

22+ Adult High School Diploma Payment Process

User Manual

GUIDANCE ON THE PAYMENT PROCESS FOR PROVIDERS OF
THE 22+ ADULT HIGH SCHOOL DIPLOMA PROGRAM TO
RECEIVE PAYMENT FOR THE SERVICES PROVIDED TO
ADULT LEARNERS.

December 2015

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Guidance

- The school district of residence shall issue a diploma within 60 days after the certificate of completion is received.
- Districts and schools report enrollment for students to the Ohio Department of Education.
- The district or school shall develop an individual Student Success Plan with each adult learner.
- Adult learners are required to complete a Student Success Plan.
- Providers are required to give career counseling to adult learners.
- A diploma is awarded to an adult learner who earns high school credit and satisfies the applicable testing requirements.

22+ Adult High School Diploma Program

Adults must meet the following criteria to participate in the 22+ Adult High School Diploma program:

- Must be at least 22 years of age, and
- Have **not** received a high school diploma from an Ohio charter school or a city, local or exempted village school district or a general educational development (GED) certificate.
- Must be a resident of Ohio.

Provider Application Resources

Program application resources are available [here](#). A webinar recording is available [here](#).

Student Application Resources

Student application resources are available [here](#). A webinar recording is available [here](#).

Payment Process Resources

You can access a 22+ Adult High School Diploma Program Payment Process webinar on ODE's website at: <https://www.youtube.com/watch?v=qExQi1FWbFA>

The following slides and guidance information provide step-by-step guidance enabling providers to submit invoices for the services rendered to adult learners.

1. Log-in to your SAFE Account

Sign in to your SAFE account via the SAFE Account login page (this is the same as when you access the Provider Application).

What is SAFE?

The Ohio Department of Education (ODE) launched the Security Application For Enterprise (SAFE) Web portal in May, 2003. SAFE is a Web Portal and a "single sign on" software security solution for ODE customers.

Don't have a SAFE account? [Sign Up](#)
[Safe Sign up help](#)

Started sign up process? [Check Signup Status](#)

Sign in with your SAFE Account

Are you an ODE employee?

User Name

Password [Forgot user name or password?](#)

[Sign In](#)

2. Access the Adult Learner System

Click on the Adult Learner Web system link.

sthsdnom062042
scholar

[Change Name](#)

[Change Email](#)

[Change Address](#)

[Change Phone](#)

[Change Password](#)

[Request access to Adult learner/Scholarship/CCIP](#)

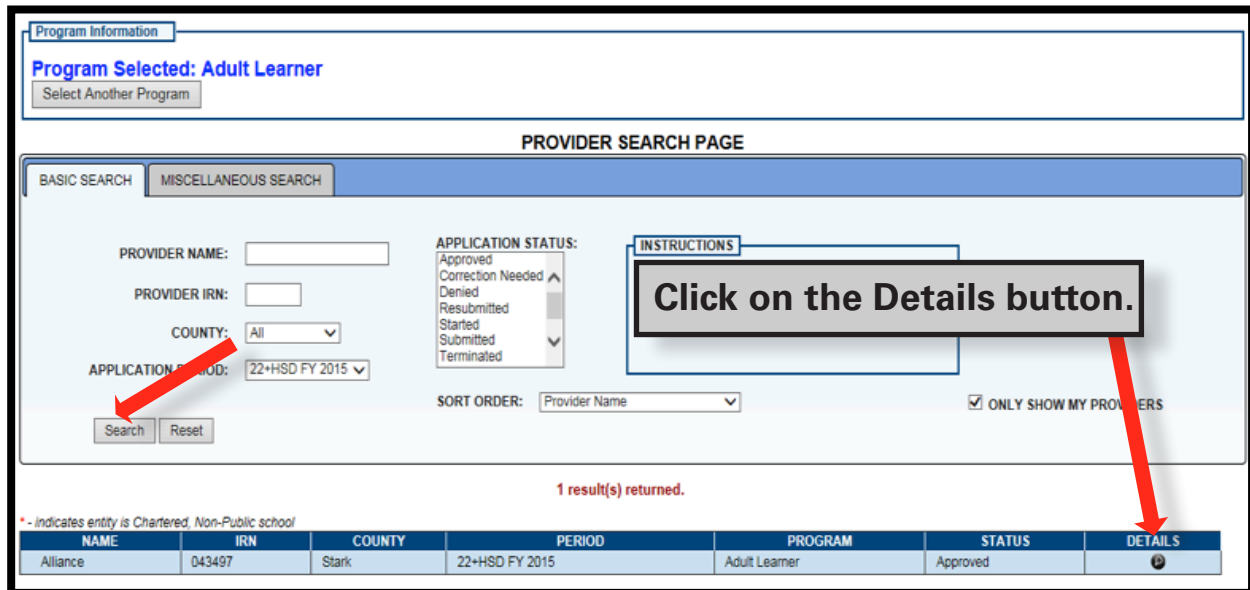
[Web system access information](#)

[Show my current roles/access](#)

Web Systems	Description
Adult Learner	Adult Learner
FSL	FSL - Forms and Surveys List
ODE CORE	Online Licensure System
STARS V2.0	STARS Professional Development and Technical Assistance System

3. Provider Landing Page

Click on the Details button at the bottom right corner to open the provider application or type in the provider information in the boxes provided on the page and then click on the Search Tab in the bottom left corner of the page.



Program Information
Program Selected: Adult Learner
 Select Another Program

PROVIDER SEARCH PAGE

BASIC SEARCH MISCELLANEOUS SEARCH

PROVIDER NAME:
 PROVIDER IRN:
 COUNTY: All
 APPLICATION PERIOD: 22+HSD FY 2015


APPLICATION STATUS:
 Approved
 Correction Needed
 Denied
 Resubmitted
 Started
 Submitted
 Terminated

INSTRUCTIONS
Click on the Details button.

SORT ORDER: Provider Name ONLY SHOW MY PROVIDERS

Search Reset

1 result(s) returned.

NAME	IRN	COUNTY	PERIOD	PROGRAM	STATUS	DETAILS
Alliance	043497	Stark	22+HSD FY 2015	Adult Learner	Approved	

* - indicates entity is Chartered, Non-Public school

4. The Student Application Must be in Accepted Status

Once an application has been Awarded, the provider will need to change the application status to Accepted on the Status/Flags tab on behalf of the student. This assumes that the provider has had a conversation with the student and confirmed that the student still wants to participate in the program before they change the status to Accepted.



STUDENT APPLICATION GRADUATION REQUIREMENTS STUDENT SUCCESS PLAN ASSESSMENT DOCS STATUS / FLAGS COMMENTS / HISTORY

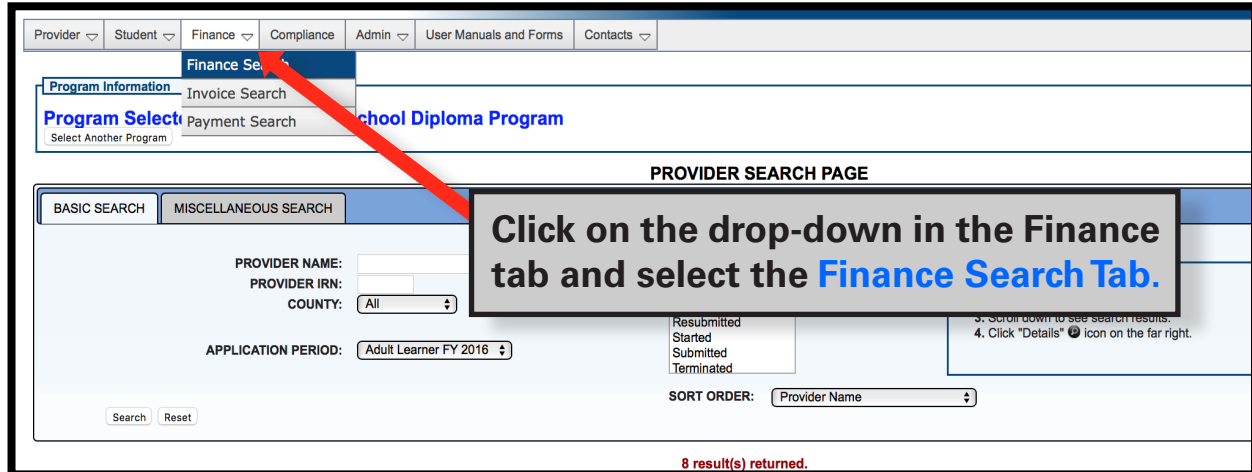
Applied Flags

CURRENT APPLICATION STATUS:
 Awarded

UPDATE APPLICATION STATUS TO:
[Accepted](#)
 or
[Declined](#)
 or
[Withdrawn](#)

5. Select Finance Tab

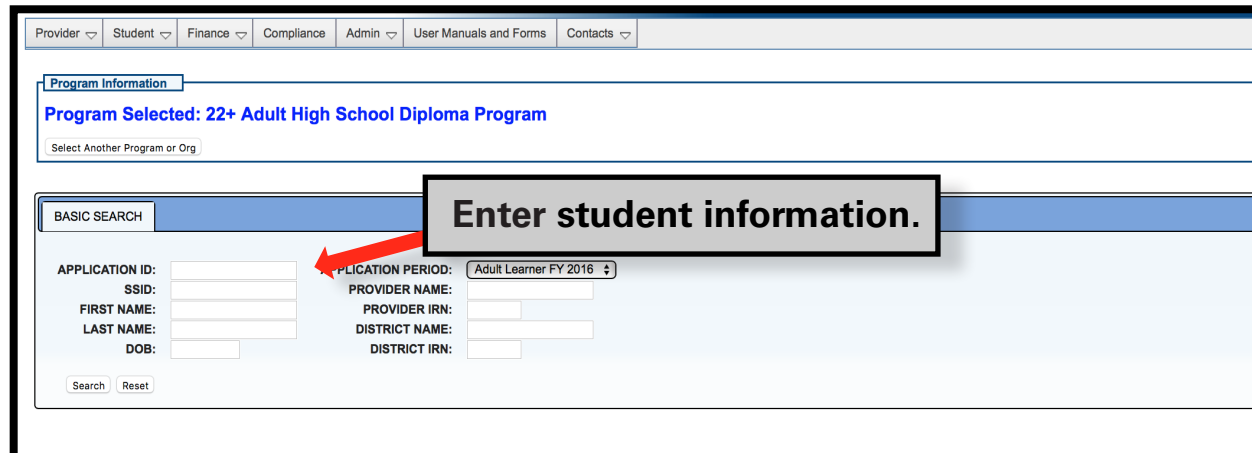
Click on the Finance Tab (upper left corner the third tab over – beside the Student Tab) to open the dropdown box to open the Finance Student Search page in order to search for an existing student by entering the student Application ID# or the SSID # for the student.



The screenshot shows the 'PROVIDER SEARCH PAGE' with a navigation menu at the top. The 'Finance' tab is highlighted, and a red arrow points to the 'Finance Search' option in the dropdown menu. A callout box contains the text: 'Click on the drop-down in the Finance tab and select the Finance Search Tab.' Below the callout, the search form includes fields for 'PROVIDER NAME', 'PROVIDER IRN', 'COUNTY' (set to 'All'), and 'APPLICATION PERIOD' (set to 'Adult Learner FY 2016'). There are also checkboxes for 'Resubmitted', 'Submitted', and 'Terminated', and a 'SORT ORDER' dropdown set to 'Provider Name'. A 'Search' button and a 'Reset' button are at the bottom left. At the bottom center, it says '8 result(s) returned.'

6. Student Search

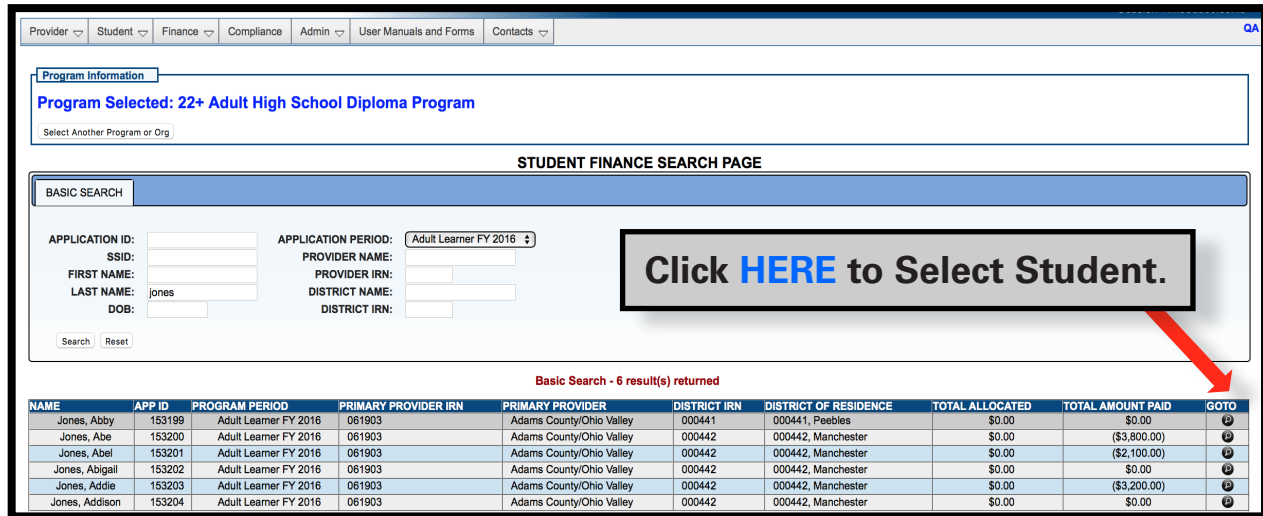
Entering the student's Application ID# or the SSID # for the student will take you to the Student Finance Search Page.



