Ohio.gov | Department of Education

Welcome to the ODE Secure Web Portal User Guide

> If you followed the directions below and cannot complete the sign-up process for some reason, **please contact the Security Administrator by clicking this link - Safe.Admin@education.ohio.gov**

Secure Web Portal Overview:

Secure access through the ODE Web site involves several steps. First, ODE must be confident the secure account requestor is properly identified. To accomplish this, ODE requires the following information: Ohio Identity Card number or Ohio Drivers License number, date of birth and last four digits of requestor's SSN (Social Security Number). By providing this proper information, the requestor has satisfied the identity proofing criteria required to initiate a secure Web portal account. Completing these series of numbers, prevents duplicate accounts in ODE systems, and dramatically reduces the risk of identity fraud. Once the secure account is created, the owner can use it with multiple applications within ODE, after the account owner is authorized to do so by ODE.

PLEASE NOTE: UNDER NO CIRCUMSTANCES SHOULD OWNERS OF SECURE ODE WEB PORTAL (SAFE) ACCOUNTS SHARE ACCOUNT NAMES OR PASSWORDS. THIS PORTAL ACCOUNT IS YOUR UNIQUE AND SECURE WEB CONNECTION WITH THE OHIO DEPARTMENT OF EDUCATION. PROVIDING YOUR ACCOUNT INFORMATION TO ANOTHER INDIVIDUAL CREATES AN EXTREME RISK TO THE SECURITY OF YOUR SCHOOL DISTRICT INFORMATION.

Because SAFE was designed to meet the Ohio Revised Code and Ohio DAS Administrative rules (linked below) requirements regarding electronic transactions, a SAFE user can "digitally" sign a document, just as they would using a pen and paper signature. If you are interested in more information regarding authentication process requirements, please see the Ohio Revised Code Title 13 Commercial Transactions - Ohio Uniform Commercial Code, Chapter 1306, Uniform Electronic Transaction Act, and also the Ohio Department of Administrative Services, Administrative Rule 123 "In response to the Uniform Electronic Transactions Act, Use of Electronic Signatures and Records:" http://www.das.ohio.gov/Divisions/InformationTechnology/OhioStatutesandAdministrativeRules.aspx

For a more detailed overview of SAFE, please click here.

Sign-up Instructions:

Please follow the detailed instructions below to create a secure ODE Web Portal (SAFE) account. If you have questions regarding the process, please contact the ODE Security Administrator
or call 1-877-644-6338

Accessing SAFE type https://safe.ode.state.oh.us/portal/signup/ into an Internet Browser:

At no time should confidential personal information such as any part of a Social Security number, state ID number, Date of Birth, identification documents, or other sensitive personally identifiable information be sent via email.

If you work at the Ohio Department of Education (otherwise referenced as ODE), you will want to place a check mark in the box next to "Check if you are an ODE employee", otherwise leave the box unchecked. Enter your user name in the "User Name" field, then enter the Password associated with that login name. If you are an ODE employee the "User Name "and "Password" will be the same one used to sign into your work computer.

Creating a New SAFE Account:

Ohio | Department of Education

CONTACT US

SIGN UP FOR A SAFE ACCOUNT OR CHECK YOUR ACCOUNT STATUS

Reason for SAFE Signup
(multiple reasons can be selected)

☐ I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit

☐ I am a parent, signing up for College Credit Plus program

☐ I am applying for the Adult Diploma or Adult 22+ Programs

☐ I am a parent, signing up for Scholarship program

☐ Other reasons such as Scholarship Provider

Basic Information
Please enter the following information exactly as it appears on your identity verification document. Click here for a list of acceptable verification documents.

FIRST NAME:
[|]   As it appears on a valid accepted document

MIDDLE NAME:
[ ]

CURRENT LAST NAME:
[Required]

PREVIOUS LAST NAME:
[ ]

SSN4:   Why does ODE ask for this?
[Required]   What if I don't have a SSN?

