



OHIO DEPARTMENT OF EDUCATION

Connected Ohio Records for Educators (CORE)

My Educator Profile
User Manual

CONNECTED OHIO RECORDS FOR EDUCATORS

My Educator Profile User Manual

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Ohio Department of Education
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Columbus, OH 43215-4183

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CORE Overview

The Connected Ohio Records for Educators (CORE) system manages all aspects of educator licensing from graduation through retirements. The application is divided into six modules: Credential Eligibility, Finance, Professional Conduct, Pupil Activity, Resident Educator, and LPDC. The Credential Eligibility module is the heart of the CORE system. This module maintains records for educators on all credentials for which they have applied for, and the outcome of each application. Historical information is maintained on all educators for reporting and tracking purposes. The Finance module is used to manage all monetary transactions regarding Licensure. All processing and application fees are tracked through this system. Professional Conduct investigates any legal questions regarding an educator's qualification to teach in the State of Ohio. Applications can be denied for professional conduct reasons and existing licenses can be revoked or voided through this module. The Pupil Activity module tracks programs offered by providers of pupil activity training, and the registrants in these programs. The Resident Educator module tracks educators after they receive their initial license for assessment in becoming eligible for Professional licensing in the State of Ohio. The LPDC module allows LPDC organizations to register and set up their schools, signers, and signature documents.

Accessing the System

SAFE Login

Access to the CORE My Educator Profile system is controlled through the Secure Application for Enterprise (SAFE) portal. An end-user must have a SAFE account in order to access the CORE System. Access the main ODE web page by going to www.ode.state.oh.us, a page similar to [Figure OA.1](#) below will be displayed.

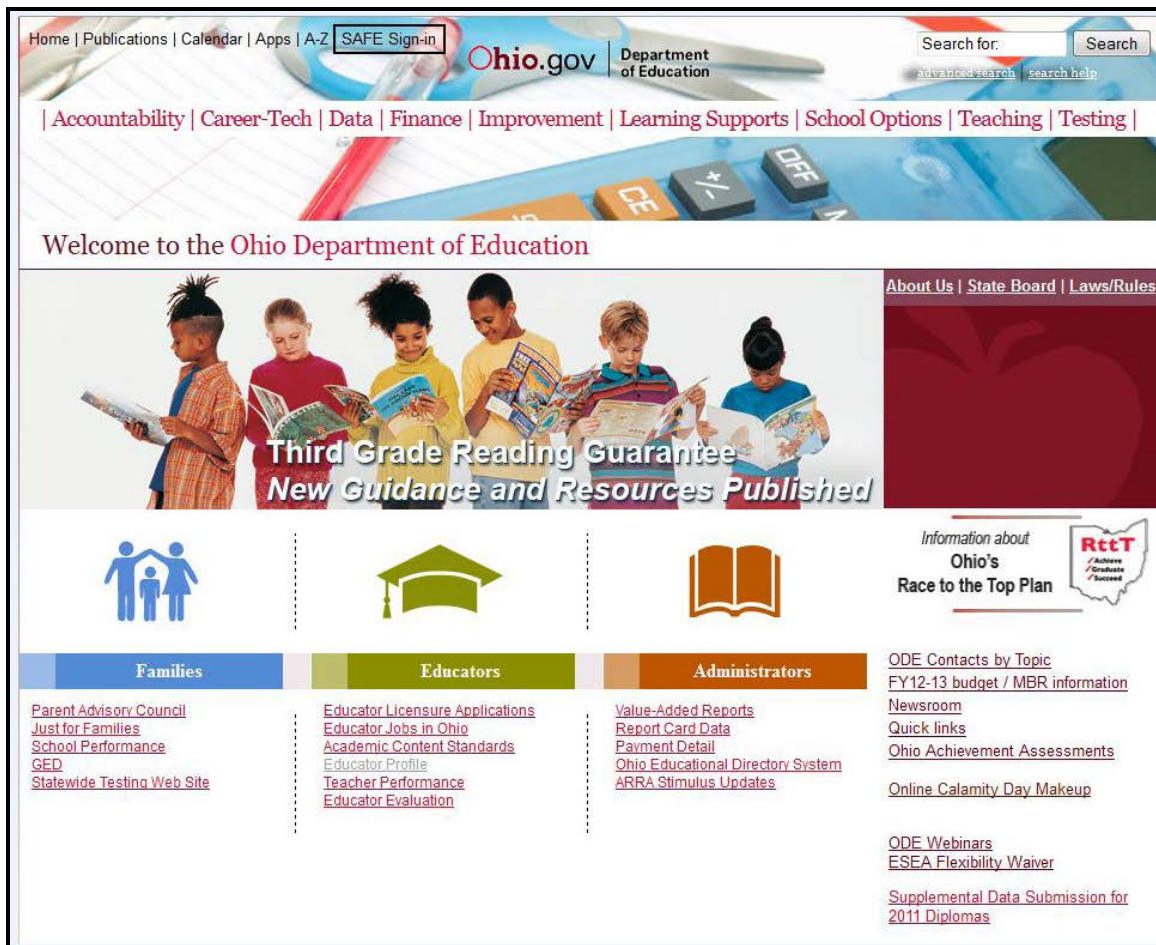



Figure OA.1 – ODE Home Page

Click on the SAFE Sign-In link (in the menu at the top left of the page). The SAFE Sign In page ([Figure OA.2](#)) is displayed.

 | Department of Education

[What is Safe?](#) [ODE Home](#)

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 Signup help](#)

Sign in with your SAFE Account

☐ Are you an ODE employee?

User Name

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

Sign In

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.

[John R. Kasich, Governor](#) | [Privacy Statement](#) | [Site Map](#) | [Jobs at ODE](#) | [Web Survey](#) | [Employees](#) | [State Board](#) | [Contact ODE](#)

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

Figure OA.2 – SAFE Sign In Page

Enter your Account Name and Password and click **Sign In**. If a SAFE account is needed, click the [Sign Up](#) button below and to the left of the Sign-In section and follow the instructions for creating a SAFE account. If the "Invalid Password" message is displayed, click the [Forgot user name or password](#) link and follow the instructions for having the password e-mailed to you. After a successful login, the SAFE Menu ([Figure OA.3](#)) is displayed.

Navigating and Sorting

On many of the pages within the system, grids like the one shown in Figure OA.6 are used to display and manage data. On the grids the number of items listed per page can be changed by using the drop-down selection list in the bar above or below the grid. Navigation to additional pages is done by clicking on the page number at the center of the navigation bar (ex. 1/30).

Grids can be sorted by clicking on the arrows in any of the column headers. A triangle icon will appear just to the right of the column header name to indicate the sort order. An upward pointing triangle indicates the column is sorted in ascending order, a downward pointing triangle indicates descending.