The screenshot shows the 'Student Search Page' with a navigation menu at the top. The 'Program Selected' is '22+ Adult High School Diploma Program'. A callout box contains the text: 'Enter student information.' A red arrow points to the search form. The form includes fields for 'APPLICATION ID:', 'SSID:', 'FIRST NAME:', 'LAST NAME:', 'DOB:', 'APPLICATION PERIOD:' (set to 'Adult Learner FY 2016'), 'PROVIDER NAME:', 'PROVIDER IRN:', 'DISTRICT NAME:', and 'DISTRICT IRN:'. There are 'Search' and 'Reset' buttons at the bottom left.

7. Student Finance Search Page

By clicking on the GOTO button you will select the student for whom you want to create an invoice. Clicking on the GOTO button will take you to the student Attendance Page.



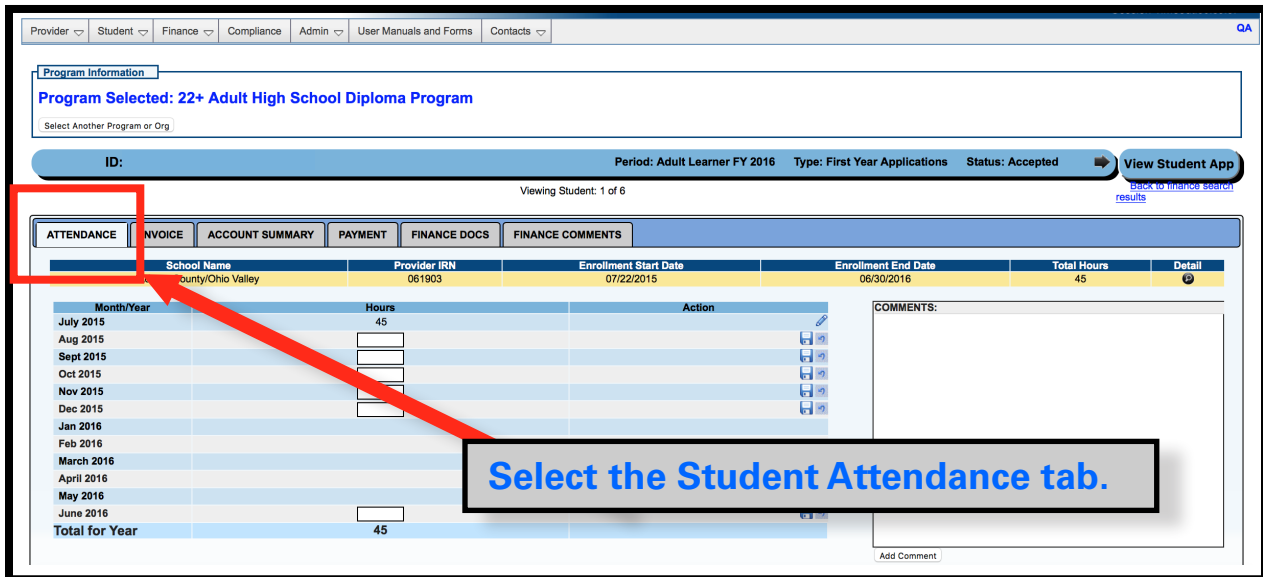
STUDENT FINANCE SEARCH PAGE

Program Selected: 22+ Adult High School Diploma Program

Basic Search - 6 result(s) returned

NAME	APP ID	PROGRAM PERIOD	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	DISTRICT IRN	DISTRICT OF RESIDENCE	TOTAL ALLOCATED	TOTAL AMOUNT PAID	GOTO
Jones, Abby	153199	Adult Learner FY 2016	061903	Adams County/Ohio Valley	000441	000441, Peebles	\$0.00	\$0.00	GOTO
Jones, Abe	153200	Adult Learner FY 2016	061903	Adams County/Ohio Valley	000442	000442, Manchester	\$0.00	(\$3,800.00)	GOTO
Jones, Abel	153201	Adult Learner FY 2016	061903	Adams County/Ohio Valley	000442	000442, Manchester	\$0.00	(\$2,100.00)	GOTO
Jones, Abigail	153202	Adult Learner FY 2016	061903	Adams County/Ohio Valley	000442	000442, Manchester	\$0.00	\$0.00	GOTO
Jones, Addie	153203	Adult Learner FY 2016	061903	Adams County/Ohio Valley	000442	000442, Manchester	\$0.00	(\$3,200.00)	GOTO
Jones, Addison	153204	Adult Learner FY 2016	061903	Adams County/Ohio Valley	000442	000442, Manchester	\$0.00	\$0.00	GOTO

8. Student Attendance Tab



Program Selected: 22+ Adult High School Diploma Program

ID: [] Period: Adult Learner FY 2016 Type: First Year Applications Status: Accepted [View Student App](#)

Viewing Student: 1 of 6 [Back to Finance Search results](#)

ATTENDANCE | INVOICE | ACCOUNT SUMMARY | PAYMENT | FINANCE DOCS | FINANCE COMMENTS

School Name	Provider IRN	Enrollment Start Date	Enrollment End Date	Total Hours	Detail
County/Ohio Valley	061903	07/22/2015	06/30/2016	45	Detail

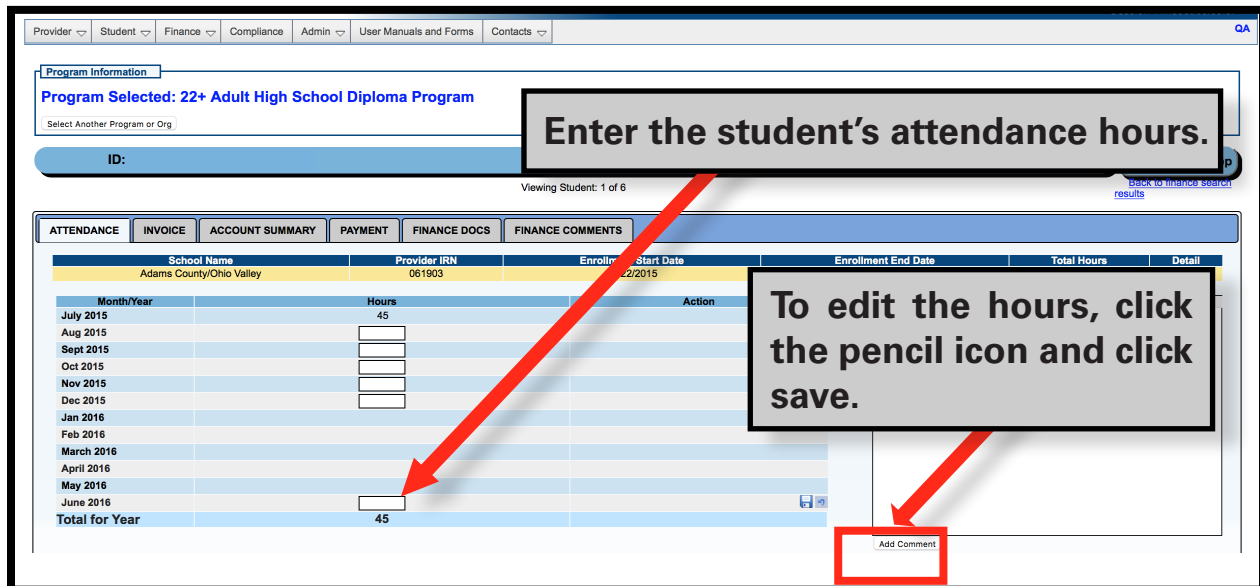
Month/Year	Hours	Action
July 2015	45	Print Refresh
Aug 2015	<input type="text"/>	Print Refresh
Sept 2015	<input type="text"/>	Print Refresh
Oct 2015	<input type="text"/>	Print Refresh
Nov 2015	<input type="text"/>	Print Refresh
Dec 2015	<input type="text"/>	Print Refresh
Jan 2016	<input type="text"/>	Print Refresh
Feb 2016	<input type="text"/>	Print Refresh
March 2016	<input type="text"/>	Print Refresh
April 2016	<input type="text"/>	Print Refresh
May 2016	<input type="text"/>	Print Refresh
June 2016	<input type="text"/>	Print Refresh
Total for Year	45	

COMMENTS:

[Add Comment](#)

9. Student Attendance Tab

Enter the student's hours of attendance for the month and click the save icon to save the attendance information.



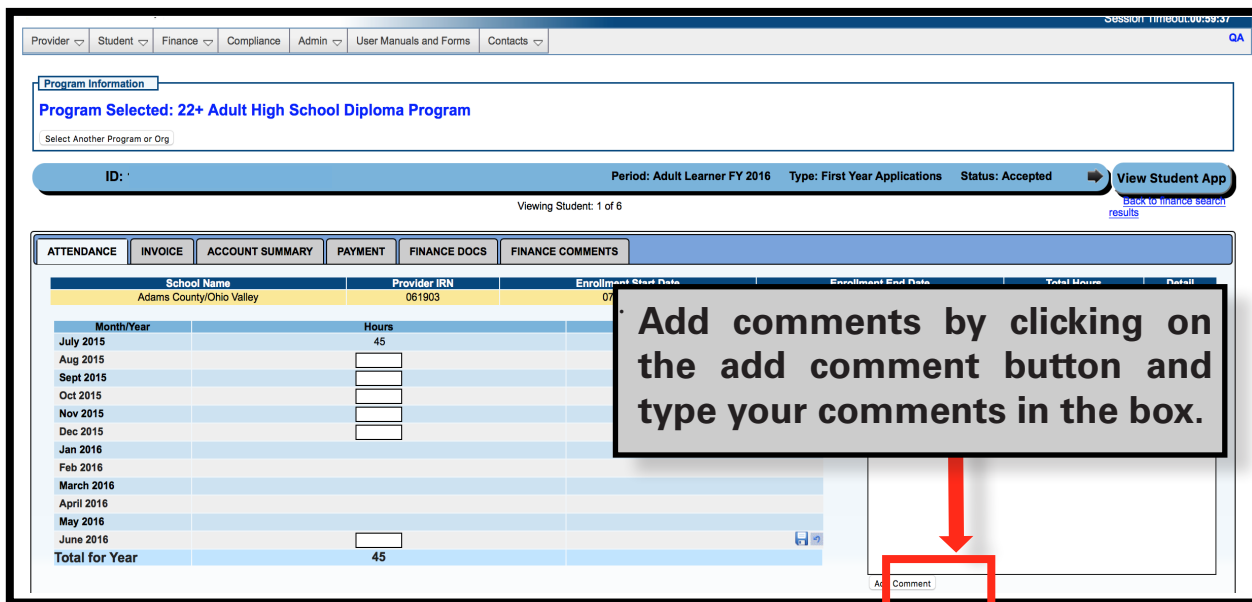
Enter the student's attendance hours.

To edit the hours, click the pencil icon and click save.

Month/Year	Hours	Action
July 2015	45	
Aug 2015	<input type="text"/>	
Sept 2015	<input type="text"/>	
Oct 2015	<input type="text"/>	
Nov 2015	<input type="text"/>	
Dec 2015	<input type="text"/>	
Jan 2016	<input type="text"/>	
Feb 2016	<input type="text"/>	
March 2016	<input type="text"/>	
April 2016	<input type="text"/>	
May 2016	<input type="text"/>	
June 2016	<input type="text"/>	
Total for Year	45	

Add Comment

10. Add Comments

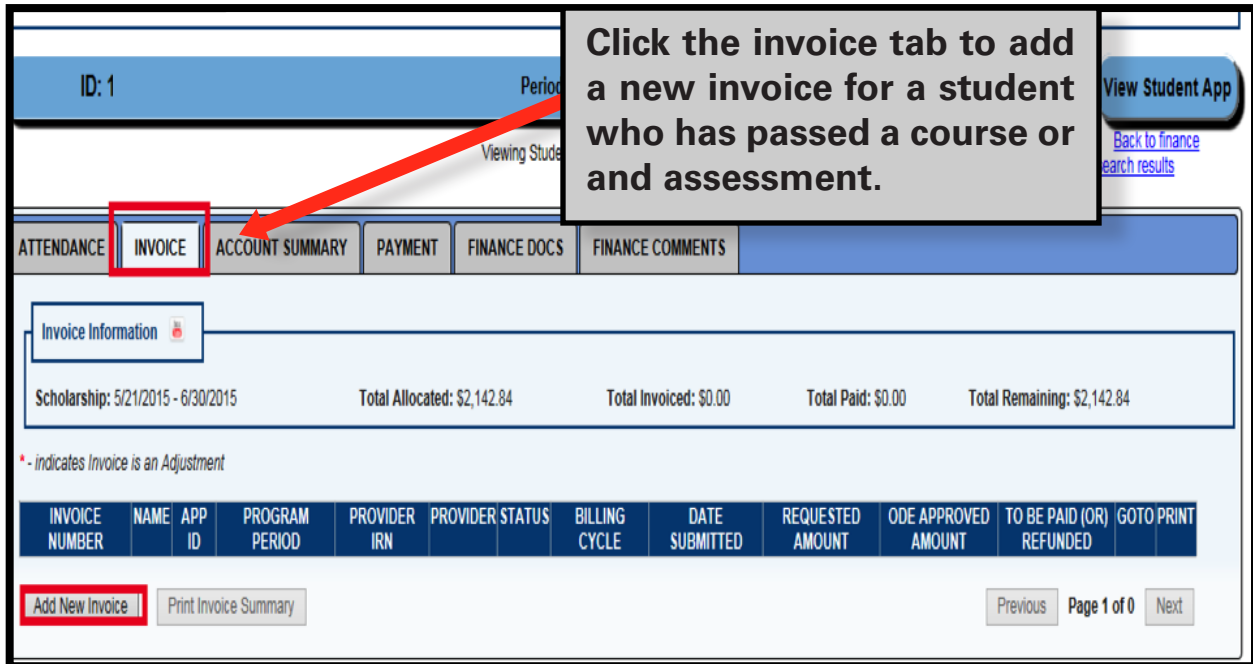


Add comments by clicking on the add comment button and type your comments in the box.