BIRTH DATE:
[Required]

NEXT

Select a "Reason for SAFE Signup"

Reason for SAFE Signup
(multiple reasons can be selected)

☐ I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit

☐ I am a parent, signing up for College Credit Plus program

☐ I am applying for the Adult Diploma or Adult 22+ Programs

☐ I am a parent, signing up for Scholarship program

☐ Other reasons such as Scholarship Provider

Ohio | Department of Education

CONTACT US

SIGN UP FOR A SAFE ACCOUNT OR CHECK YOUR ACCOUNT STATUS

Reason for SAFE Signup
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☐ I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit

☐ I am a parent, signing up for College Credit Plus program

☐ I am applying for the Adult Diploma or Adult 22+ Programs

☐ I am a parent, signing up for Scholarship program

☐ Other reasons such as Scholarship Provider

Basic Information

Please enter the following information exactly as it appears on your identity verification document. Click here for a list of acceptable verification documents.

FIRST NAME:

As it appears on a valid accepted document

MIDDLE NAME:

CURRENT LAST NAME:

Required

PREVIOUS LAST NAME:

Why does ODE ask for this?

First, ODE uses the last four digits of your social security number as part of the automated identity verification process with the Bureau of Motor Vehicles. If the SSN4 provided does not match the information in the BMV database, then automated identity verification will fail and the slower manual process must be followed.

Second, ODE uses the SSN4 as part of identity verification if you later request to change your password.

SSN4:

Required   Why does ODE ask for this?
            What if I don't have a SSN?

What if I don't have a SSN?

ODE recognizes that not all SAFE account applicants will have a social security number. In this case, the automated identity verification process with the Bureau of Motor Vehicles cannot be used, your only identify verification option is the slower manual process. However, for future password change requests, a number is still needed. Please enter any four digit number you will remember later. If you need to change your password, this number should be entered instead of an SSN4.

BIRTH DATE:

Required

NEXT

Please fill in your First Name, Middle Name, Current Last Name, Previous Last Name (if it applies), the last 4 digits of your Social Security, and your Birth Date. If your birth date is January 2, 1990, it should appear as 01/02/1990 in the "Date of Birth" field, select "Next"0 after you have entered all the required information on the **Basic Information** Screen.

NOTE: If you selected "I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit" for your "Reason for SAFE Signup", you will be required to enter your full SSN.

SIGN UP FOR A SAFE ACCOUNT OR CHECK YOUR ACCOUNT STATUS

Reason for SAFE Signup
(multiple reasons can be selected)

☑ I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit.

☐ I am a parent, signing up for College Credit Plus program

☐ I am applying for the Adult Diploma or Adult 22+ Programs

☐ I am a parent, signing up for Scholarship program

☐ Other reasons such as Scholarship Provider

Basic Information
Please enter the following information exactly as it appears on your identity verification document. Click here for a list of acceptable verification documents.

FIRST NAME:

Required

MIDDLE NAME:

CURRENT LAST NAME:

Required

PREVIOUS LAST NAME:

SSN:

Required   Why does ODE ask for this?

What if I don't have a SSN?

☐ I DO NOT HAVE SSN

BIRTH DATE:

Required

If you selected "I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit" for your "Reason for SAFE Signup", you will be required to enter your full SSN.

SIGN UP FOR A SAFE ACCOUNT OR CHECK YOUR ACCOUNT STATUS

Contact Information

Home - Physical Address

ADDRESS LINE 1:

[Required]

ADDRESS LINE 2:

[   ]

CITY:

[Required]

STATE:

[[Required]   ▼]

ZIP:

[Required]

ZIP4:

[   ]

PHONE NUMBER:

[Required]

Home - Mailing Address

☐ IS MAILING SAME AS PHYSICAL?