Search Person

Search on:

SSN:

(no hyphens)

State Id:

(XX9999999)

First Name:

Last Name:

jones

Birth Date:

Middle Name:

Find Person

Search Result

1/30

10

Quick Search:

SSN	Name	Birth Date	State Id
809214387	Jones Alan	9/28/1950	OH1217828
542034561	Jones Alan	1/28/1956	OH1188052
662429408	Jones Alice	12/20/1945	TN1003600
466757778	Jones Alicia	5/15/1974	OH1407211
151611414	Jones Alisa	3/6/1977	OH1306158
596593765	Jones Allison	9/13/1958	OS1007188
308494646	Jones Amy	3/29/1972	OH1186905
635036247	Jones Amy	1/19/1967	WL1002130
508307940	Jones Angela	8/19/1976	OH1248698
580128312	Jones Anita	11/15/1948	TN1003176

Close

My Educator Profile

The purpose of the “My Educator Profile” module is to provide a way to streamline the licensure process for educators, signers, and the Office of Licensure. Similar to the “Educator Profile” lookup, “My Educator Profile” shows demographic and credentials information, only it is YOUR personal information. When each person signs on, they will see only their data. The system is made up of several sections, all under the general heading of “My Educator Profile”: “My Information”, “My Account”, “My Applications”, “My Credentials”, “My Approvals”, and “IPTI Registrations”. The “My Information” section is used to review and edit the demographic information that is on file with the Ohio Department of Education. The “My Account” section is used for paying fees by credit card. Transaction history and current balances can also be reviewed in the My Account module. The “My Applications” page is used to apply for a new license, permit, or certificate; or view a list of application requests and the status of each. The “My Credentials” page is used to view a list of your credentials (active and historical) along with their dates and status. Online renewals, advances, transitions, corrections and reprints may also be done from this page. “My Approvals” is for persons with the security role of ‘LPDC Chair/Designee’, ‘Superintendent/Designee’, ‘Dean College of Education/Designee’, or ‘Credential e-Signer’. This is where a signer will enroll as a credential e-Signer. After enrolling, the “My Approvals” screen will display application requests which are waiting for online signature approval. The IPTI Registration module is used to electronically register for the IPTI program. My Educator Profile is available to anyone with a SAFE account.

My Information

The “My Information” section of the My Educator Profile module used to maintain the demographic information that is stored in OEDS-R (Ohio Educator Directory Service). When you change or update your information using the CORE system, it will automatically update OEDS-R (and thus your SAFE account).

To access the “My Information” page:

1. Login to the SAFE portal.
2. Click on ODE.CORE link from the SAFE menu.
3. On the main CORE menu, hover over the “My Educator Profile” apple to bring up the drop down menu, and click on “My Information”, or just click on the apple next to ‘My Educator Profile’.

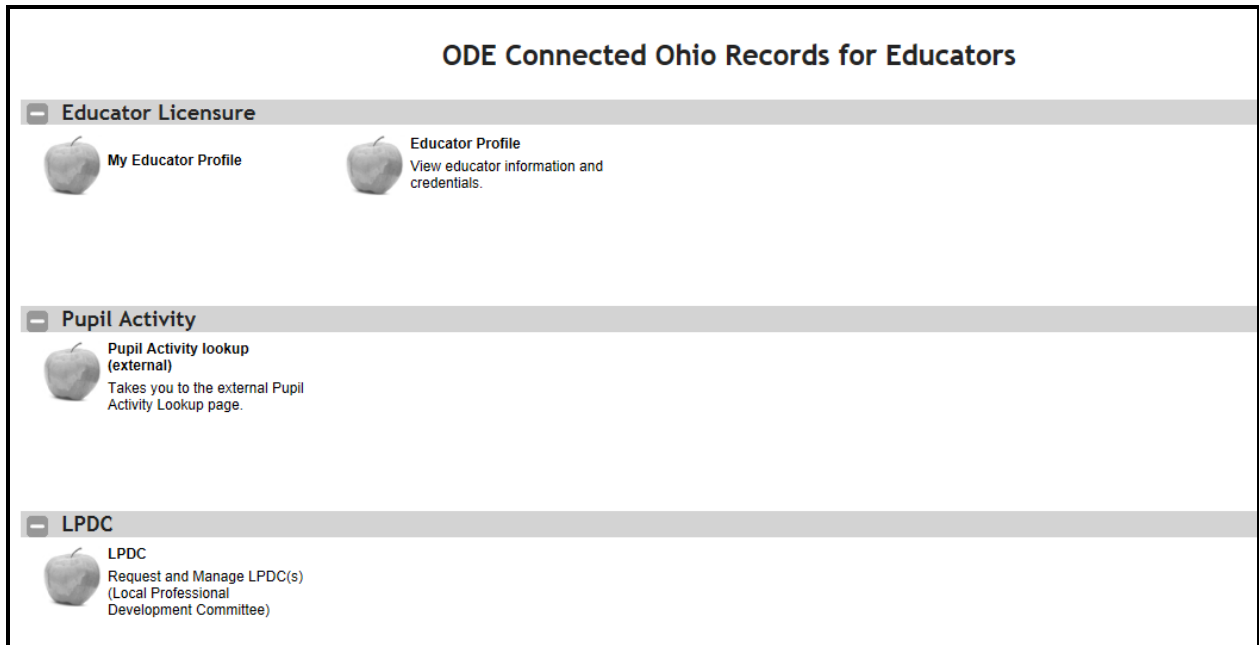


Figure OA.5 – CORE Main Menu

4. The “My Information” page ([Figure OA.6](#)) is displayed and populated with the information from OEDS-R (Personal Information section).
5. Update any information in the Personal Information section (Address, Phone or Email) that is incorrect or has changed.
6. Click **Save** to commit changes.

My Information

Please review your address, phone number, and e-mail address information below for accuracy.

Personal Information

State ID:	AA1111112	SSN:	*****3493	Birth Date:	1/1/1960
First Name:	Carol	Middle Name:		Last Name:	Myers
Gender:	F	Has SAFE Account:	<input checked="" type="checkbox"/>	Last Updated:	1/1/0001 12:00:00 AM

Address

Address Details	Action
School or District Mailing Address 25 S Front St Columbus, OH 43215	 




+ Add New Address

Phone

Type	Number and Ext.	Primary	Publicly Listed	Action
Fax Number	(614) 999-9999		<input type="checkbox"/>	 
Office Phone Number	(614) 644-5858		<input checked="" type="checkbox"/>	 

+ Add New Phone

Email

Type	Address	Primary	Publicly Listed	Action
Office Email	carol.myers@education.ohio.gov		<input type="checkbox"/>	 

+ Add New Email

Figure OA.6 – My Information



You will be required to have certain demographic information set up in order to start an online application, or become a credential e-Signer. Please make sure you have your Primary Address, Email, and Phone Number entered correctly. You will also need to have a State ID.

How do I request a State ID online?

A **State Staff Identification number** (State ID) is one type of common identifier created and assigned by the Ohio Department of Education to identify individual people. The State ID number is very helpful when linking person records with unique data records related to that person, such as educator licenses, PRAXIS data, BCI and FBI Background check data, etc. State IDs also help ODE staff identify and reduce the occurrence of duplicate person records in ODE databases.