Month/Year	Hours	Action
July 2015	45	
Aug 2015	<input type="text"/>	
Sept 2015	<input type="text"/>	
Oct 2015	<input type="text"/>	
Nov 2015	<input type="text"/>	
Dec 2015	<input type="text"/>	
Jan 2016	<input type="text"/>	
Feb 2016	<input type="text"/>	
March 2016	<input type="text"/>	
April 2016	<input type="text"/>	
May 2016	<input type="text"/>	
June 2016	<input type="text"/>	
Total for Year	45	

Add Comment

11. Invoice tab



Click the invoice tab to add a new invoice for a student who has passed a course or and assessment.

View Student App
[Back to finance search results](#)

ATTENDANCE **INVOICE** ACCOUNT SUMMARY PAYMENT FINANCE DOCS FINANCE COMMENTS

Invoice Information

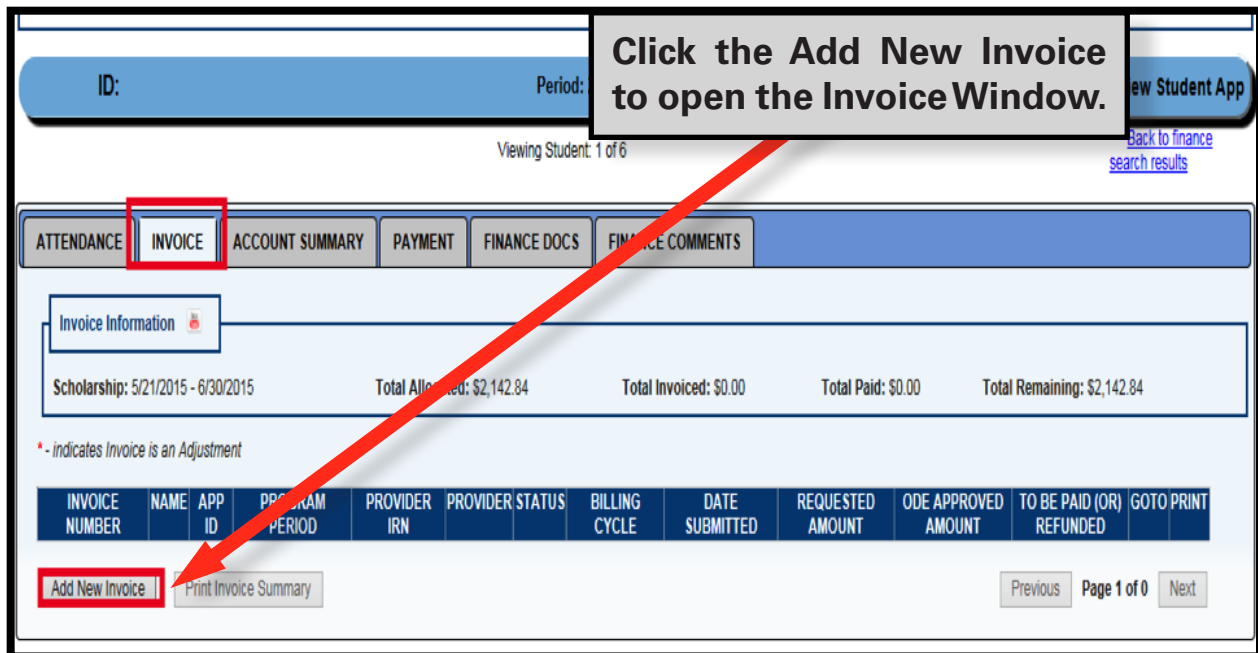
Scholarship: 5/21/2015 - 6/30/2015 Total Allocated: \$2,142.84 Total Invoiced: \$0.00 Total Paid: \$0.00 Total Remaining: \$2,142.84

* - indicates Invoice is an Adjustment

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO PRINT
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Add New Invoice Print Invoice Summary Previous Page 1 of 0 Next

12. Add New Invoice



Click the Add New Invoice to open the Invoice Window.

View Student App
[Back to finance search results](#)

ATTENDANCE **INVOICE** ACCOUNT SUMMARY PAYMENT FINANCE DOCS FINANCE COMMENTS

Invoice Information

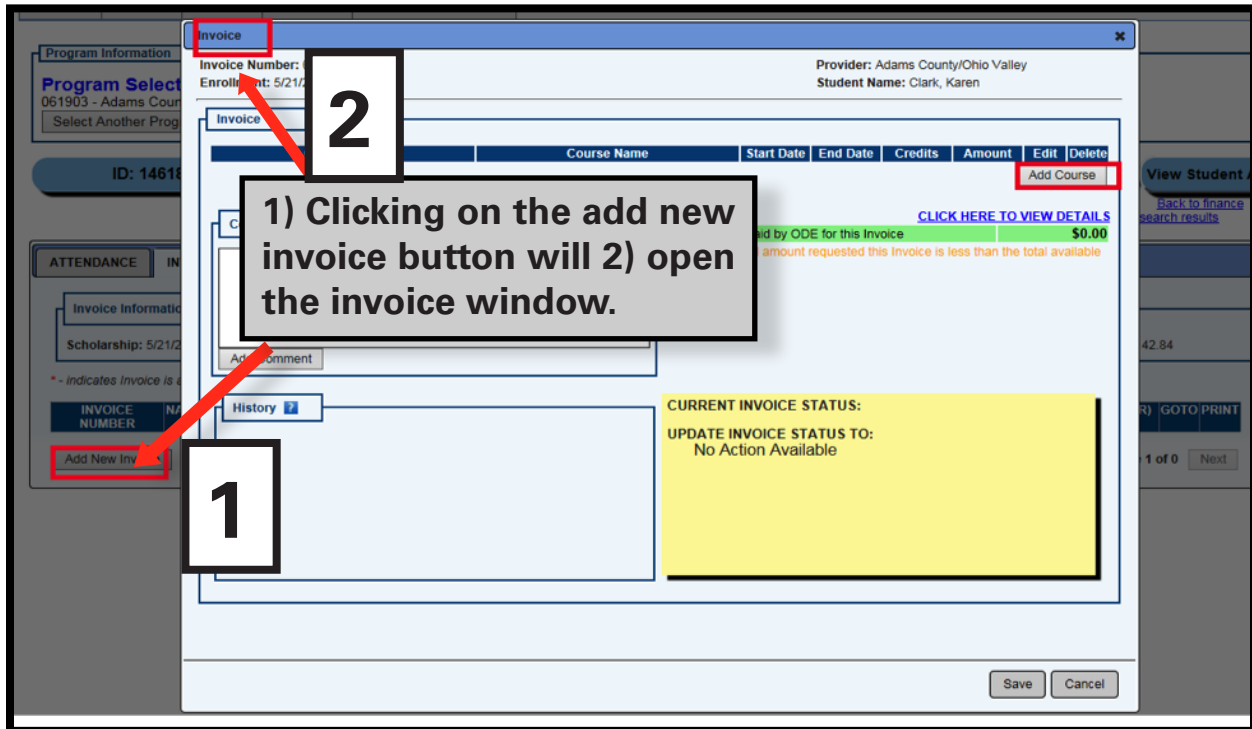
Scholarship: 5/21/2015 - 6/30/2015 Total Allocated: \$2,142.84 Total Invoiced: \$0.00 Total Paid: \$0.00 Total Remaining: \$2,142.84

* - indicates Invoice is an Adjustment

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO PRINT
----------------	------	--------	----------------	--------------	-----------------	---------------	----------------	------------------	---------------------	--------------------------	------------

Add New Invoice Print Invoice Summary Previous Page 1 of 0 Next

13. Opening the Invoice Window



1

2

1) Clicking on the add new invoice button will 2) open the invoice window.

Invoice Number: [redacted]
Enrollment: 5/21/2020

Provider: Adams County/Ohio Valley
Student Name: Clark, Karen

Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
					Add Course	

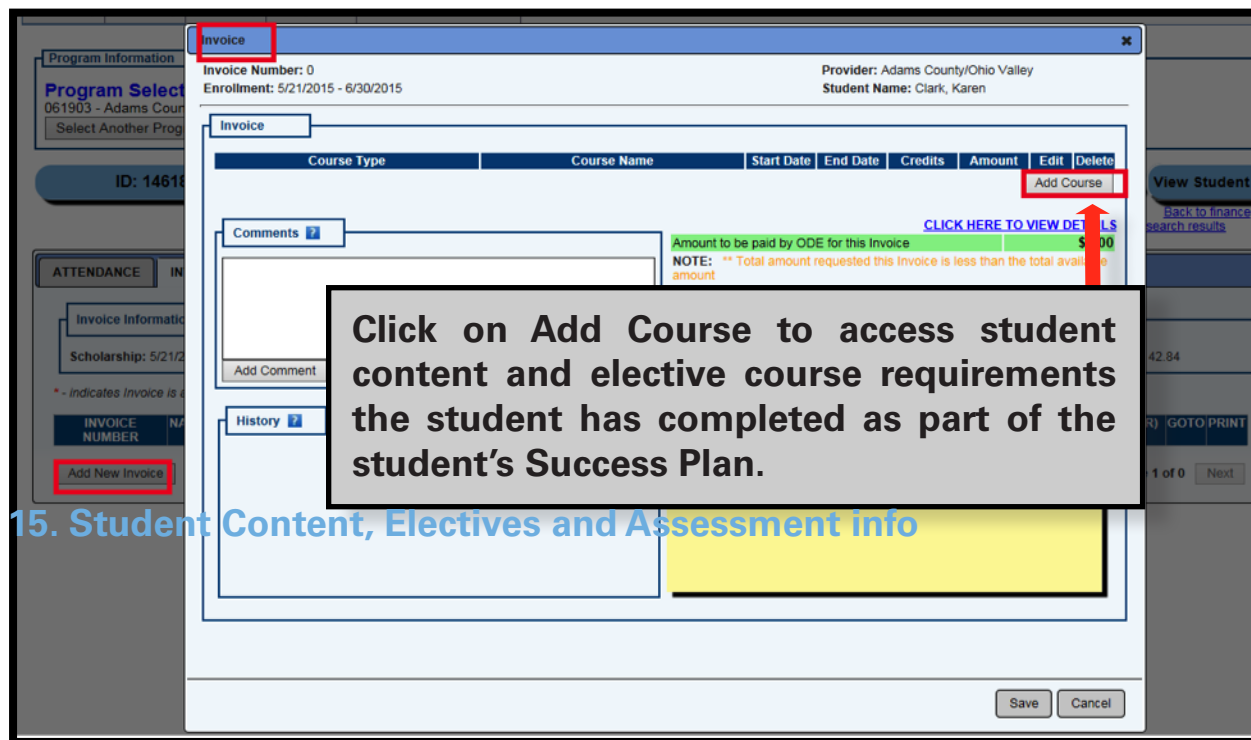
[CLICK HERE TO VIEW DETAILS](#)

Amount requested this Invoice is less than the total available

CURRENT INVOICE STATUS:
UPDATE INVOICE STATUS TO:
No Action Available

Save Cancel

14. Adding a course



Invoice Number: 0
Enrollment: 5/21/2015 - 6/30/2015
Provider: Adams County/Ohio Valley
Student Name: Clark, Karen

Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Add Course							

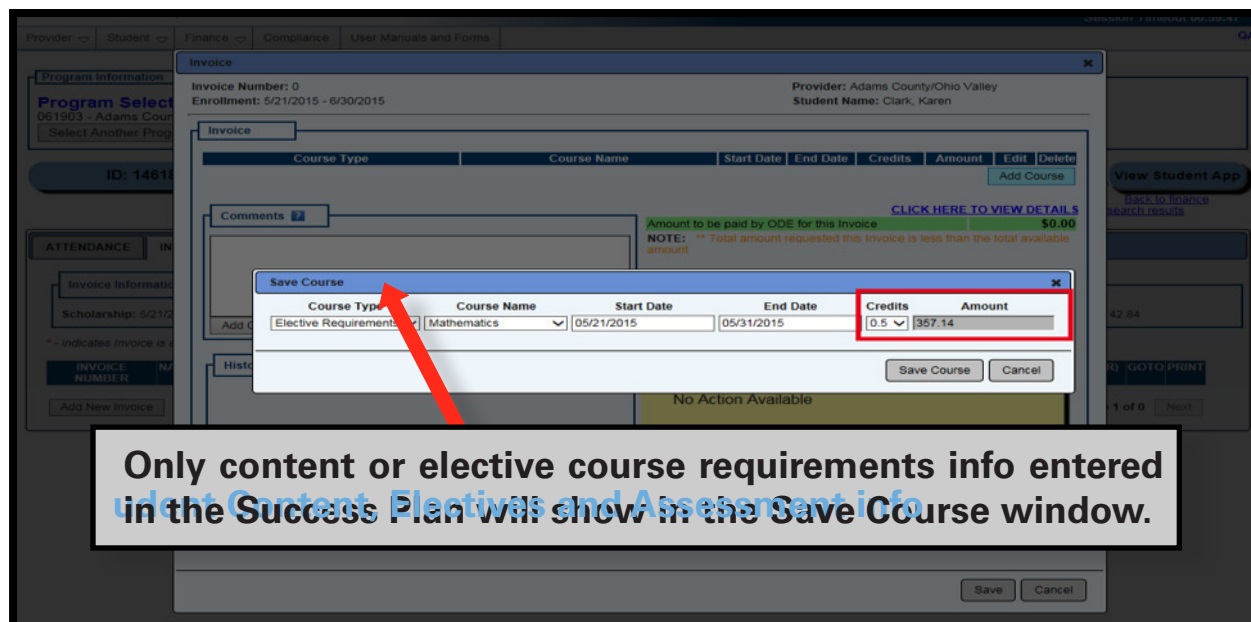
Amount to be paid by ODE for this Invoice \$0.00
NOTE: ** Total amount requested this invoice is less than the total available amount

Click on Add Course to access student content and elective course requirements the student has completed as part of the student's Success Plan.

15. Student Content, Electives and Assessment info

15. Save Course Window

If the Success Plan didn't include a content or elective course requirement, then no content or elective course will show in the Save Course window.