ADDRESS LINE 1:

[   ]

ADDRESS LINE 2:

[   ]

CITY:

[   ]

STATE:

[▼]

ZIP:

[   ]

ZIP4:

[   ]

Identity Verification Information

EMAIL ADDRESS

[Required]

CONFIRM EMAIL ADDRESS

[Required]

OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER:

[   ] or

UPLOAD VERIFICATION DOCUMENT

Click here for a list of acceptable verification documents.

Account Information

USER NAME

[Required]

PASSWORD

[Required]

CONFIRM PASSWORD

[Required]

☐ I agree to Ohio Department of Education Terms of Service and Privacy Policy
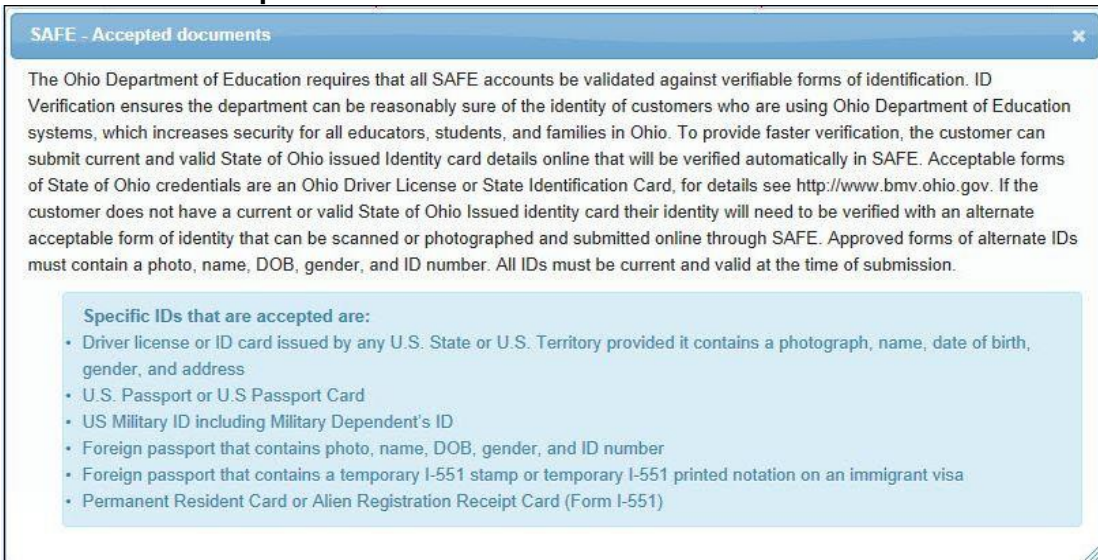
NEXT   **GO BACK**

Example of what information is required in the **Contact Information**. If your "Physical Address is the same as your "Mailing Address", then place a check mark in the box next to "IS MAILING SAME AS PHYSICAL?"

If you have a valid Ohio Identity card or Ohio Drivers License, please enter the number in the appropriate field on the **Identity Verification Information** section. If you **do not** have a valid Ohio Identity card or Ohio Drivers License, please select "**Valid accepted documents**" to review the acceptable document list before selecting the "Upload Verification Document" button.

You must provide either the License Number that appears on your Ohio Drivers License, or the State of Ohio ID Number, or upload a copy of a Verification Document otherwise an error message appears in **red.**

NOTE: The Upload Verification Document process will require more time to perform the appropriate level of identity authentication. Please allow a minimum of 7 days for this sign-up process.

View of "**Valid accepted documents**"

SAFE - Accepted documents ✕

The Ohio Department of Education requires that all SAFE accounts be validated against verifiable forms of identification. ID Verification ensures the department can be reasonably sure of the identity of customers who are using Ohio Department of Education systems, which increases security for all educators, students, and families in Ohio. To provide faster verification, the customer can submit current and valid State of Ohio issued Identity card details online that will be verified automatically in SAFE. Acceptable forms of State of Ohio credentials are an Ohio Driver License or State Identification Card, for details see http://www.bmv.ohio.gov. If the customer does not have a current or valid State of Ohio Issued identity card their identity will need to be verified with an alternate acceptable form of identity that can be scanned or photographed and submitted online through SAFE. Approved forms of alternate IDs must contain a photo, name, DOB, gender, and ID number. All IDs must be current and valid at the time of submission.

