



2. To search for applications with data issues, select **Data Issues** in the box labeled WorkKeys Reimbursement Status. Then, click the search button. This will show you applications with an incorrect SSID.

A screenshot of the 'WorkKeys Reimbursement Application Search' form. On the left, there are several input fields: 'Application Period' (dropdown menu with 'WorkKeys Reimbursement FY 2023'), 'SSID' (text input), 'Application ID' (text input), 'Provider District IRN' (text input), 'Provider District Name' (text input), and 'Fatal Flags' (dropdown menu with 'All'). On the right, there is a 'Workkeys Reimbursement Status' dropdown menu with a list of options: 'Approved', 'Correction Needed', 'Data Issue' (highlighted in blue), 'Not Eligible', 'ODE On Hold', 'Reimbursement Paid', 'Started', 'Submitted', and 'Withdrawn'. A red arrow points to 'Data Issue'. At the bottom left, there are two buttons: 'Search' (blue) and 'Reset' (orange). A red arrow points to the 'Search' button.

3. To correct applications with data issues, you will have to correct the SSID on your District Reimbursement File. Then follow the instructions on page 8 to upload the file again. The system will only process each SSID once, so it's fine to upload duplicates.

Review Progress of Applications

1. To search for approved applications, select **Approved** in the box labeled WorkKeys Reimbursement Status. Then, click the search button. Reimbursement for approved applications will occur quarterly.

WorkKeys Reimbursement Application Search

Application Period

WorkKeys Reimbursement FY 2023

SSID

Application ID

Provider District IRN

Provider District Name

Fatal Flags

All

Workkeys Reimbursement Status

Approved

Correction Needed

Data Issue

Not Eligible

ODE On Hold

Reimbursement Paid

Started

Submitted

Withdrawn

Search

Reset

2. You can also search for applications with status **Started**. This status means either we have not received and uploaded the student's data from the vendor yet, or there is an issue with the application. These issues could include:
 - a. The student did not take all three WorkKeys tests. If this is the case, ODE will not reimburse the application.
 - b. The student was signed up with an employee ID other than their SSID, and their employee ID was not included on the file uploaded by the district. If this is the case, please reach out to Katie Hahn (Katie.Hahn@education.ohio.gov) for assistance.