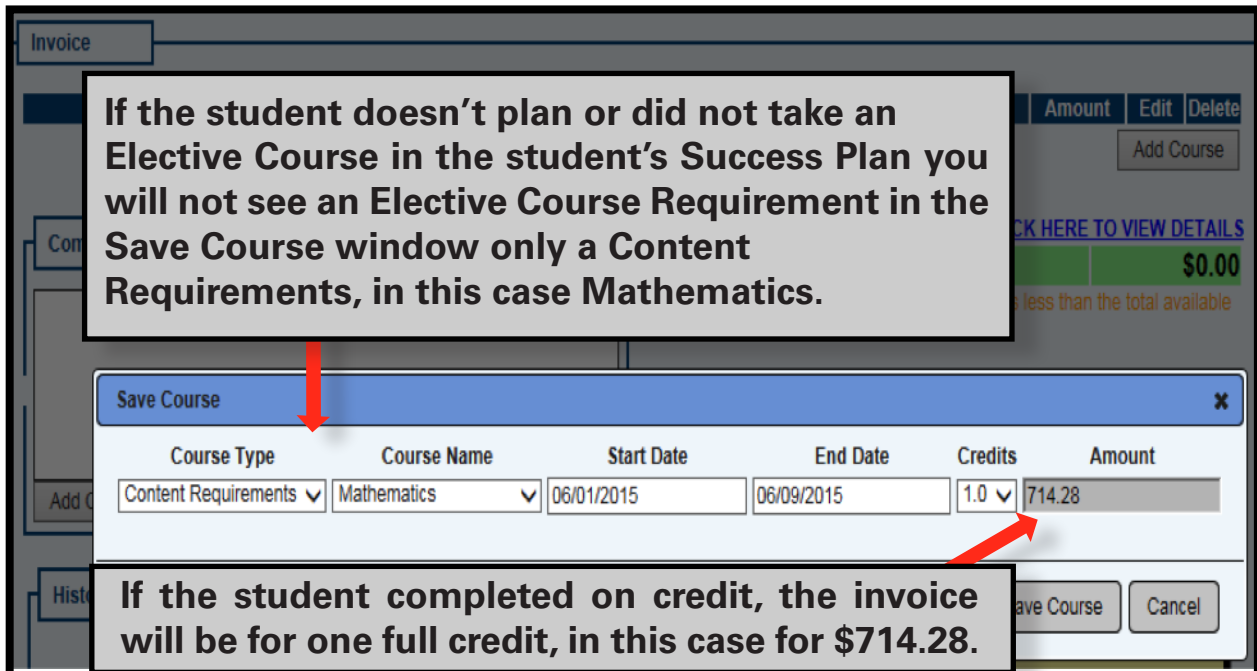
Invoice Number: 0
Enrollment: 5/21/2015 - 6/30/2015
Provider: Adams County/Ohio Valley
Student Name: Clark, Karen

Course Type	Course Name	Start Date	End Date	Credits	Amount
Elective Requirements	Mathematics	05/21/2015	05/31/2015	0.5	357.14

Only content or elective course requirements info entered in the Success Plan will show in the Save Course window.

16. Content or Elective Course, Dates, Credits and Amount Information

The Save Course window includes drop-down boxes for information on content or elective course, start and end dates, credits and payment amount information.

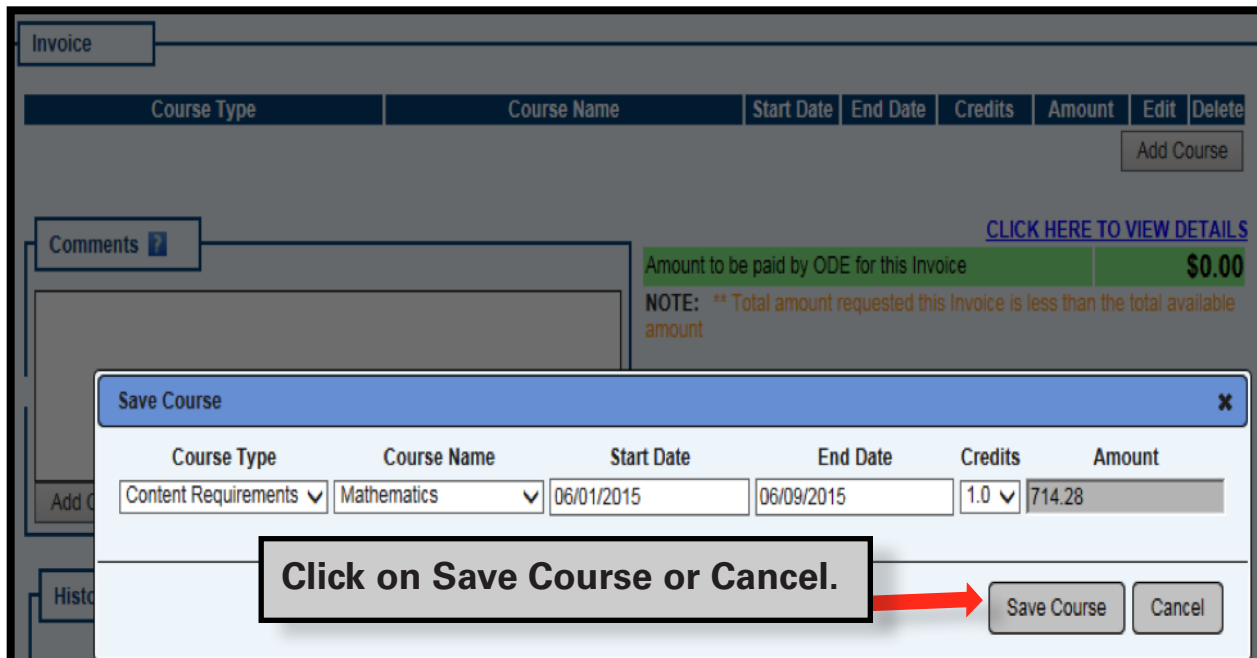


If the student doesn't plan or did not take an Elective Course in the student's Success Plan you will not see an Elective Course Requirement in the Save Course window only a Content Requirements, in this case Mathematics.

Course Type	Course Name	Start Date	End Date	Credits	Amount
Content Requirements	Mathematics	06/01/2015	06/09/2015	1.0	714.28

If the student completed on credit, the invoice will be for one full credit, in this case for \$714.28.

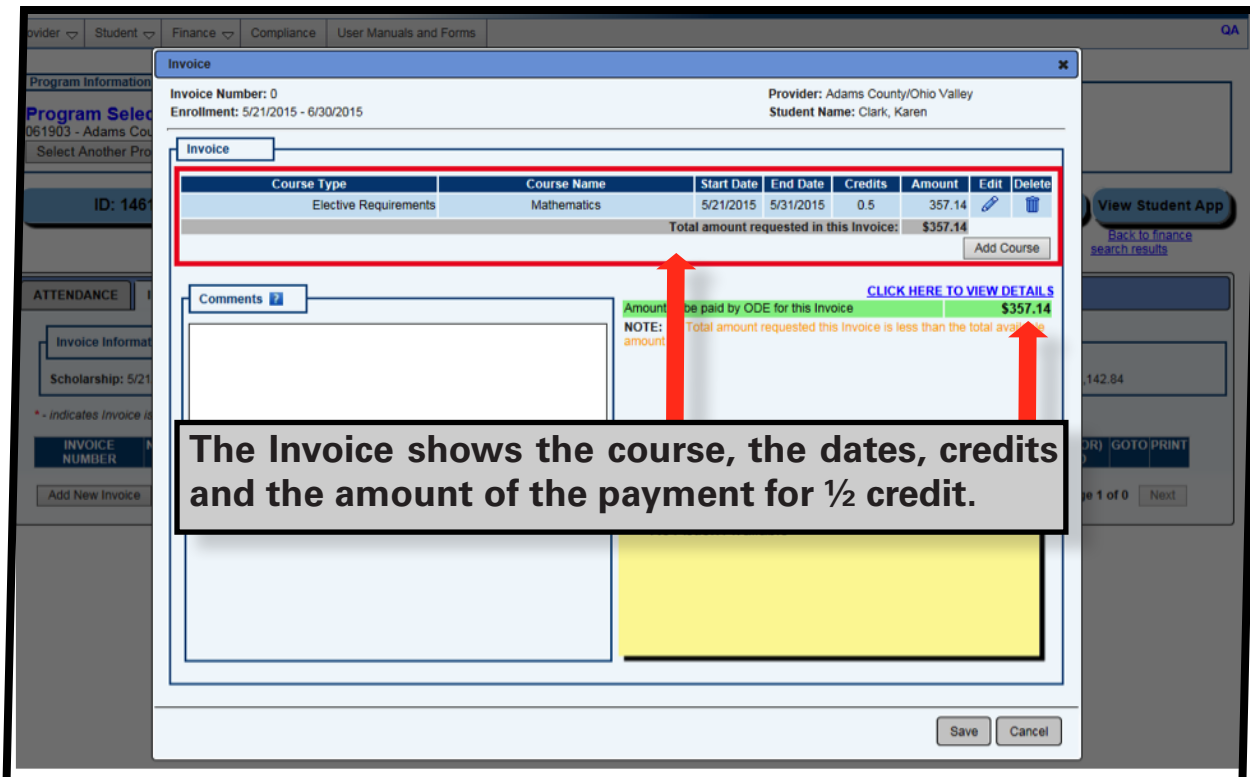
17. Click on the Save Course or Cancel Button



Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Content Requirements	Mathematics	06/01/2015	06/09/2015	1.0	714.28		

Click on Save Course or Cancel.

18. Invoice Info



Invoice

Invoice Number: 0
Enrollment: 5/21/2015 - 6/30/2015

Provider: Adams County/Ohio Valley
Student Name: Clark, Karen

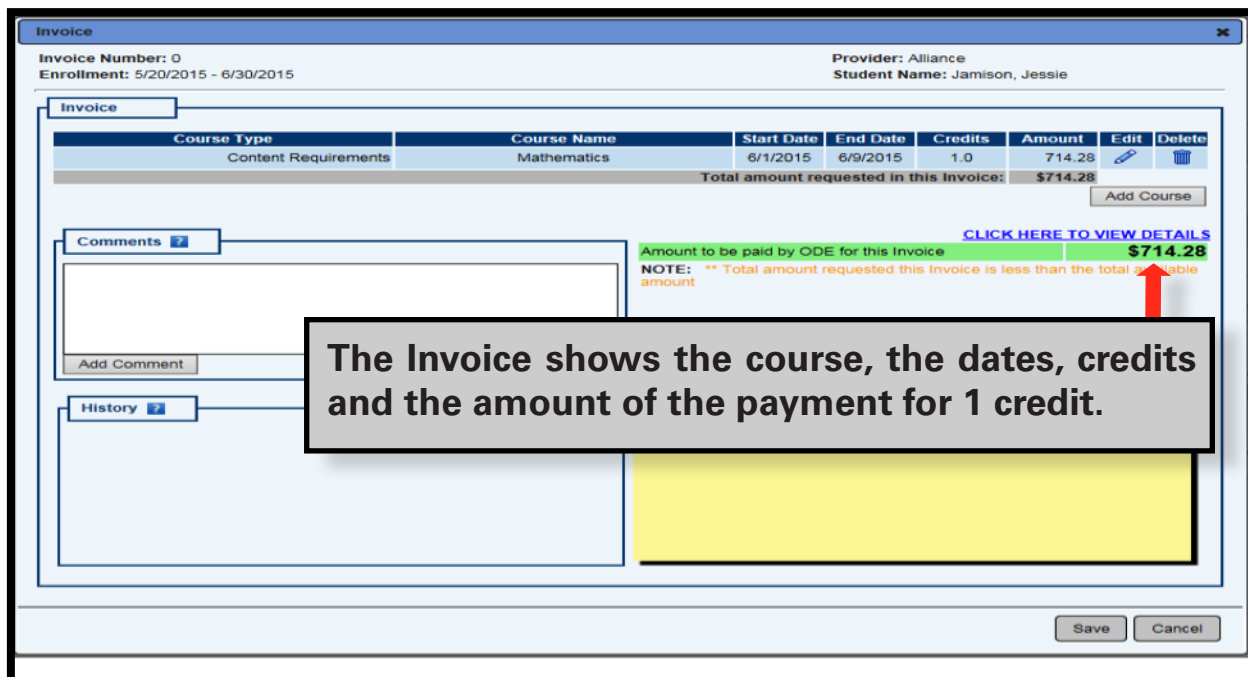
Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Elective Requirements	Mathematics	5/21/2015	5/31/2015	0.5	357.14		
Total amount requested in this Invoice:					\$357.14		

Amount to be paid by ODE for this Invoice: **\$357.14**

NOTE: ** Total amount requested this invoice is less than the total available amount

The Invoice shows the course, the dates, credits and the amount of the payment for ½ credit.