Specific IDs that are accepted are:
- Driver license or ID card issued by any U.S. State or U.S. Territory provided it contains a photograph, name, date of birth, gender, and address
- U.S. Passport or U.S Passport Card
- US Military ID including Military Dependent's ID
- Foreign passport that contains photo, name, DOB, gender, and ID number
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on an immigrant visa
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

Upload Verification Document Process:

Select the "Upload Verification Document" button which will bring up the Upload files message box.

Select "Browse" to locate where you saved your uploaded document, select the correct document, and select "Upload".
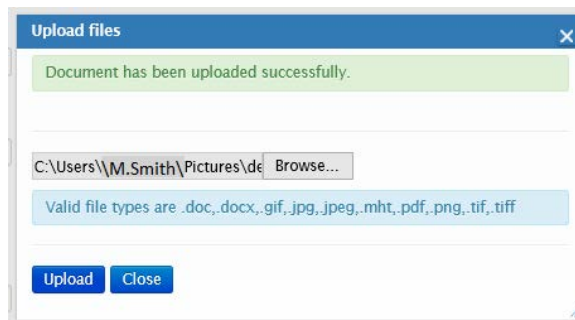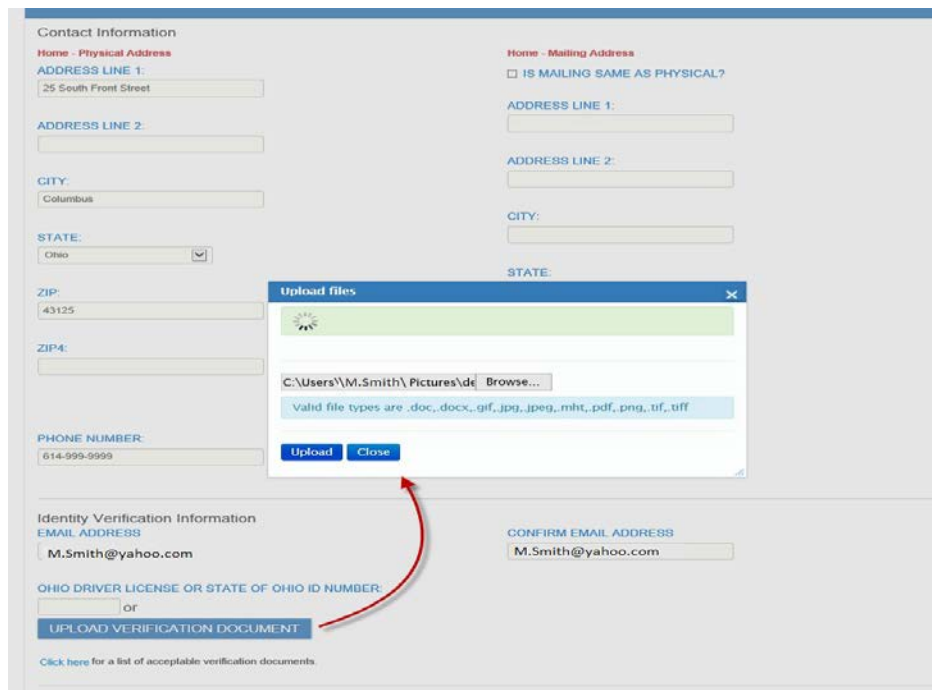
Once the document has been successfully upload, the **green bar** message will appear with the message "**Document has been uploaded successfully**". At this point you can select "Close".

Create your User Name and Password:

User Name must be between 6 and 25 characters long and may contain letters (a-z), numbers (0-9), periods (.), and underscore (_).