If you are an Ohio licensed educator, or ever requested educator licensure from ODE, you already have a State ID. To search for your State ID, simply go to the CORE Educator Profile module at this location and

search for your information:

<https://coreprodint.ode.state.oh.us/core2.3/ode.core.EducatorProfile.UI/EducatorSearch.aspx>

If you searched the CORE Educator Profile module and a State ID did not appear with your unique record, you can request a State ID through the CORE My Educator Profile module. Here are the steps:

1. First, you'll need a SAFE (ODE secure access) account. If you do not have a SAFE account, you can create one. Please use this link and select the "Sign Up" button: <https://safe.ode.state.oh.us/portal>
2. After you've created a SAFE account, log into SAFE and select "**ODE.CORE**" from the SAFE Portal Menu (example below):

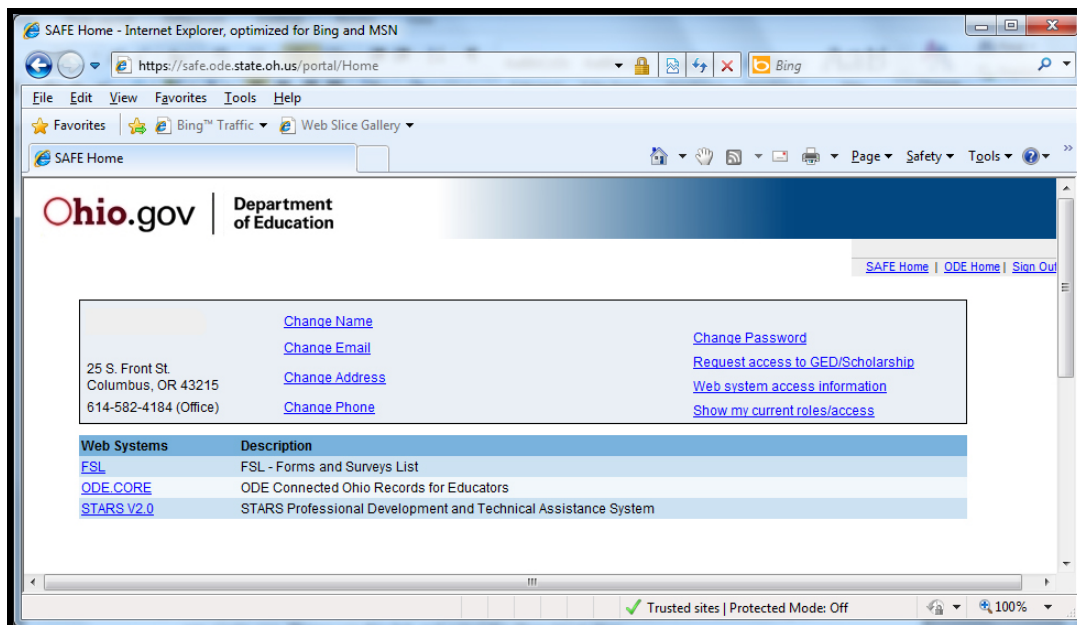


Figure OA.16 – SAFE Portal

3. Select "**My Educator Profile**" from the CORE Portal page:

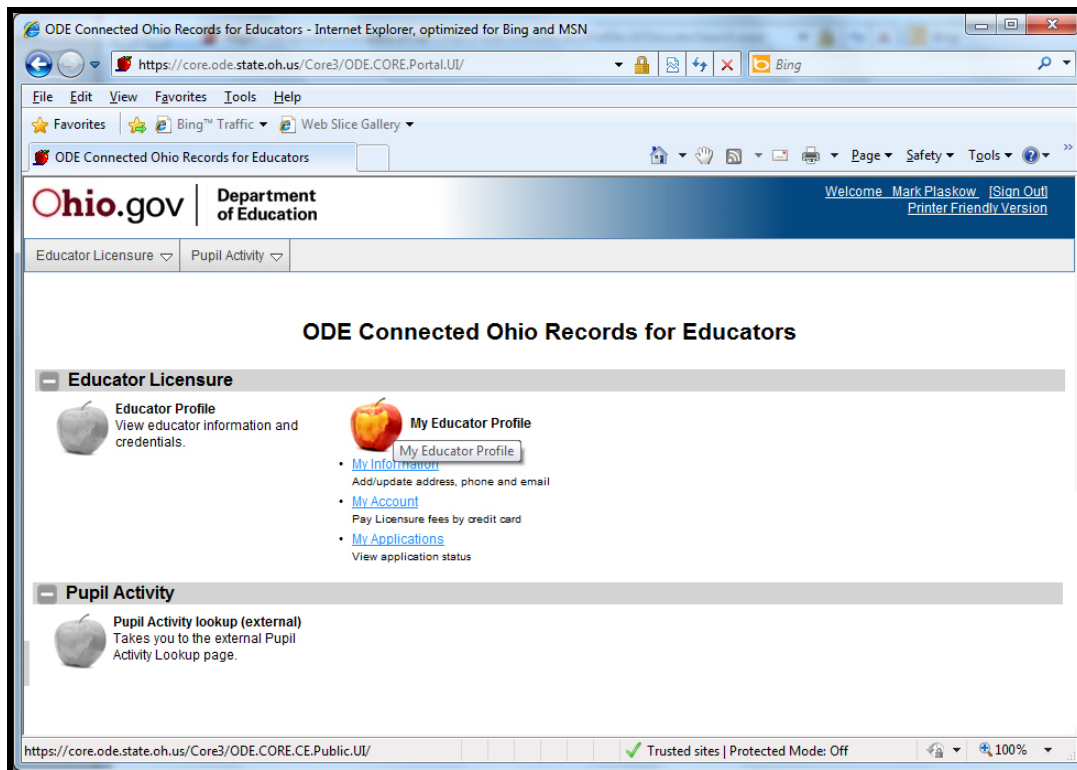


Figure OA.17 – CORE Main Menu

4. On the CORE My Educator Profile “My Information” page, select the “Assign my State ID” button, if it appears. **VERY IMPORTANT:** If you are a credentialed educator in the State of Ohio, you already own a State ID and it should display in the State ID cell of the Personal Information section. **IF** you are a credentialed educator in the State of Ohio **and** the “Assign My State ID” button appears, it is probable you have a duplicate record which requires maintenance in the ODE data system. **Please DO NOT click the “Assign My State ID” if you are a credentialed educator.** Instead, please contact ODE Educator Licensure Customer Support at Educator.Licensure@education.ohio.gov, and the duplicate records will be corrected. (See screenshot on next page).

Department
of Education

Welcome FIN.Staff Core2
[\[Sign Out\]](#)
[Printer Friendly Version](#)

CE Public ▾
Administration Tools ▾
Ed Finance ▾
Ed Licensure ▾
Pupil Activity ▾
DEV

My Information

Please review your address, phone number, and e-mail address information below for accuracy. Need to make a payment? Select [My Account](#) from the CE Public menu above.

Personal Information

State ID:	+ Assign my State ID	SSN:	*****1768	Birth Date:	8/9/1928
First Name:	FIN.Staff	Middle Name:		Last Name:	Core2
Gender:		Has SAFE Account:	<input type="checkbox"/>	Last Updated:	1/1/0001 12:00:00 AM

Address

No Address Available

[+ Add New Address](#)

Phone

No Phones Available

[+ Add New Phone](#)

Email

No Emails Available

[+ Add New Email](#)

Figure OA.18 – My Information

- If you've provided the required information, the request for the State ID will be processed automatically and populate the "State ID:" field in the "My Information" table:

Department
of Education

Welcome FIN.Staff Core2
[\[Sign Out\]](#)
[Printer Friendly Version](#)

CE Public ▾
Administration Tools ▾
Ed Finance ▾
Ed Licensure ▾
Pupil Activity ▾
DEV

My Information

Please review your address, phone number, and e-mail address information below for accuracy. Need to make a payment? Select [My Account](#) from the CE Public menu above.