19. Invoice Amount



Invoice

Invoice Number: 0
Enrollment: 5/20/2015 - 6/30/2015

Provider: Alliance
Student Name: Jamison, Jessie

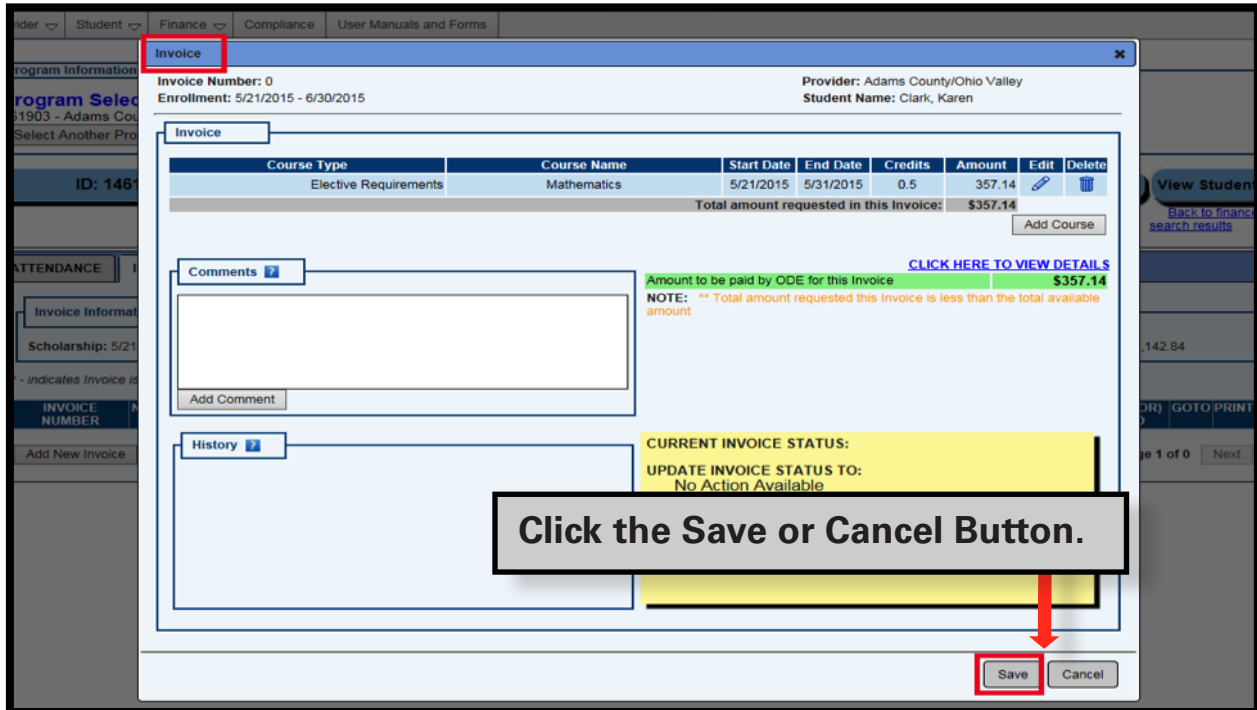
Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Content Requirements	Mathematics	6/1/2015	6/9/2015	1.0	714.28		
Total amount requested in this Invoice:					\$714.28		

Amount to be paid by ODE for this Invoice: **\$714.28**

NOTE: ** Total amount requested this invoice is less than the total available amount

The Invoice shows the course, the dates, credits and the amount of the payment for 1 credit.

20. Invoice Save or Cancel button



The screenshot shows the 'Invoice' form with the following details:

- Invoice Number: 0
- Enrollment: 5/21/2015 - 6/30/2015
- Provider: Adams County/Ohio Valley
- Student Name: Clark, Karen

Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Elective Requirements	Mathematics	5/21/2015	5/31/2015	0.5	357.14		
Total amount requested in this invoice:					\$357.14		

Amount to be paid by ODE for this Invoice: **\$357.14**

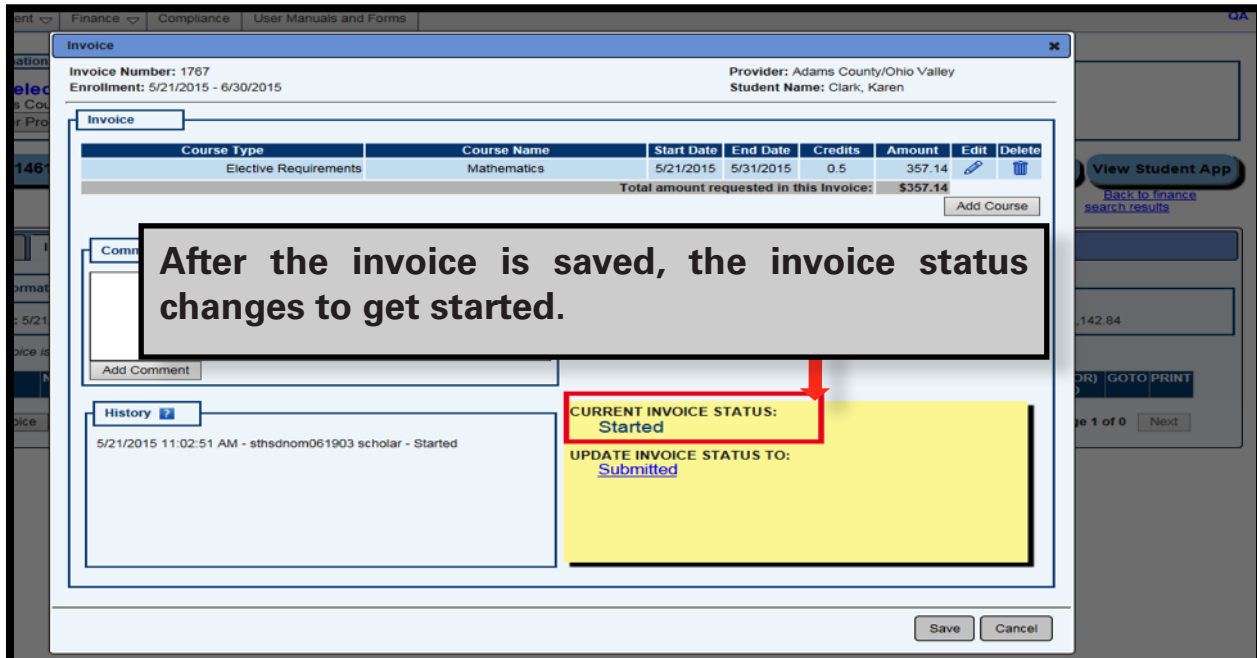
NOTE: ** Total amount requested this Invoice is less than the total available amount

CURRENT INVOICE STATUS: UPDATE INVOICE STATUS TO: No Action Available

Click the Save or Cancel Button.

Buttons: Save, Cancel

21. Invoice Started Status



The screenshot shows the 'Invoice' form with the following details:

- Invoice Number: 1767
- Enrollment: 5/21/2015 - 6/30/2015
- Provider: Adams County/Ohio Valley
- Student Name: Clark, Karen

Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Elective Requirements	Mathematics	5/21/2015	5/31/2015	0.5	357.14		
Total amount requested in this invoice:					\$357.14		

History: 5/21/2015 11:02:51 AM - sthsdnom061903 scholar - Started

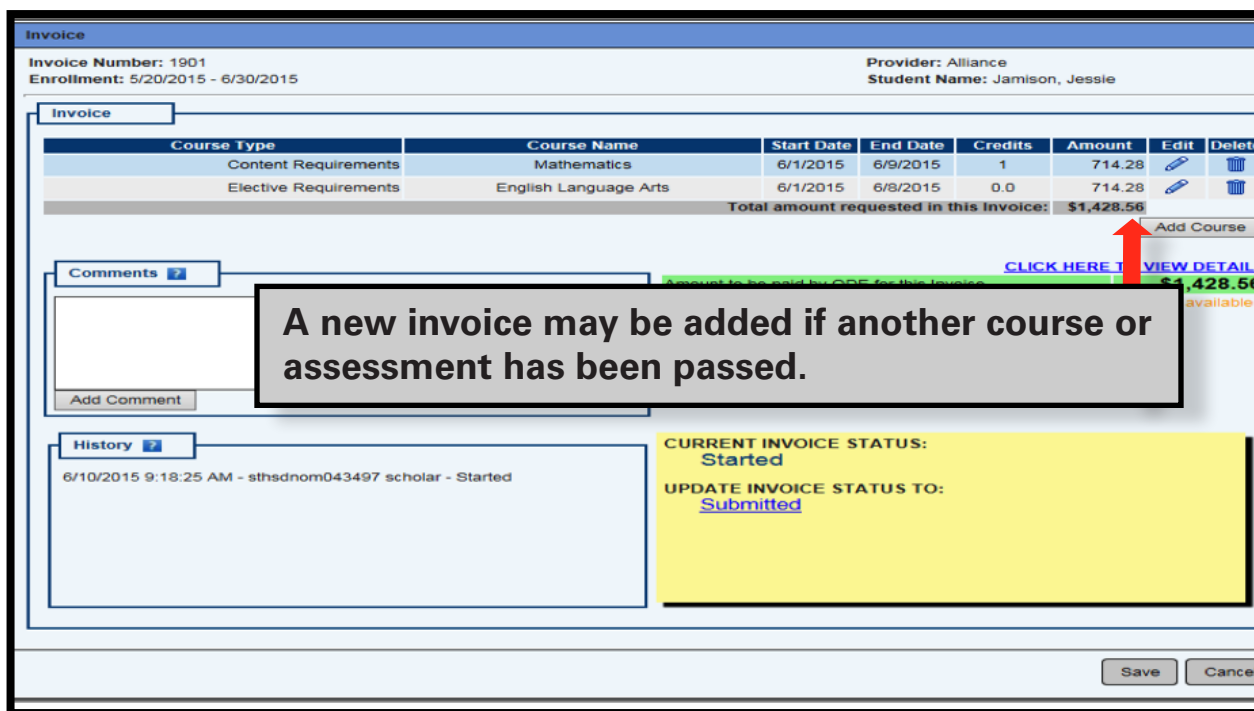
CURRENT INVOICE STATUS: **Started**

UPDATE INVOICE STATUS TO: [Submitted](#)

After the invoice is saved, the invoice status changes to get started.

Buttons: Save, Cancel

22. Another Invoice May Be Started



Invoice
 Invoice Number: 1901
 Enrollment: 5/20/2015 - 6/30/2015
 Provider: Alliance
 Student Name: Jamison, Jessie

Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Content Requirements	Mathematics	6/1/2015	6/9/2015	1	714.28		
Elective Requirements	English Language Arts	6/1/2015	6/8/2015	0.0	714.28		
Total amount requested in this Invoice:					\$1,428.56		

Comments

History
 6/10/2015 9:18:25 AM - sthsdnom043497 scholar - Started

CURRENT INVOICE STATUS:
 Started
UPDATE INVOICE STATUS TO:
[Submitted](#)

Amount to be paid by ODE for this Invoice: \$1,428.56

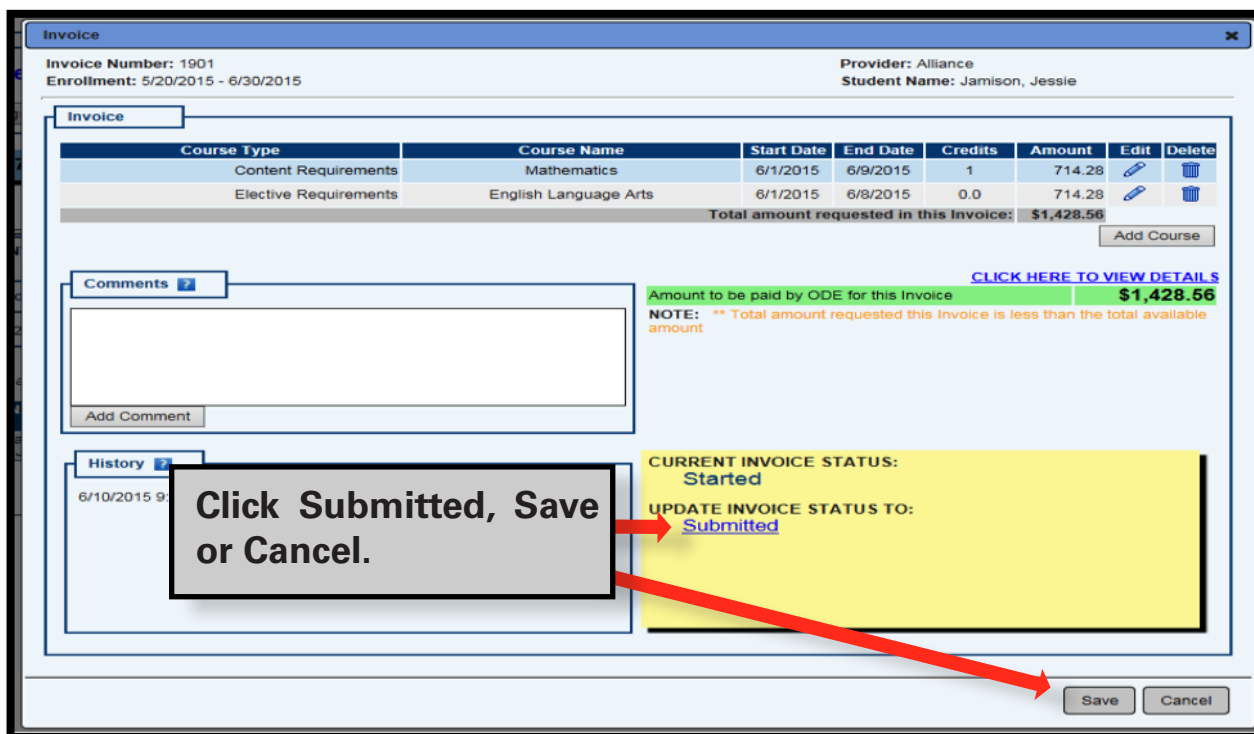
NOTE: ** Total amount requested this Invoice is less than the total available amount

[CLICK HERE TO VIEW DETAILS](#)

Save **Cancel**

A new invoice may be added if another course or assessment has been passed.