Passwords are case-sensitive and must include: 7 to 20 characters, at least one letter, at least one number, and at least one special character such as !@#$%^&*- /= + | : ; [] ?.

Place a check mark in the box next to "I agree to Ohio Department of Education Terms of Service and Privacy Policy" if you agree and would like to create the SAFE account, then select "Next".

NOTE: By supplying these data elements, you have satisfied the ID verification criteria required by the Ohio Department of Education. In other words, by providing correct information to the automated identity authentication system, you've proven your identity to ODE for purposes of creating a secure Web account and are permitted to proceed with the sign-in process.

Process Associated with Providing a Valid Ohio Identity card or Ohio Drivers License:

SAFE - Sign up

SAFE - Email confirmation required

Email confirmation is required to complete SAFE sign up. This request will expire after 30 days.

An email has been sent to you. Please check your email and follow the instructions to confirm your email.

Please check your junk folder if email is not in your inbox.

After you correctly entered your information, agreed to the Terms of Service and Privacy Policy, and selected "Next", the "SAFE – Sign up" message appears. There is an **important step** remaining in your SAFE account creation. An email was sent to the email address you provided in the **Identity Verification Information** field.

Subject: ODE SAFE Account: Confirm Email

Thank you for your patience during creation of your personal ODE secure Web Portal account request. To finish the account creation process, please use the internet link below:
Link https://safepx.ode.state.oh.us/portal/signup/confirmemail?key=WN-2741431
Email confirmation key: WN-2741431

Email tips:

Click on the link above to open your Web browser or copy and paste the link into the address bar located at the top of the Web browser.

PLEASE NOTE: This message and any response to it may constitute a public record, and therefore may be available upon request in accordance with Ohio public records law. (ORC 149.43)

Please check the email address you provided for an email from the Ohio Department of Education with the Subject line "**Ohio SAFE Account Confirm Email**". The final action required to complete the SAFE Signup Process is to **confirm the email address** which you provided. Click on the blue hyperlink within the Confirm Email message.

After selecting the link in the Email Confirmation message you will be taken to the SAFE – Email Confirmation screen, please enter the last 4 SSN (the Email Confirmation Key will auto populate, if not then copy this number from the Confirm Email message and paste it into the Key field).

Once you have provided the correct information in both fields, select "Continue".

The Account Status changes to "**Approved**" if you provided a valid Ohio Identity card or Ohio Drivers License.

Subject: Ohio Department of Education Approved your Safe Account Request!

Hi Jim,

Thank you for completing the ODE Secure Web Portal sign-up process.
Your ODE Web Portal account has been authenticated, created in production and is ready for your use. Please do not share this information. It is your personal access to secure ODE Web systems:

account name: jim.hylton

Please use the ODE Secure Web Portal page to sign in:
https://safe.ode.state.oh.us/portal

Here is a list of applications your secure Web Portal Account has authorization to access:
FSL
ODE.CORE
STARS V2.0

If you requested access to particular ODE Web systems, they should appear as links on your Personal Web Portal page after you successfully sign-in. If links to appropriate ODE Web systems do not appear on that page, or if you have other questions regarding the ODE Secure Web Portal, please contact the ODE Security Administrator for more information.
Thanks for visiting the ODE Web site !

PLEASE NOTE: This message and any response to it may constitute a public record, and therefore may be available upon request in accordance with Ohio public records law. (ORC 149.43)

Final email with your account name and the link to the "**Sign in with your SAFE Account**"

Process Associated with Uploading a Verification Document:

SAFE - Sign up

SAFE - Email confirmation required

Email confirmation is required to complete SAFE sign up. This request will expire after 30 days.

An email has been sent to you. Please check your email and follow the instructions to confirm your email.

Please check your junk folder if email is not in your inbox.