Personal Information

State ID:	AD0987675	SSN:	*****1768	Birth Date:	8/9/1928
First Name:	FIN.Staff	Middle Name:		Last Name:	Core2
Gender:		Has SAFE Account:	<input type="checkbox"/>	Last Updated:	1/1/0001 12:00:00 AM

State ID generated successfully.

Address

No Address Available

[+ Add New Address](#)

Phone

No Phones Available

[+ Add New Phone](#)

Email

No Emails Available

[+ Add New Email](#)

Figure OA.19 –State ID Processed Successfully

My Account

The “My Account” screen is used to review transaction history and pay for any licensure fees. Payments may be made by credit card for licensure applications, IPTI Registrations, any payments to cover an NSF, etc.

To access the “My Account” page, go to CORE as described in the “My Information” section. Then,

1. On the main CORE menu, hover over the “My Educator Profile” apple to bring up the drop down menu, and click on “My Account”, or just click on the apple next to ‘My Educator Profile’.
2. If you are already on a My Educator Profile screen, there will be a dropdown menu titled “My Educator Profile” in the top menu bar. Click on the dropdown, and select “My Account”.

My Account

Educator Info
State ID: OH3000459 First Name: Mary Last Name: Teacher Birth date: 1/1/1900

Transaction History

If your current Account Balance is negative, that amount must be applied to your account before any requests on Payment Hold can be issued.

Current Account Balance: **\$0.00**

Date	Description	Paid By	Fiscal Year	Amount
03/08/2013	License Issued	--	FY2013	\$20.00
02/14/2013	Payment	Credit Card	FY2013	\$20.00
01/24/2013	License Issued	--	FY2013	\$200.00
01/17/2013	Payment	Credit Card	FY2013	\$200.00

Credential Request

You have selected to pay for the credentials listed below. Please review this list and the amount due. If this is not correct, click [here](#) to select different application(s).

Action	Effective Year	Credential	Amount Due
New In State	2013	5 Year Professional License Administrative Specialist [Discounted]	\$20.00

Payment Due

The total amount to be charged to your credit card is shown below. Click “Next” to continue with your credit card payment.

Current Account Balance:	\$0.00	
Credential Payment:	\$20.00	
Total Payment Amount:	\$20.00	Remaining Account Balance: \$0.00

Next

Figure OA.7 – My Account

1. To pay for a license application: On the “My Applications” screen, click the checkbox next to the application being paid for.

My Applications
 Use this screen to apply for a NEW Credential. To Renew, Advance or Transition a credential that you have previously held, click [My Credentials](#)

Educator Info
 State ID: OH3000459 First Name: Mary Last Name: Teacher Birth date: 1/1/1900

Applications Not Yet Submitted

Quick Search in Submitting Applications:

Payment for completed applications can be made in one transaction. Mark the checkbox for the application(s) you wish to submit and pay for. Then click the "Pay for selected Applications" button.

Type	Credential	Details	Created Date	Last Updated	Action
New In State	5 Year Professional License - Administrative Specialist	More details	3/8/2013	3/8/2013	<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Pay"/>

Figure OA.8 – My Applications

2. If there are no pending applications in the system for you at this time, the system will automatically apply any existing positive available balance to the payment. If, however, you have an existing paper or online application which has been paid for but is not yet issued (is' Pending'), you will not be able to apply that money toward this new license payment.
3. If the existing balance should not be applied, click the checkbox marked "Do not apply positive balance to make payment" and the Total Amount Due will automatically change to reflect the new balance due.
4. Click Next.
5. The Credit Card Payment Billing Information page ([Figure OA.9](#)) is displayed next.

Credit Card Payment - Step 1/4

Continuing on to Credit Card Information screen. To prevent payment errors, please do not click on your Internet browser back arrow or use your keyboard while this transaction is processing.

Total Payment

The total amount that will be charged to your credit card is shown below. Please provide and confirm billing and credit card details. When you done, click on "Submit Payment" button to make payment.

Current Account Balance:	\$0.00
New/Renew Credential Payment:	\$20.00
Total Payment Amount:	\$20.00

Billing Information

Address : *

City:*

State:*

Zip:*

Phone:*

E-Mail:*

Figure OA.9 – Credit Card Payment – Billing Information

6. Complete all required fields and then click the “Submit Address” button.
7. Verify the address, and click on the “Next” button.

Credit Card Payment - Step 1/4

Continuing on to Credit Card Information screen. To prevent payment errors, please do not click on your Internet browser back arrow or use your keyboard while this transaction is processing.

Total Payment

The total amount that will be charged to your credit card is shown below. Please provide and confirm billing and credit card details. When you done, click on "Submit Payment" button to make payment.

Current Account Balance:	\$0.00
New/Renew Credential Payment:	\$20.00
Total Payment Amount:	\$20.00

Billing Address

Address: 123 Home St,
Columbus, OH-43222

Phone: 614-6441111

E-Mail: teacher@home.com

[✎ Edit Address](#)

[✓ Next](#) [■ Back to My Account](#)

Figure OA.10 – Credit Card Payment – Billing Address Confirmation

8. Next you will enter your credit card information. Note: you must use a credit card – debit cards which require a pin number are not allowed at this time. Enter the required fields (marked with an *) in the Billing Information section. Click on the “What’s this?” link under the CCV # field to learn where to find your CVV code on different types of credit cards. (Figure OA.10)

Credit Card Payment - Step 2/4

Submitting Credit Card payment. To prevent payment errors, please do not click on your Internet browser back arrow or use your keyboard while this transaction is processing.

Payment Information

Acceptable credit cards are Visa and MasterCard only. Use of a debit card which requires a PIN is not supported.

Credit Card Type:*	-- Select Card Type -- ▾	Expiration Month:*	--Select Month-- ▾
Credit Card Number:*	<input type="text"/>	Expiration Year:*	-- Select Year -- ▾
Name On the card:*	<input type="text"/>	CVV# What's this? :*	<input type="text"/>

[↻ Edit Billing Address ✎](#) [✓ Submit Payment](#) [⌂ Clear](#) [■ Cancel ⌂](#)

Figure OA.11 – Credit Card Payment – Credit Card Information

9. Click **Submit Payment**.
10. A confirmation will be displayed with a summary of the Amount being paid. Click **Pay** to confirm or **Back to Credit Card Details** to return to the previous screen.
11. If the payment is successful, the Credit Card Payment Confirmation page ([Figure OA.12](#)) is displayed. If the payment is not successful, an error message will be displayed with details about why the transaction failed. Correct any incorrect information and click **Submit** again.

Credit Card Payment - Step 4/4

Payment Confirmation

Thank you for using the CORE online payment system. We have received your **New Credential Request** payment.

Date:	3/8/2013
Credit Card Type:	Master Card
Last Four Digits of the Credit Card:	2225
Authorization Number:	TA\$583
Charged Amount:	\$20.00

Please print this page for your records.