23. Invoice Submitted



Invoice
 Invoice Number: 1901
 Enrollment: 5/20/2015 - 6/30/2015
 Provider: Alliance
 Student Name: Jamison, Jessie

Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Content Requirements	Mathematics	6/1/2015	6/9/2015	1	714.28		
Elective Requirements	English Language Arts	6/1/2015	6/8/2015	0.0	714.28		
Total amount requested in this Invoice:					\$1,428.56		

Comments

History
 6/10/2015 9:18:25 AM - sthsdnom043497 scholar - Started

CURRENT INVOICE STATUS:
 Started
UPDATE INVOICE STATUS TO:
[Submitted](#)

Amount to be paid by ODE for this Invoice: \$1,428.56

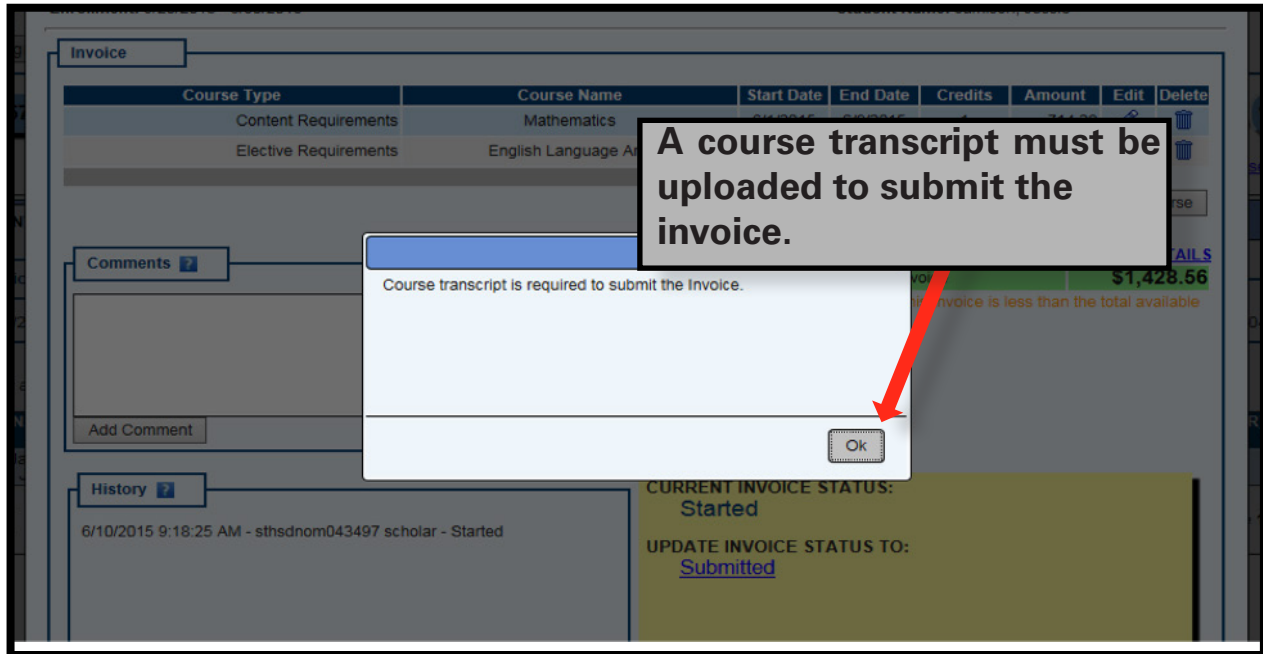
NOTE: ** Total amount requested this Invoice is less than the total available amount

[CLICK HERE TO VIEW DETAILS](#)

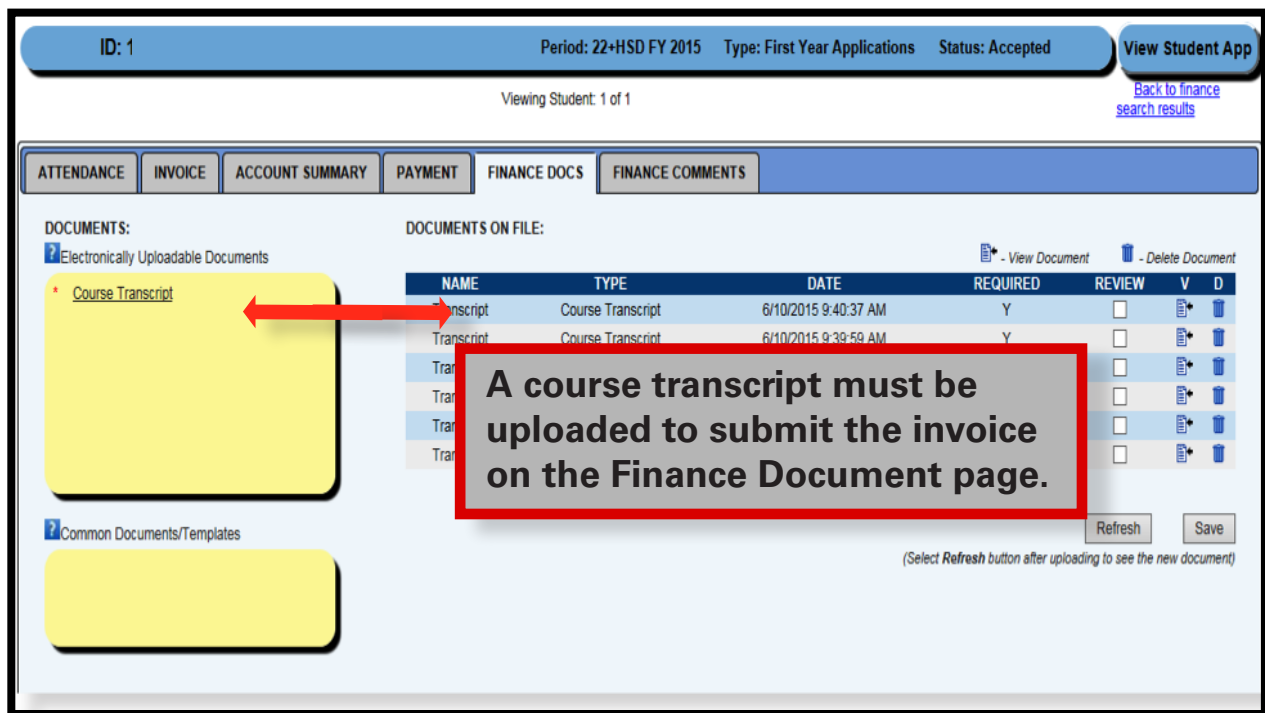
Save **Cancel**

Click Submitted, Save or Cancel.

24. Submitting an Invoice

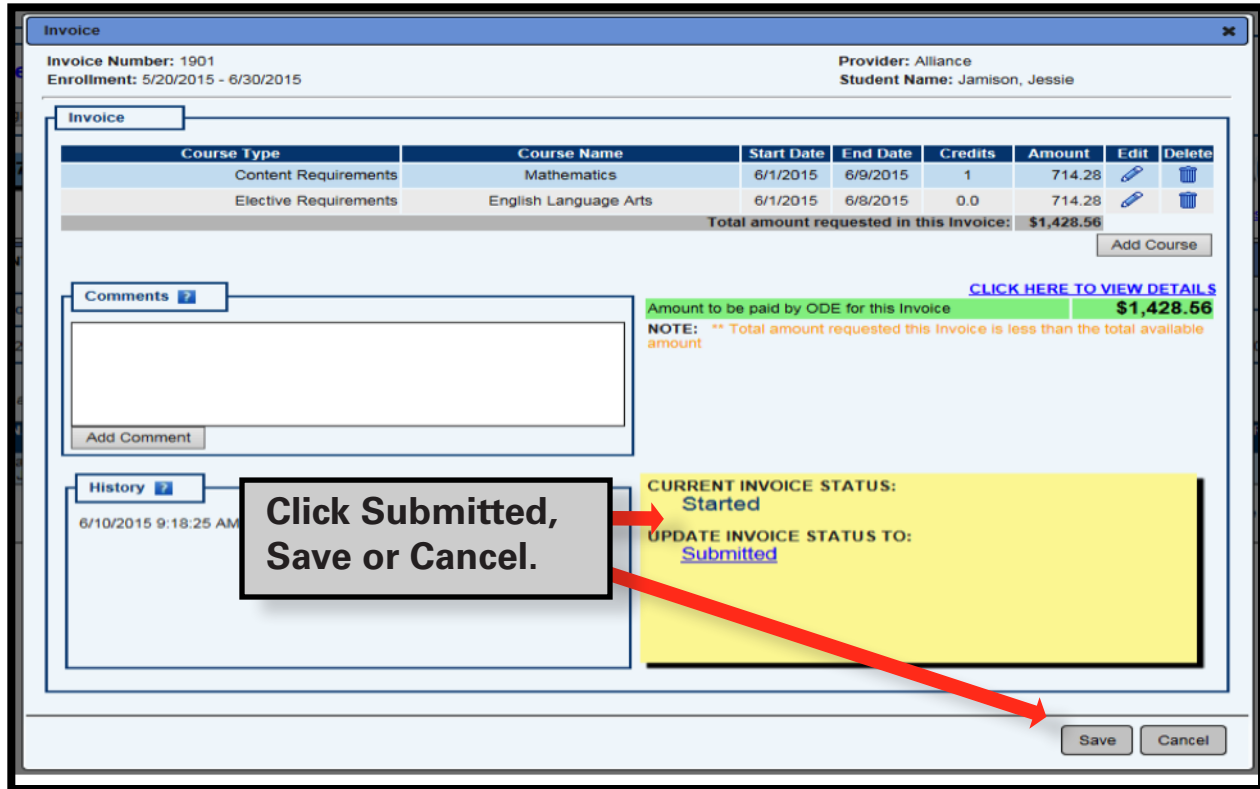


25. Uploading a Transcript



A course transcript must be uploaded to submit the invoice on the Finance Document page.

26. Click the Submitted, Save, or Cancel button to take the desired action.



Invoice

Invoice Number: 1901
Enrollment: 5/20/2015 - 6/30/2015

Provider: Alliance
Student Name: Jamison, Jessie

Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Content Requirements	Mathematics	6/1/2015	6/9/2015	1	714.28		
Elective Requirements	English Language Arts	6/1/2015	6/8/2015	0.0	714.28		
Total amount requested in this Invoice:					\$1,428.56		

Amount to be paid by ODE for this Invoice **\$1,428.56**

NOTE: ** Total amount requested this Invoice is less than the total available amount

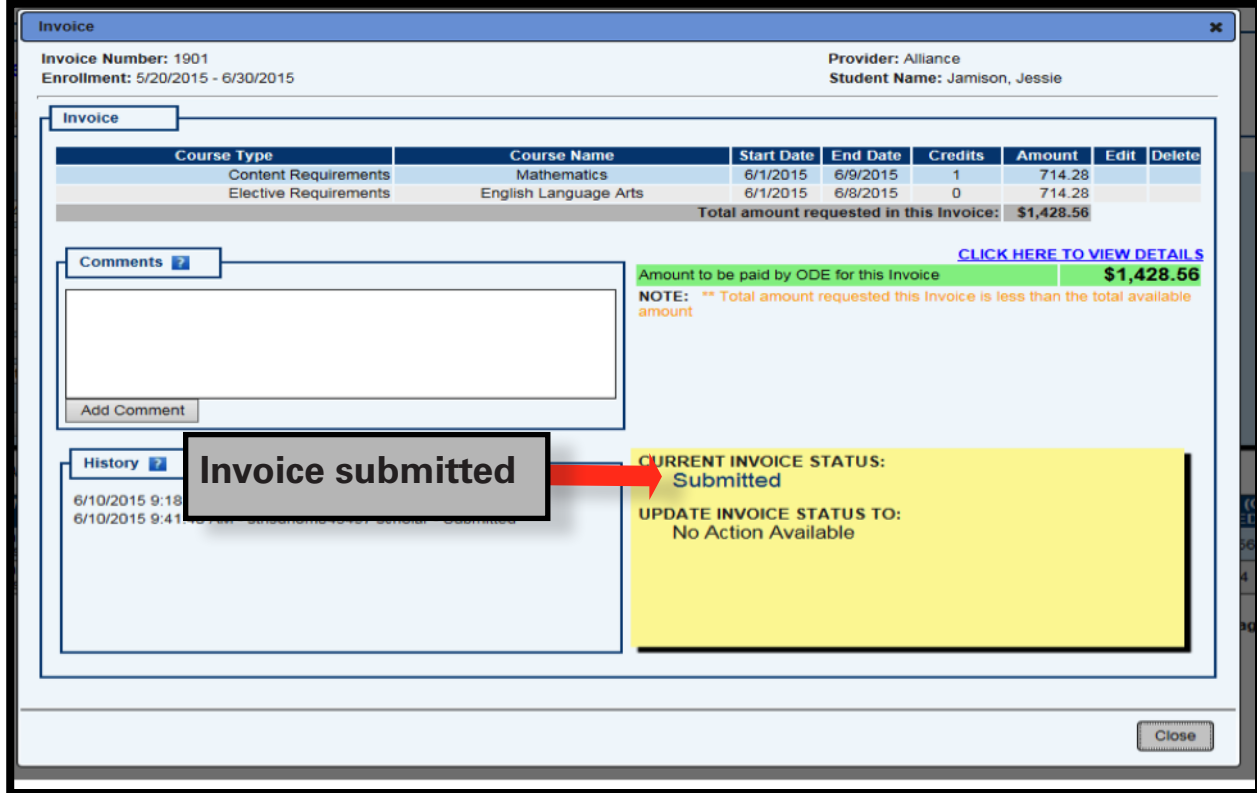
CURRENT INVOICE STATUS:
Started

UPDATE INVOICE STATUS TO:
[Submitted](#)

Click Submitted, Save or Cancel.