After you have correctly entered your information, agreed to the Terms of Service and Privacy Policy, and selected "Next", the "SAFE – Sign up" message appears. There are **a few more important steps** remaining in your SAFE account creation. An email was sent to the email address you provided in the **Identity Verification Information** field.

Subject: ODE SAFE Account: Confirm Email

Thank you for your patience during creation of your personal ODE secure Web Portal account request. To finish the account creation process, please use the internet link below:

Link [blurred]

Email confirmation key: [blurred]

Email tips:

Click on the link above to open your Web browser or copy and paste the link into the address bar located at the top of the Web browser.

PLEASE NOTE: This message and any response to it may constitute a public record, and therefore may be available upon request in accordance with Ohio public records law. (ORC 149.43)

Please check the email address you provided for an email from the Ohio Department of Education with the Subject line "Ohio SAFE Account Confirm Email". The action required to complete the SAFE Signup process is to **confirm the email address** which you provided. Click on the blue hyperlink within the Confirm Email message.

ENTER FOLLOWING TO CONFIRM YOUR EMAIL

Email Confirmation
SSN4:

Required

Last 4 digits of social security number

PLEASE ENTER THE KEY THAT WAS SENT IN YOUR CONFIRMATION EMAIL:

VJ-5778681

CONTINUE

After selecting the link in the Email Confirmation message, you will be taken to the SAFE – Email Confirmation screen, please enter the last 4 SSN (the Email Confirmation Key will auto populate, if not then copy this number from the Confirm Email message and paste it into the Key field). Once you have provided the correct information in both fields, select "Continue".
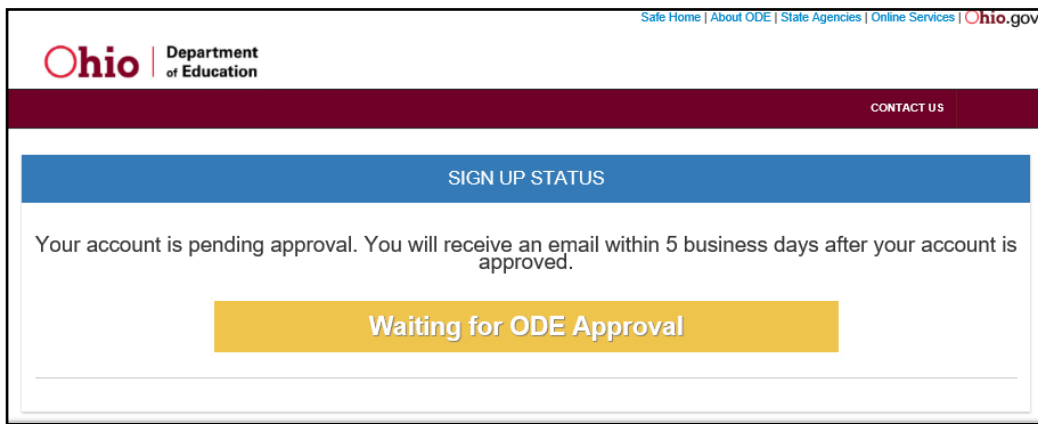
If you uploaded a Verification Document, your Account Status is "**Waiting for ODE Approval**"