Office of Educator Licensure
25 South Front Street, Mail Stop 105
Columbus, OH 43215-4813
Phone: (614) 466-3593

Print Receipt Go to My Applications

Figure OA.12 – Payment Confirmation

12. Click the **Print Receipt** button to print the page. The receipt will open in a separate window. Click on the menu item “File”, then “Print” to print a copy. A receipt will also be emailed to your email address.
13. Click the **Go to My Applications** button. You can see your application is now in the “Applications Submitted with Payment” section.
14. If you return to the My Account page ([Figure OA.6](#)) will be re-displayed. A new transaction with the description “Payment” will be displayed along with a Paid By of “Credit Card” and the amount. A second transaction with the description “License Issued” will also be displayed when your license gets issued.

Note for IPTI Registrations (Intensive Pedagogical Training Institute) only: When an IPTI Registration payment is pending, the screen in [Figure OA.13](#) will be displayed.

IPTI Registration

You have submitted an IPTI Registration and indicated that you would pay online. Please check the box below to select this registration for payment. If this is not correct, please edit your IPTI Registration and change the Payment Method section to something other than pay online.

☐ IPTI Registration Payment - \$200.00

Total Payment

The total amount that will be charged to your credit card is shown below. Please provide and confirm billing and credit card details. When you done, click on "Submit Payment" button to make payment.

Current Account Balance: \$0.00

None: \$0.00

Total Payment Amount: \$0.00

Remaining Account Balance: \$0.00

Next

Your Total Payment Amount must be greater than \$0.00 to proceed.

Figure OA.13 – IPTI Registration Payment

My Applications

The My Applications module is used to view a list of all application requests submitted by an educator. The date of the request, the credential(s) included in the request, the type of the application (new/renewal), and the status are listed. If an application is pending review it may be edited or deleted. If it has already been issued or declined, it cannot be edited or deleted. A sample of the My Applications page is shown in [Figure OA.13](#).

My Applications

Educator Info

State ID: AA1111111 First Name: Kevin Last Name: Stough Birthdate: 10/10/1978


Application Summary

Sort By: Application Receive Date (Descending) ▾

<div> 7/8 10 ▾ </div>		
Received: 8/9/2007	Source: Paper	Updated: 8/16/2012
Name: Stough, Kevin (AA1111111)	Status: Review	In Queue: Stough, Kevin
Requests:		
Action: Correct	Credential: 1 Year Temporary Certificate - Occupational Therapist	Status: <u>Approved Pending OPC Review</u>
Action: Renew	Credential: 1 Year 12 Hour Teaching Permit - Special All Grades (K-12)	Status: <u>Pending Review</u>
Action: New In State	Credential: 3 Year Pupil Activity Supervisor Permit - N/A	Status: <u>Pending Review</u>
Action: Reprint	Credential: 2 Year Provisional License - High School (7-12)	Status: <u>Pending Review</u>
Action: Add Area	Credential: 2 Year Provisional License - Adolescence to Young Adult (7-12)	Status: <u>Pending Review</u>
Action: Relinquish	Credential: 4 Year Educational Aide Permit - Educational Aide	Status: <u>Pending Review</u>
Received: 8/9/2007	Source: Paper	Updated: 3/23/2012
Name: Stough, Kevin (AA1111111)	Status: Processed	
Requests:		
Action: New In State	Credential: 1 Year Long Term Substitute License - Adolescence to Young Adult (7-12)	Status: <u>Declined</u>
Received: 8/9/2007	Source: Paper	Updated: 10/18/2011
Name: Stough, Kevin (AA1111111)	Status: Review	In Queue: Stough, Kevin
Requests:		
Action: New In State	Credential: 2 Year Provisional License - Career Technical (4-12)	Status: <u>Approved Pending OPC Review</u>
Received: 8/9/2007	Source: Paper	Updated: 8/20/2012
Name: Stough, Kevin (AA1111111)	Status: Review	In Queue: Myers, Carol
Requests:		
Action: New In State	Credential: 5 Year Long Term Substitute License - Career Technical (4-12)	Status: <u>Issued</u>
Received: 8/9/2007	Source: Paper	Updated: 8/21/2012
Name: Stough, Kevin (AA1111111)	Status: Review	In Queue: Chowdhary, Arun

Figure OA.13 – My Applications

To edit an application request:

1. Click on the edit icon  in the grey bar of the credential application needing to be edited. At this point you may change the Effective Year, the Mail To Address/Organization, the Background Check and Legal Questions, and the required signatures only. The credential itself cannot be changed. If you need to request a renewal of a different credential, you must delete the application request and resubmit a new one.


Renew Application Request

Educator Info
State ID: AA1111111 First Name: Kevin Last Name: Stough Birthdate: 10/10/1978

Renew Application Request
Credential: 1 Year Temporary Certificate - Occupational Therapist
Teaching Fields:
Academically Gifted - (196260)
Endorsements:
No endorsement fields are available for this credential
Effective Year: 2012
Valid In Organization: Dublin City School District
Mail To Organization: Dublin City School District

Next Cancel

Figure OA.14 – Edit Application Request

2. To change the Valid In Org or the Mail To Org, click on the  icon and search for the organization by either the IRN or the name. Type in the IRN number or the full name/parts of the name and click "Find Organization".

Search Organization

Search on:

IRN: Name:
(Wildcard "*" allowed.)

Find Organization

Search Result

IRN	Name
001778	Dublin City Schools LPDC
047027	Dublin City School District
064758	Dublin Coffman High School
093930	Dublin Latch Key
093948	Dublin Latch Key
120485	Dublin Scioto High School
134411	Dublin Academy of Ohio
143032	Dublin Prep Academy
146795	Dublin Prep Academy
146928	Dublin Jerome High School


Close

Figure OA.15 – Search Organization

- Click 'Next'.
- The Background Checks and Signatures page will be displayed. Answer all of the background check and legal questions with either a Yes or No. If any legal question is answered as 'Yes', then the explanation box will be opened and you must enter an explanation for your answer.

If you answer YES to any question, you must provide an explanation. Please include the year of conviction, the nature of the offense and the court where the matter was heard:

- Check the 'Applicant Signature' box to certify that all of the questions are answered truthfully and to verify your signature.

6. If a Superintendent, LPDC, or Dean signature is required for this application, the 'Signature' box will be displayed. To find the appropriate organization, click the Search icon  to open the Search Organization dialog box.
 - a. Enter an IRN and/or Organization Name. (The Name field will automatically perform a wildcard search, so a search for 'Ohio State' will return all organizations which begin with the words 'Ohio State'. A search for '*Ohio' will return all organizations which have letters or words before the word 'Ohio'.)
 - b. Click Find Organization.
 - c. Click on the correct Organization to select.
 - d. The Find Organization dialog box will close and the organization name will populate in the Organization field.
7. After selecting the correct organization, select the correct signer. A box will open with the possible signers. Click on the correct name, then click on 'Select Signature Person'. The name of the signer will populate in the Signature Person Name box.
8. Click on 'Submit' to submit the application. To cancel out and not submit, click on 'Cancel'. Any errors in the application will appear in red at the top of the screen. These must be corrected for a successful submission.
9. If the application was submitted successfully, the 'My Account' screen will be displayed for payment. (See Section titled 'My Account'.)