Save Cancel

27. The Invoice Is Now In Submitted Status



Invoice

Invoice Number: 1901
Enrollment: 5/20/2015 - 6/30/2015

Provider: Alliance
Student Name: Jamison, Jessie

Course Type	Course Name	Start Date	End Date	Credits	Amount	Edit	Delete
Content Requirements	Mathematics	6/1/2015	6/9/2015	1	714.28		
Elective Requirements	English Language Arts	6/1/2015	6/8/2015	0	714.28		
Total amount requested in this Invoice:					\$1,428.56		

Amount to be paid by ODE for this Invoice: **\$1,428.56**

NOTE: ** Total amount requested this Invoice is less than the total available amount

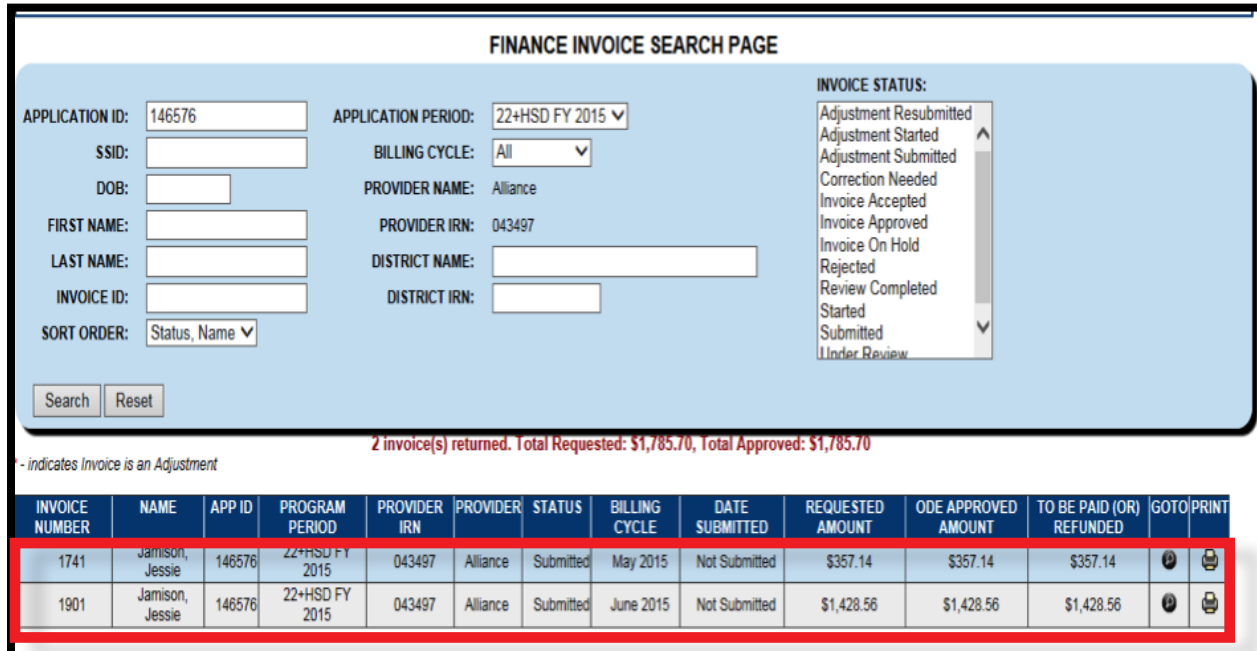
[CLICK HERE TO VIEW DETAILS](#)

Invoice submitted → **CURRENT INVOICE STATUS: Submitted**

UPDATE INVOICE STATUS: No Action Available

28. Verification Invoice Submitted

The Finance Invoice Search Page will provide verification the invoice was submitted.



FINANCE INVOICE SEARCH PAGE

APPLICATION ID: 146576 APPLICATION PERIOD: 22+HSD FY 2015

SSID: BILLING CYCLE: All

DOB: PROVIDER NAME: Alliance

FIRST NAME: PROVIDER IRN: 043497

LAST NAME: DISTRICT NAME:

INVOICE ID: DISTRICT IRN:

SORT ORDER: Status, Name

INVOICE STATUS:
 Adjustment Resubmitted
 Adjustment Started
 Adjustment Submitted
 Correction Needed
 Invoice Accepted
 Invoice Approved
 Invoice On Hold
 Rejected
 Review Completed
 Started
 Submitted
 Under Review

Search Reset

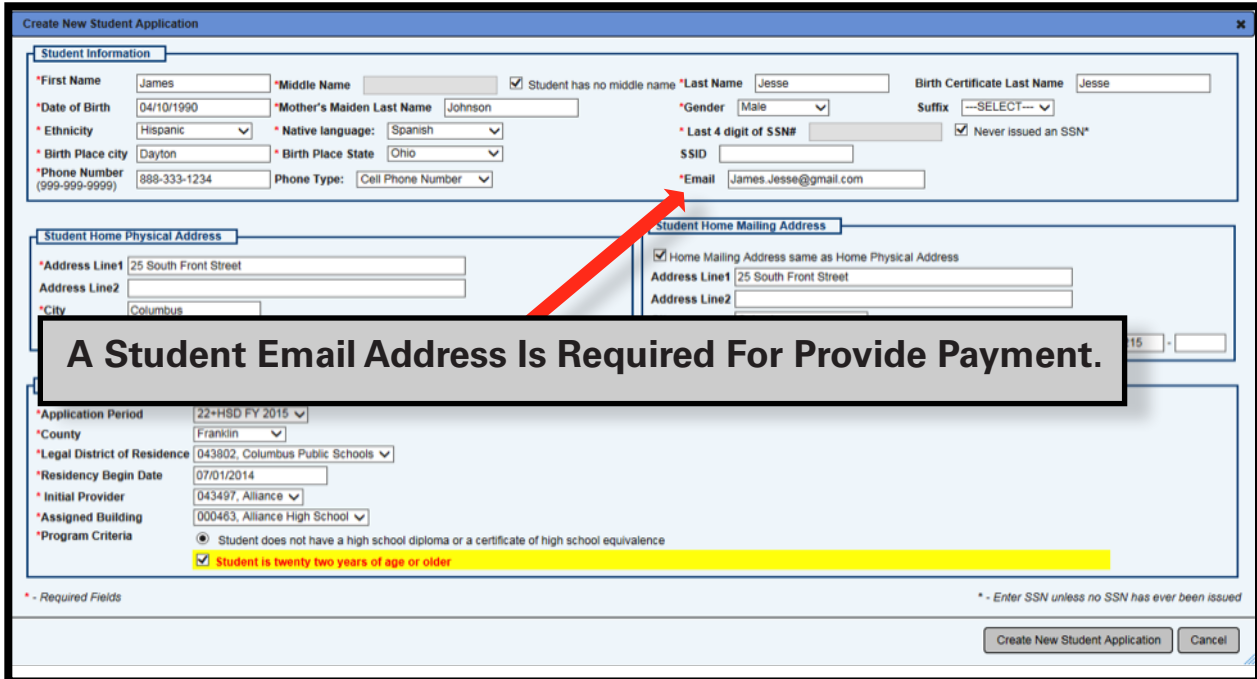
2 invoice(s) returned. Total Requested: \$1,785.70, Total Approved: \$1,785.70

- indicates Invoice is an Adjustment

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER	STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO	PRINT
1741	Jamison, Jessie	146576	22+HSD FY 2015	043497	Alliance	Submitted	May 2015	Not Submitted	\$357.14	\$357.14	\$357.14		
1901	Jamison, Jessie	146576	22+HSD FY 2015	043497	Alliance	Submitted	June 2015	Not Submitted	\$1,428.56	\$1,428.56	\$1,428.56		

29. Student (Adult Learner) Email Address

A student's (Adult Learner) email address must be included on the Student Information Page when the Student Application is completed in order for the student to accept the invoice verifying the services were provided so the provider can be paid.



The screenshot shows the 'Create New Student Application' form. A red arrow points from the 'Student Home Mailing Address' section to the 'Email' field in the 'Student Information' section. A callout box with a black border and white background contains the text: **A Student Email Address Is Required For Provide Payment.**

Student Information

*First Name: James *Middle Name: Student has no middle name *Last Name: Jesse Birth Certificate Last Name: Jesse

*Date of Birth: 04/10/1990 *Mother's Maiden Last Name: Johnson *Gender: Male Suffix: --SELECT--

*Ethnicity: Hispanic *Native language: Spanish *Last 4 digit of SSN: Never issued an SSN*

*Birth Place city: Dayton *Birth Place State: Ohio SSID:

*Phone Number (999-999-9999): 888-333-1234 Phone Type: Cell Phone Number *Email: James.Jesse@gmail.com

Student Home Physical Address

*Address Line1: 25 South Front Street

Address Line2:

*City: Columbus

Student Home Mailing Address

Home Mailing Address same as Home Physical Address

Address Line1: 25 South Front Street

Address Line2:

Application Information

*Application Period: 22+HSD FY 2015

*County: Franklin

*Legal District of Residence: 043802, Columbus Public Schools

*Residency Begin Date: 07/01/2014

*Initial Provider: 043497, Alliance

*Assigned Building: 000463, Alliance High School

*Program Criteria

Student does not have a high school diploma or a certificate of high school equivalence

Student is twenty two years of age or older

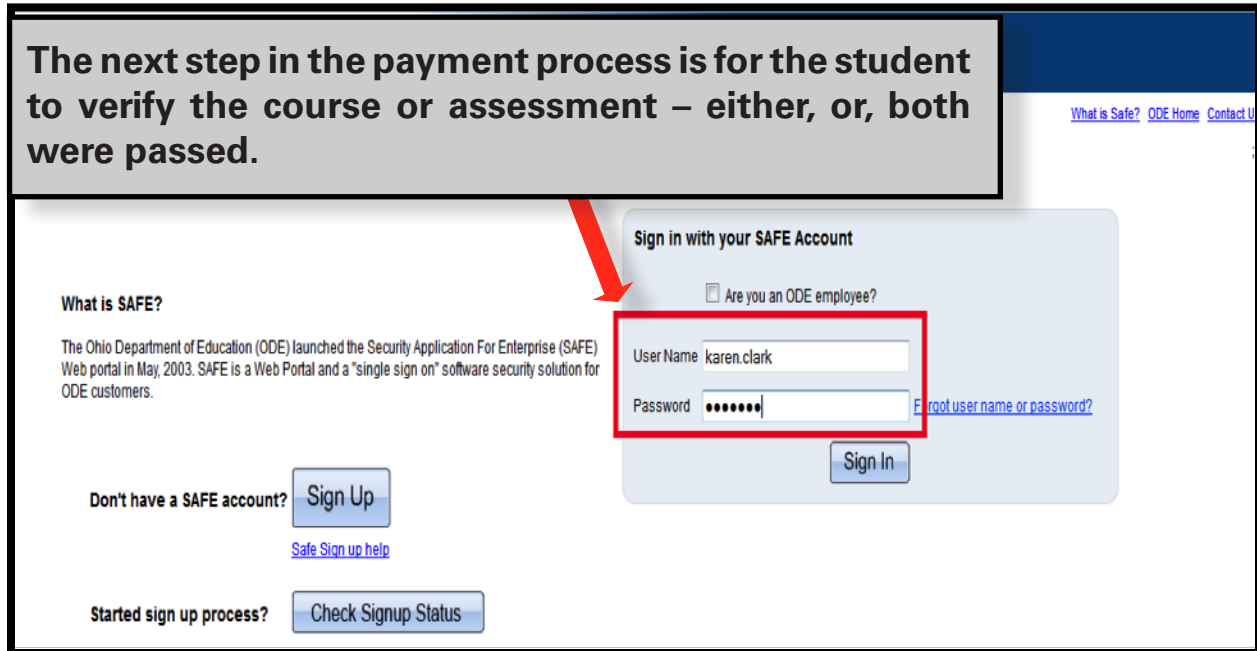
* - Required Fields * - Enter SSN unless no SSN has ever been issued

Create New Student Application Cancel

30. Student Safe Account

The Adult Learner must log into or create a new SAFE Account to verify that a course or assessment or both were passed.

The next step in the payment process is for the student to verify the course or assessment – either, or, both were passed.



The screenshot shows the SAFE Account login interface. On the left, there is a section titled "What is SAFE?" with a brief description. Below this are two buttons: "Sign Up" (with the text "Don't have a SAFE account?" above it) and "Check Signup Status" (with the text "Started sign up process?" above it). On the right, there is a "Sign in with your SAFE Account" box. Inside this box, there is a checkbox for "Are you an ODE employee?". Below that are two input fields: "User Name" (containing "karen.clark") and "Password" (containing masked characters). A "Sign In" button is located below the password field. A red box highlights the "User Name" and "Password" fields, and a red arrow points from the text box above to this red box. A link "Forgot user name or password?" is visible to the right of the password field.

31. Adult Learner Selects the Adult Learner Web System Tab

Web Systems	Description
Adult Learner	Adult Learner
CCIP	Comprehensive Continuous Improvement Planning Application
Collaboration Center	Content Sharing and Work Site
Compliance	Compliance Tracking System
NS3	Nonpublic School Services System
ODE.CORE	Online Licensure System
SAFE Coordinator	SAFE Coordinator
SAFE District Reports	SAFE District Reports
STARS V2.0	STARS Professional Development and Technical Assistance System

32. Adult Learner Selects the 22+ Adult High School Diploma Box

Whether the adult learner sees one or two boxes, the adult learner should select the 22+ Adult High School Diploma Box.