Once the SAFE Admin has approved the uploaded document another email is sent:
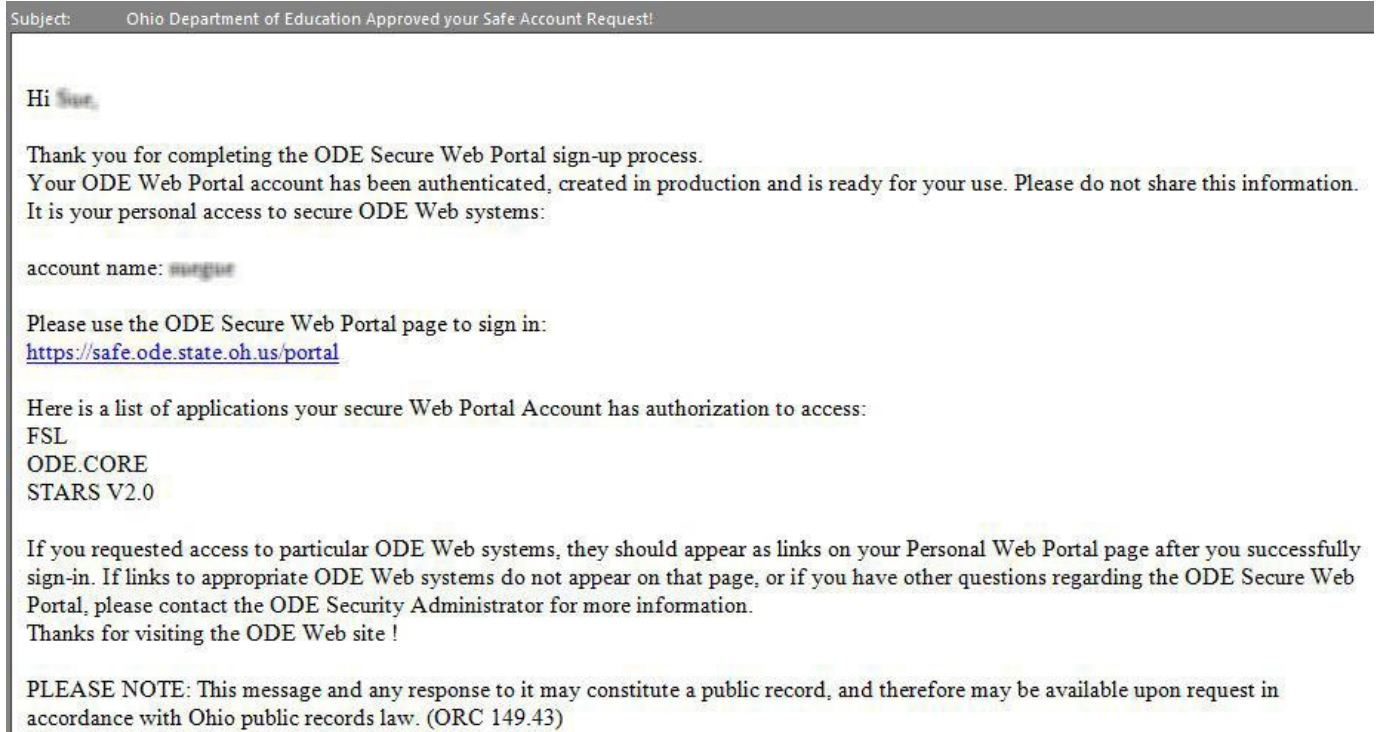
Final email with your account name and the link to the "**Sign in with your SAFE Account**"

Signing into your SAFE Account:

There are multiple ways to access the SAFE sign in page

- Click on the link provided in the "Ohio Department of Education Approved your SAFE Account request", you are now at the sign in screen within SAFE
- Select "SAFE" in the first line on http://education.ohio.gov home page
- Open an internet browser and type in https://safe.ode.state.oh.us/portal

Safe Home | About ODE | State Agencies | Online Services | Ohio.gov

Ohio | Department of Education

CONTACT US

SIGN IN WITH YOUR SAFE ACCOUNT

☐ Check if you are a ODE employee?

USER NAME

PASSWORD

SIGN IN   FORGOT USER NAME OR PASSWORD?

Don't have a SAFE account?   Started sign up process?

SIGN UP   CHECK SIGN UP STATUS

Safe Sign up help

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.

This is a restricted use computer system. Unauthorized access and/or use is prohibited by law. All users accessing this system are subject to having all of their activities on this system monitored and recorded by system personnel. This system may be monitored for a variety of reasons such as maintenance, troubleshooting and investigating suspected or known unauthorized activity. Users should not have an expectation of privacy while using this system.