My Credentials

The My Credentials page is used to view a list of credentials for an educator along with their dates and status. If a credential is up for renewal, the Action box will be displayed.

My Credentials
Use this screen to view and renew your Credential. To create an application to apply for new credential, click [My Applications](#)

Educator Info
State ID: AA1111112 First Name: Carol Last Name: Myers Birth date: 1/1/1960

Credential Summary
Sort By: Issue Date (Descending) ▾

Quick search in your credentials: Filter your credentials by Status: -- All -- ▾

1/5 5 ▾

Action	Credential
	<p>Credential Number: 29150814 Credential: 5 Year Professional License - Early Childhood Intervention Specialist (P-3) Effective Year: 2013 Original Issue Date: 5/13/2013 Effective Date: 7/1/2013 Status: Issued Last Print Date: 5/13/2013 Expiration Date: 6/30/2018</p> <p>Teaching Fields: • Reading K-12 - (059902) Issue Date: 5/13/2013</p> <p>Endorsements: • Career-Based Intervention - (600100) Issue Date: 5/13/2013</p>
	<p>Credential Number: 29150813 Credential: 5 Year Professional License - Middle Childhood (4-9) Effective Year: 2011 Original Issue Date: 4/2/2013 Effective Date: 7/1/2011 Status: Issued Last Print Date: 4/2/2013 Expiration Date: 6/30/2016</p>
Select Action ▾	<p>Credential Number: 29150812 Credential: 1 Year Adult Education Permit - Adult Education Effective Year: 2012 Original Issue Date: 4/2/2013 Effective Date: 7/1/2012 Status: Issued Last Print Date: 4/2/2013 Expiration Date: 6/30/2013</p> <p>Teaching Fields: • Speech/Communication - (050504) Issue Date: 4/2/2013</p>
Select Action ▾	<p>Credential Number: 29150811 Credential: 1 Year Educational Aide Permit - Educational Aide Effective Year: 2013 Original Issue Date: 3/22/2013 Effective Date: 7/1/2013 Status: Issued Last Print Date: 3/22/2013 Expiration Date: 6/30/2014</p>

Figure OA.16 – My Credentials

To renew a credential:

1. Click on the Action dropdown next to the credential to be renewed. Select the correct Effective Year for the renewal. Then click on the button 'Add Renew Request'.

Renew Application Request

Educator Info

State ID: AA1111112First Name: CarolLast Name: MyersBirthdate: 8/16/1960


Renew Application Request

Credential:1 Year Long Term Substitute License - Middle Childhood (4-9)
Teaching Fields:
No teaching fields are available for this credential
Endorsements:
No endorsement fields are available for this credential
Effective Year:2011
Mail to Address: ☒ School ☐ Home

Next

Cancel

Figure OA.14 –Renew Application Request

2. Select the Effective Year.
3. Select whether the license will be mailed to your home address or the school organization by clicking on either the ‘School’ or ‘Home’ buttons.
4. If ‘School’ is selected, an Organization Search will appear for you to find the correct organization to send the license to. To find the appropriate organization, click the Search icon  to open the Search Organization dialog box.

Search Organization

Search on:

IRN: Name:
(Wildcard "*" allowed.)

Find Organization

Search Result

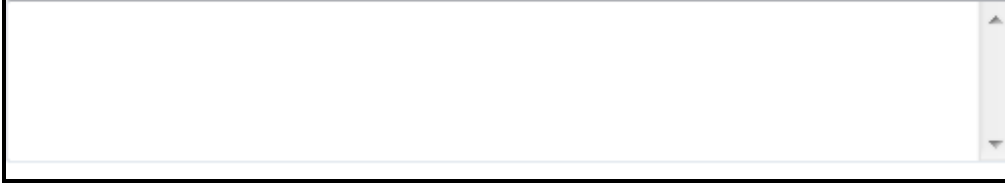
IRN	Name
001778	Dublin City Schools LPDC
047027	Dublin City School District
064758	Dublin Coffman High School
093930	Dublin Latch Key
093948	Dublin Latch Key
120485	Dublin Scioto High School
134411	Dublin Academy of Ohio
143032	Dublin Prep Academy
146795	Dublin Prep Academy
146928	Dublin Jerome High School


Close

Figure OA.15 – Search Organization

- a. Enter an IRN and/or Organization Name. (The Name field will automatically perform a wildcard search, so a search for 'Ohio State' will return all organizations which begin with the words 'Ohio State'. A search for '*Ohio' will return all organizations which have letters or words before the word 'Ohio'.)
 - b. Click Find Organization.
 - c. Click on the correct Organization to select.
 - d. The Find Organization dialog box will close and the organization name will populate in the Organization field. The address will also appear for your confirmation.
5. If 'Home' is selected, your home mailing address from the OEDS system will be displayed. If this is not correct you may click on 'Edit Address' to change the mailing address.
 6. Click on the 'Next' button.
 7. The Background Checks and Signatures page will be displayed. Answer all of the background check and legal questions with either a Yes or No. If any legal question is answered as 'Yes', then the explanation box will be opened and you must enter an explanation for your answer.

If you answer YES to any question, you must provide an explanation. Please include the year of conviction, the nature of the offense and the court where the matter was heard:



8. Check the 'Applicant Signature' box to certify that all of the questions are answered truthfully and to verify your signature.
9. If a Superintendent, LPDC, or Dean signature is required for this application, the 'Signature' box will be displayed. To find the appropriate organization, click the Search icon  to open the Search Organization dialog box.
 - a. Enter an IRN and/or Organization Name. (The Name field will automatically perform a wildcard search, so a search for 'Ohio State' will return all organizations which begin with the words 'Ohio State'. A search for '*Ohio' will return all organizations which have letters or words before the word 'Ohio'.)
 - b. Click Find Organization.
 - c. Click on the correct Organization to select.
 - d. The Find Organization dialog box will close and the organization name will populate in the Organization field.
10. After selecting the correct organization, select the correct signer. A box will open with the possible signers. Click on the correct name, then click on 'Select Signature Person'. The name of the signer will populate in the Signature Person Name box.
11. Click on 'Submit' to submit the application. To cancel out and not submit, click on 'Cancel'. Any errors in the application will appear in red at the top of the screen. These must be corrected for a successful submission.
12. If the application was submitted successfully, the 'My Account' screen will be displayed for payment. (See Section titled 'My Account' for detailed instructions on how to enter online payments.)

IPTI Registrations

The IPTI Registration module is accessed by persons that wish to register for the Intensive Pedagogical Training Institute electronically. A person can only have one registration for this coursework and the page shown in [Figure OA.13](#) is displayed when first accessed.