PROGRAM SELECTION

Please select one of the available programs

22+ Adult High School
Diploma Program (Adult
Learner)

Adult Diploma Program
(Adult Diploma)

33. Adult Learner will see the Invoice Page after clicking on the Finance Details Button

ID: _____
Period: 22+HSD FY 2015 Type: First Year Applications Status: Accepted
[View Student App](#)

Viewing Student: 1 of 1

[Back to finance search results](#)

ATTENDANCE
INVOICE
ACCOUNT SUMMARY
PAYMENT
FINANCE DOCS
FINANCE COMMENTS

Invoice Information
🔖

Scholarship: 5/21/2015 - 6/30/2015
Total Allocated: \$2,142.84
Total Invoiced: \$357.14
Total Paid: \$0.00
Total Remaining: \$1,785.70

1 invoice(s) returned. Total Requested: \$357.14, Total Approved: \$357.14

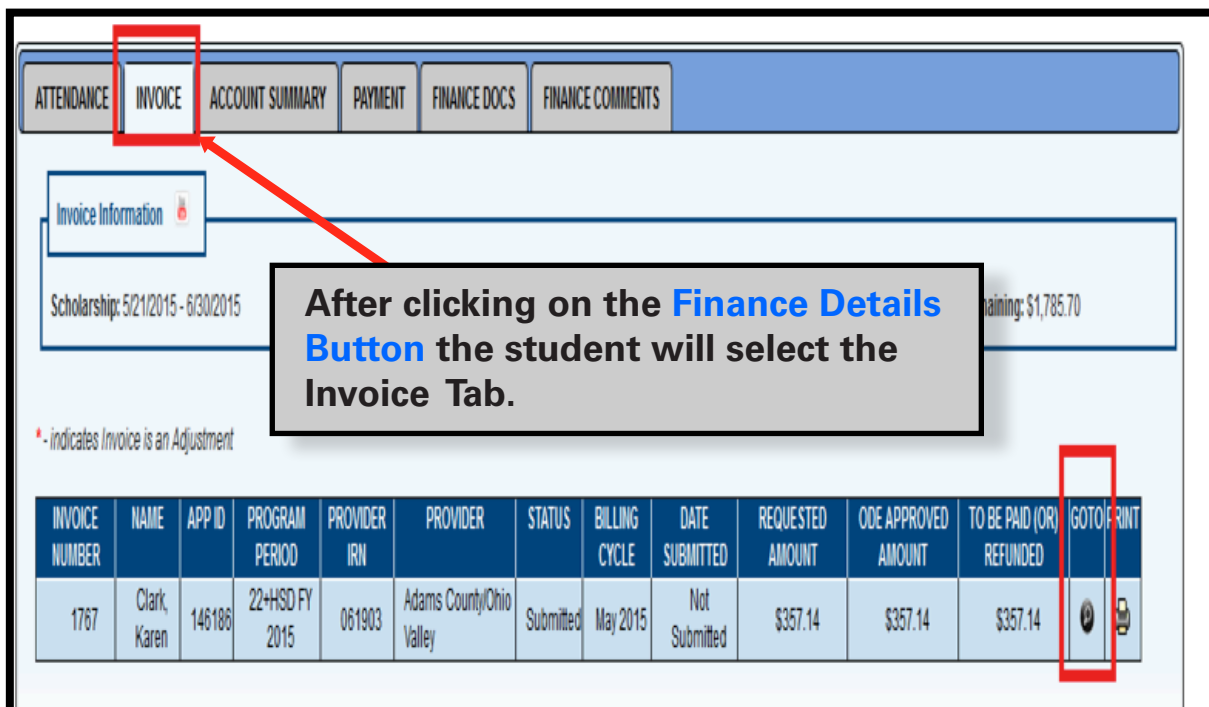
* - indicates Invoice is an Adjustment

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER	STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO	PRINT
1767	Clark Karen	146186	22+HSD FY 2015	061903	Adams County/Ohio Valley	Submitted	May 2015	Not Submitted	\$357.14	\$357.14	\$357.14	🔍	🖨️


[Print Invoice Summary](#)

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34. Adult Learner Selects the Invoice Tab





ATTENDANCE **INVOICE** ACCOUNT SUMMARY PAYMENT FINANCE DOCS FINANCE COMMENTS

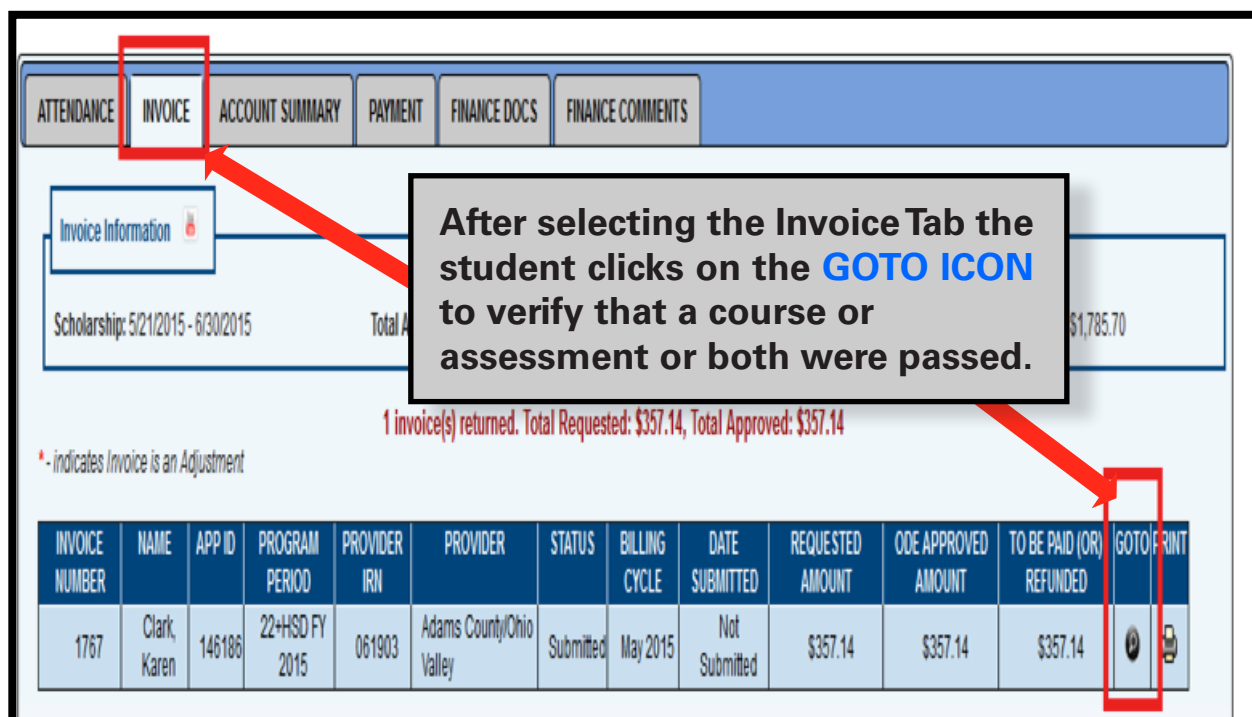
Invoice Information 

Scholarship: 5/21/2015 - 6/30/2015 Remaining: \$1,785.70


* - indicates Invoice is an Adjustment

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER	STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO	PRINT
1767	Clark, Karen	146186	22+HSD FY 2015	061903	Adams County/Ohio Valley	Submitted	May 2015	Not Submitted	\$357.14	\$357.14	\$357.14		

35. Adult Learner Selects Invoice Tab (31)





ATTENDANCE **INVOICE** ACCOUNT SUMMARY PAYMENT FINANCE DOCS FINANCE COMMENTS

Invoice Information 

Scholarship: 5/21/2015 - 6/30/2015 Total A Remaining: \$1,785.70

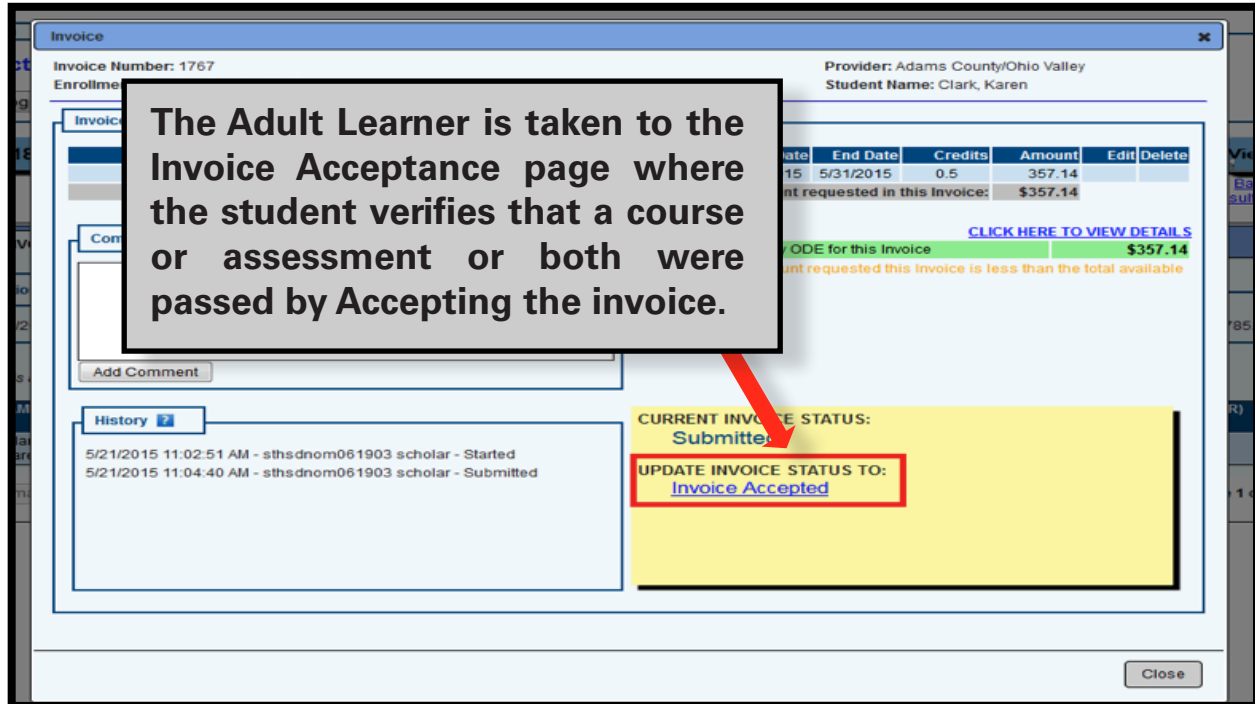
1 invoice(s) returned. Total Requested: \$357.14, Total Approved: \$357.14

* - indicates Invoice is an Adjustment

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER	STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO	PRINT
1767	Clark, Karen	146186	22+HSD FY 2015	061903	Adams County/Ohio Valley	Submitted	May 2015	Not Submitted	\$357.14	\$357.14	\$357.14		

36. Adult Learner Selects Invoice Accepted

The Adult Learner is taken to the Invoice Acceptance page where the student verifies that a course or assessment or both were passed by Accepting the invoice.



The screenshot shows a web application window titled "Invoice" with the following details:

- Invoice Number: 1767
- Provider: Adams County/Ohio Valley
- Student Name: Clark, Karen

A callout box contains the text: "The Adult Learner is taken to the Invoice Acceptance page where the student verifies that a course or assessment or both were passed by Accepting the invoice." A red arrow points from this box to a yellow status update area.

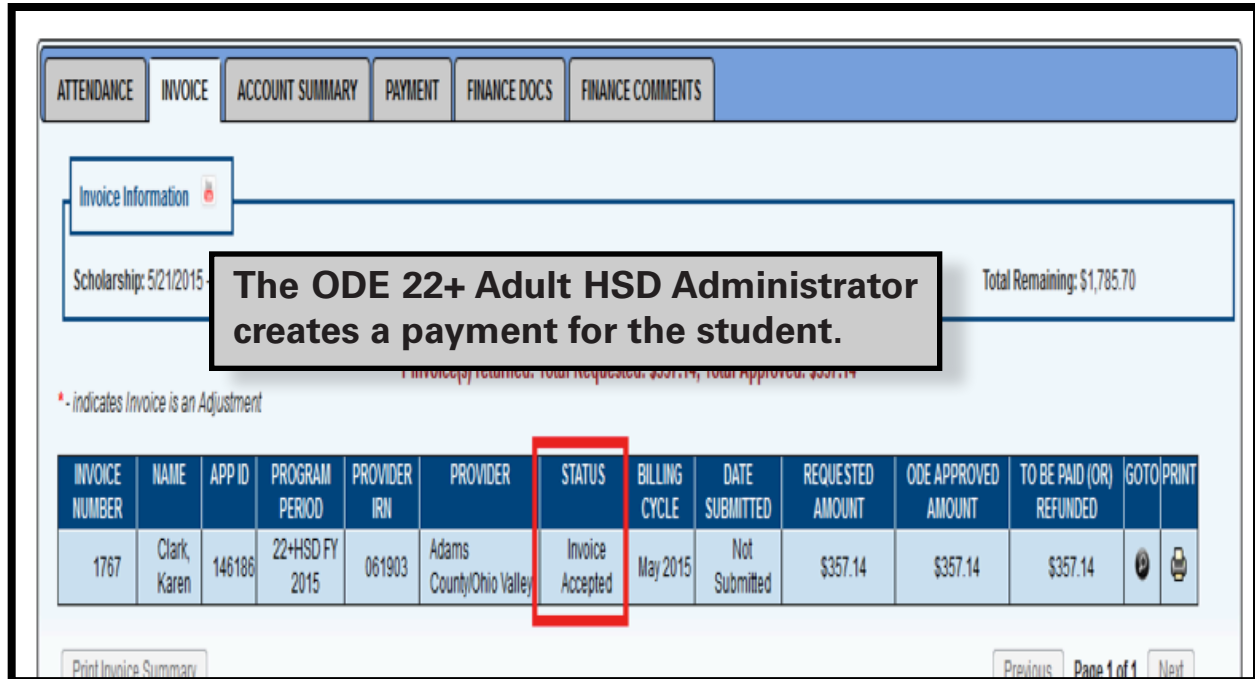
The status update area contains:

- CURRENT INVOICE STATUS: Submitted
- UPDATE INVOICE STATUS TO: [Invoice Accepted](#)

Other visible elements include a table with columns for Start Date, End Date, Credits, and Amount, and a history log showing "Started" and "Submitted" actions.

37. The ODE HSD Administrator creates a payment for the services provided to the student



After the Adult Learner verifies that a course or assessment or both were passed by selecting “Invoice Accepted” the ODE 22+ Adult HSD Administrator initiates a payment for the course or assessment the student accepted which automatically issues a payment for the Provider.



The ODE 22+ Adult HSD Administrator creates a payment for the student.

Scholarship: 5/21/2015 Total Remaining: \$1,785.70

* - indicates Invoice is an Adjustment

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER	STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO/PRINT
1767	Clark, Karen	146186	22+HSD FY 2015	061903	Adams County/Ohio Valley	Invoice Accepted	May 2015	Not Submitted	\$357.14	\$357.14	\$357.14	 

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For questions regarding the 22+ Adult HSD Program please contact:

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