Anyone using this system expressly consents to having their activities monitored and is advised that if a review reveals possible evidence of abuse or criminal activity, system personnel may provide the evidence of such monitoring to law enforcement and/or appropriate department officials.

Paolo DeMaria
Superintendent of Public Instruction

Ohio Department of Education
877-644-6338 | Sign-up for Alerts ✉
contact.center@education.ohio.gov

State Board of Education of Ohio
Tess Elshoff, President

John R. Kasich, Governor | Privacy | Jobs | Employees | Site Map | Contact ODE

The Department of Education is an equal opportunity provider of ADA services.

Sign into your SAFE account using the account name and password that was created in the signup process, select "Sign In" button.

My Home Page:

Ohio | **Department of Education**

Welcome : MARY SMITH

LOGOUT

CONTACT US

MY HOME PAGE

Mary Smith

Request access to Adult learner/Scholarship/CCIP/OEDS

⊙ Manage Account Settings

Web Applications

Web Systems	Description
Exceptional Children	Gifted, Focused Monitoring, Autism, Procedural Safeguards
FSL	FSL - Forms and Surveys List
HRMS	Human Resources Management System
Learning Management System	Learning Management System
ODE.CORE	Online Licensure System
OEDS	OEDS Application
STARS V2.0	STARS Professional Development and Technical Assistance System
Usability Test Center	Please click here to help us make the ODE Web site easier to use

Warning

You are accessing a State of Ohio government information system. Please note that you may only change your own name in this system for reasonable and proper cause. Changing your name more than once within a 30 day period or to that of another person or entity will be investigated, and may result in legal action if impropriety is discovered.

If you are attempting to modify this account because of staffing changes in your organization, please contact the ODE SAFE administrator for assistance.

Access to different Web Applications are reflected under Web Systems.

Manage Account Settings:

Ohio | Department of Education

Welcome : MARY SMITH

LOGOUT

CONTACT US

MY HOME PAGE

MARY SMITH

Request access to Adult learner/Scholarship/CCIP/OEDS

⊕ Manage Account Settings

Account Settings

Manage Name	**Change Password**
Manage Email	**Web system access information**
Manage Address	
Manage Phone	

Web Applications

Web Systems	Description
Exceptional Children	Gifted, Focused Monitoring, Autism, Procedural Safeguards
FSL	FSL - Forms and Surveys List
HRMS	Human Resources Management System
Learning Management System	Learning Management System
ODE.CORE	Online Licensure System
OEDS	OEDS Application
STARS V2.0	STARS Professional Development and Technical Assistance System
Usability Test Center	Please click here to help us make the ODE Web site easier to use

Select Manage Account Settings and the new interface will allow you to edit your Name, Email address, Physical/Mailing address, Phone number, and Password.

Note: changing your name more than once within a 30-day period or to that of another person or entity will be investigated and may result in legal action if impropriety is discovered.

Contact Us:

Ohio | Department of Education

CONTACT US

SAFE - CONTACT US

FIRST NAME

MIDDLE NAME

CURRENT LAST NAME

PREVIOUS LAST NAME

PHONE NUMBER

EMAIL ADDRESS

DESCRIPTION

SEND

PLEASE ENTER FOLLOWING INFORMATION TO CONTACT US.

In order to provide better customer service, please include your **first name, last name, email address** that your SAFE account is registered with, and if known, your SAFE ID in the email request for service.

If you do not know your registered email address or SAFE ID you may be better served by calling **(877) 644-6338** to speak to a customer service representative during the hours of 7 a.m.-6 p.m.

At no time should confidential personal information such as any part of a **Social Security number, state ID number, Date of Birth, identification documents, or other sensitive personally identifiable information** be sent via email.

If confidential personally identifiable information is required to complete your request for assistance the support representatives will ask for the information over the phone.

Select "Contact Us" if you need further assistance with your SAFE account or call (877) 644-6338