Registration List

Educator Info

State ID: AA1111111 First Name: Kevin Last Name: Stough Birthdate: 10/10/1978

Registrations

No Registrations Available

-- Select Credential --

+ Add New Registration

Figure OA.13 – IPTI Registration

To create the IPTI Registration:

13. Select the Credential that will be applied for after completion of the training from the drop-down list and click **Add New Registration**.
14. A page similar to [Figure OA.14](#) will be displayed.
15. Select the desired Teaching Fields and check each of the check boxes to verify that all requirements have been met.
16. Check the method of Payment under Payment options.
17. If all requirements have not been completed, click **Save**, which will not submit the form to be reviewed and the registration can be edited later and then submitted. If all requirements are completed, click **Submit** to send the form to ODE for review.
18. If the Pay Online option was selected, the My Account page will be displayed so that payment can be made online. If another Payment Option was selected, the IPTI Registration home page will be re-displayed and show the Registration and status ([Figure OA.15](#))
19. From this page, the Registration can be edited or deleted if the Status is still Pending Review. The Registration can also be printed from this page.

Registration Edit

Educator Info

State ID: AA1111111
First Name: Kevin
Last Name: Stough
Birthdate: 10/10/1978

Registration Info

Licensure type and teaching field sought:

4 Year Alternative Resident Educator License - Intervention Specialist (K-12)

Teaching Fields:

☐ Hearing Impaired
☐ Moderate/Intensive
☐ Visually Impaired
☐ Mild/Moderate

Checklist: (I have met the following requirements.)
☐ I have verified my address, email, and phone numbers on the My Information tab.
☐ BCI and FBI background check results on file at the Ohio Department of Education (ODE) are less than 365 days old. ODE is not able to accept paper reports. All background check reports must be submitted to this office via electronic submission directly from the Ohio Bureau of Criminal Investigation. When you have your fingerprints taken at a WebCheck facility, please ask the person taking the prints to check the box under "Reason Fingerprinted" to send the results to the Ohio Department of Education.
☐ Submitted Alternative Evaluation Request Application, received an evaluation and completed requirements as identified on the alternative evaluation worksheet (if any).
☐ Passed the content area examination for the licensure area you are seeking. Praxis II subject assessment for Intervention Specialist or Grades 4-12 Designed Subjects is required. For World Languages, the American Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT) are required. The scores have been electronically reported to ODE.

Payment Options:
The IPTI fee is \$200.00.
☒ I will send this registration to:
Ohio Dept. of Education
Office of Educator Licensure
25 S. Front St.
Mail Stop 105
Columbus, OH 43215
☐ I am completing the IPTI through a Career Technical Workforce Development Teacher Preparation Institution.
(The IPTI fee is included in the course fee.)
College/University where enrolled

☐ I will pay my fee online.

Upon acceptance into the IPTI, candidates will have six months to complete the self-paced IPTI modules.

Save

Submit

Cancel

Figure OA.14 – IPTI Registration Details

Registration List

Educator Info

State ID: AA1111111
First Name: Kevin
Last Name: Stough
Birthdate: 10/10/1978

Registrations

Updated	Credential	Status	Action
6/12/2012	4 Year Alternative Resident Educator License - Intervention Specialist (K-12)	Pending Review	<input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>

1/1

10

Figure OA.15 – IPTI Registration Home

Enroll in Electronic Signature

This feature allows a valid application signer to enroll in the new Online Application Signature module. The goal is to eliminate, wherever possible, paper applications and the need to obtain signatures manually on these paper applications. Now, if a signer is “Enrolled” as an e-Signer, he/she will receive an email when an educator has submitted an application online which requires a signature. The signer will then review their inbox, through CORE My Approvals, and either electronically “sign” (approve), or decline the applications.

You must have one of the following valid Signer roles in OEDS before enrolling:

Superintendent, Superintendent Designee, Dean-College of Education, Dean Designee-College of Education, Coordinator-LPDC, Coordinator Designee-LPDC, and Credential e-Signer.

LEA Type	Roles Allowed
Public School District, Non-Public School, Educational Service Center, Community School, Joint Vocational School District, Career Technical Planning District, Ohio School for the Deaf, Ohio School for the Blind, Dept. of Youth Services schools, Ohio Central School System County Boards of Developmental Disabilities	Superintendent Superintendent Designee Credential e-Signer
College / University (IHE)	Dean – College of Education Dean Designee–College of Education
Local Professional Development Committee	Coordinator-LPDC Coordinator Designee-LPDC

To enroll:

1. Sign on to your SAFE account
2. Select the ODE.CORE application
3. Hover your cursor over “My Educator Profile” on the main CORE menu. A popup menu will be displayed. Click on “My Approvals”. Or....
4. Click on “My Educator Profile” on the CORE main menu. Then select “My Approvals” from the My Educator Profile dropdown menu.
5. The first time you view the “My Approvals” screen, you will be asked to enroll as an electronic signer. The following screen will be displayed:

My Approvals

Select Organization to display pending requests from: Miller City-New Cleveland Local School LPDC ▼

Organization: Miller City-New Cleveland Local School LPDC Role: Coordinator-LPDC

Currently you are not enrolled as signer (E-Signature) for this organization.
Please confirm if you would like to enroll yourself as signer (Coordinator-LPDC) for this organization:


Coordinator-LPDC Signature

- I have reviewed the training materials for the "My Educator Profile" module and understand the system workflow.
- Upon enrollment, I understand Miller City-New Cleveland Local School LPDC will enable electronic educator licensure requests.
- I understand it is my responsibility to review and process educator licensure request(s) in a timely manner.

✚ Enroll Me

Figure OA.16 – Enroll Me

Your current OEDS role and organization will be displayed on this screen. Review the instructions on this page and verify the requirements to be an electronic signer. Click on "Enroll Me".




Note: You must have a valid email address in the system to enroll as an e-Signer, as all messages are sent back and forth via email. If you receive the following message:

We could not find your Primary Email Address in OEDS, to send you email notifications, please click on "Add Primary Email Address" button to add email address.

Then click on the button "Add Primary Email Address". You will be taken to the "My Information" screen to add an email address. Then you may return to "My Approvals" to enroll.

6. Read the displayed text, and if you agree, click on "I Agree". If not, you may click "Cancel" to not enroll at this time.



Congratulations ! You are now set up as an e-Signer for online new and renewal applications! You should receive an email verifying your enrollment. You will now begin receiving email notices when applicants use your organization as an Electronic Signer. Please monitor your "My Approvals" inbox regularly to ensure you are signing applications on a timely basis. Refer to this manual under the "My Approvals" section for details on signing applications.

THANK YOU for enrolling !

My Approvals

The My Approvals module is accessed by persons that have been assigned the appropriate roles for signing electronic applications in OEDS. This group includes the following roles:

Superintendent, Superintendent Designee, Dean-College of Education, Dean Designee-College of Education, Coordinator-LPDC, Coordinator Designee-LPDC, and Credential e-Signer.



If a member of an ESC is to be responsible for signing applications online, they can be given the role of 'Credential e-Signer' for that district in order to do so.

To access My Approvals, select the My Educator Profile icon from the main CORE menu, then select “My Approvals” from the My Educator Profile drop-down menu. A list similar to [Figure OA.16](#) will be displayed.

My Approvals

Select Organization to display pending requests from: Reynoldsburg City School District

Organization: Reynoldsburg City School District

Role: Superintendent Designee

Total 9 Pending Request(s)

State ID	Name	Credential	Request Date	New/Renew
OH3000309	Arun Chowdhary	1 Year Temporary License - Exceptional Pupil	8/14/2012	Renew
OH3000309	Arun Chowdhary	1 Year Temporary Certificate - Vocational Education	11/5/2012	Renew
OH3000309	Arun Chowdhary	1 Year Temporary License - School Nurse	7/30/2012	Renew
OH3000309	Arun Chowdhary	1 Year 12 Hour Teaching Permit - Middle School (4-9)	8/1/2012	Renew
OH3000309	Arun Chowdhary	1 Year Long Term Substitute License - Intervention Specialist (K-12)	10/11/2012	Renew
AA1111112	Carol Myers	5 Year Professional License - Elementary (1-8)	11/7/2012	New Out of State
AA1111112	Carol Myers	1 Year Long Term Substitute License - Middle School (4-9)	10/18/2012	New In State
AA1111112	Carol Myers	1 Year Long Term Substitute License - Middle School (4-9)	10/18/2012	New In State
AA1111112	Carol Myers	1 Year Long Term Substitute License - Middle School (4-9)	10/18/2012	New In State

Figure OA.17 – My Approvals Home

This page displays the list of applications that have been submitted for your review. To review and Approve or Decline an application, click anywhere in the row of that application. A page similar to [Figure OA.17](#) will be displayed.

AA1111112	Carol Myers	1 Year Long Term Substitute License - Middle School (4-9)	10/18/2012	New In State
-----------	-------------	---	------------	--------------

Selected pending request: Sign as Superintendent Signature for Reynoldsburg City School District

Request Details

Credential: 1 Year Long Term Substitute License - Middle School (4-9)

Teaching Fields:
None

Endorsements:
None

Effective Year: 2012 Action: New In State

Mail to Address: ☒ School District ☐ Home

Select School: Reynoldsburg City School District

Physical Address :
7244 E Main St
Reynoldsburg
OH-43068 -2014

Mailing Address:
25 S Front St
Columbus
OH-43220

By electronically signing this application, I hereby request a substitute teaching license for this individual.

Action:

Notes:

Figure OA.18 – Review Online Application

The application can be reviewed and then either Approved or Declined. In the case of a Decline, an e-mail is sent to the applicant. Comments are required if an application is declined. The applicant will not see these comments, but these will be viewable by the Office of Educator Licensure.

The signer can also change where the license will be mailed to at this point, by clicking on either ‘School’ or ‘Home’. If ‘Home’ is selected, the home address of the teacher will be displayed. If ‘School’ is selected, the mailing address of the school/organization will be displayed.

To approve or decline an application, click on the dropdown ‘Action’. Click on either ‘Approve’ or ‘Decline’. If ‘Decline’ is chosen, comments must be entered in the ‘Notes’ section.

Click on ‘Save’.

Note: Multiple signers for one organization may all receive applications to be approved in their inbox titled ‘My Approvals’. Once one person approves or declines an application, it will be removed from all signers’ inboxes.

Two-Step Approval Process

The Two-Step Approval Process was designed for those organizations which want to implement a two-step process whereas one person acts as a “Reviewer” of applications initially, then forwards the application on to an “Approver” for final approval and electronic signature.

This new process will introduce two new levels of signers: Reviewers and Approvers. A Reviewer will be able to look at all pending online applications, verify them, and if eligible, mark them as “Reviewed” (or “Declined”), and pass them along to the Approver. The Approver will see only those online applications which are ready and are marked as “Reviewed”. He/she will then be able to approve (sign) or decline them.

While any organization type which can sign online applications may utilize this process, they will not need to make any changes to their current approval process if they do not wish to. The system will work “as-is” with no changes necessary for the majority of signer organizations.

The following business rules apply for setting up the Two-Step Approval Process:

1. Any signer organization type may choose to utilize the 2-Step Approval Process.
2. In order to utilize the 2-Step Approval Process, an organization must have at least two eSigners.
3. All potential signers must first be “Enrolled” as eSigners before they will appear in “Manage eSigners”.
4. If the 2-Step Approval Process is not used, then all eSigners for an organization will have the default settings of “Yes – Receive Email Notifications”, and every signer will see all Pending application requests. They will be able to only “Approve” or “Decline” these requests.
5. Before giving an eSigner the “Approver” level, someone must first be designated as a “Reviewer”.
6. An organization cannot have all “Reviewers” and no “Approvers”.
7. An organization cannot have all “Approvers” and no “Reviewers”.
8. An organization may have a “Reviewer” and a “No Preferences” or “Approver”.
9. An organization cannot have all eSigners with Email Notification set to “No”.
10. A “Reviewer” will see only “Pending” application requests. An application will not be submitted to OEL for review after the Reviewer has processed it, only after the Approver has processed it.
11. A “Reviewer” may approve of the request and mark it as “Reviewed”, or may “Decline” the request and not send it on.
12. An “Approver” will see only “Reviewed” application requests.

Setting up the Two-Step Approval Process:

1. To set up an organization's to utilize the 2-Step Approval Process, click on "Manage eSigners" from the "My Educator Profile" dropdown menu. (Note: Any valid eSigner role in an organization may manage the eSigners.)

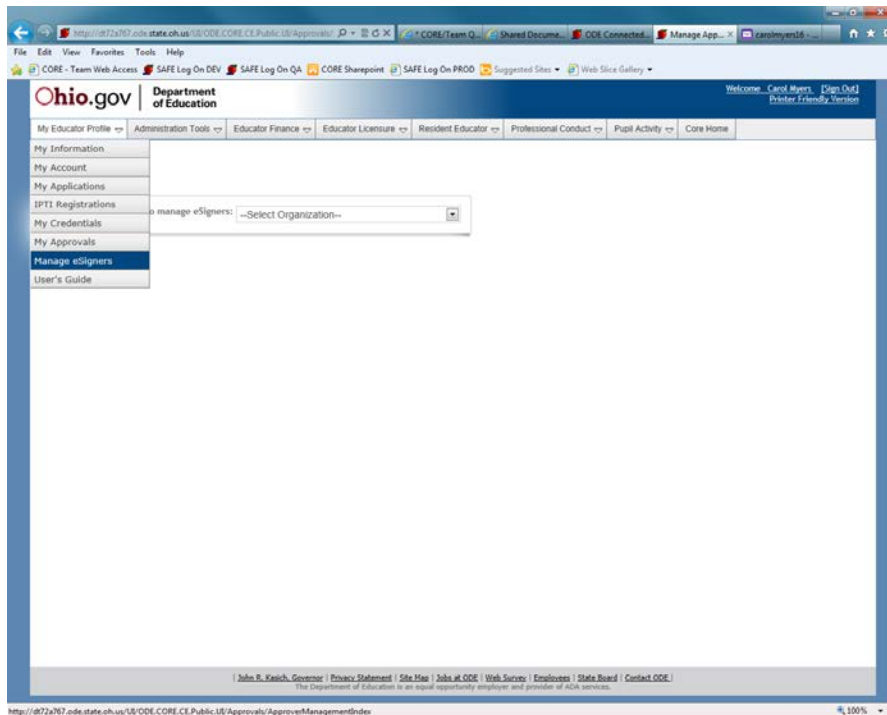


Figure OA.19 – My Educator Profile Submenu

2. Select the Organization from the dropdown:

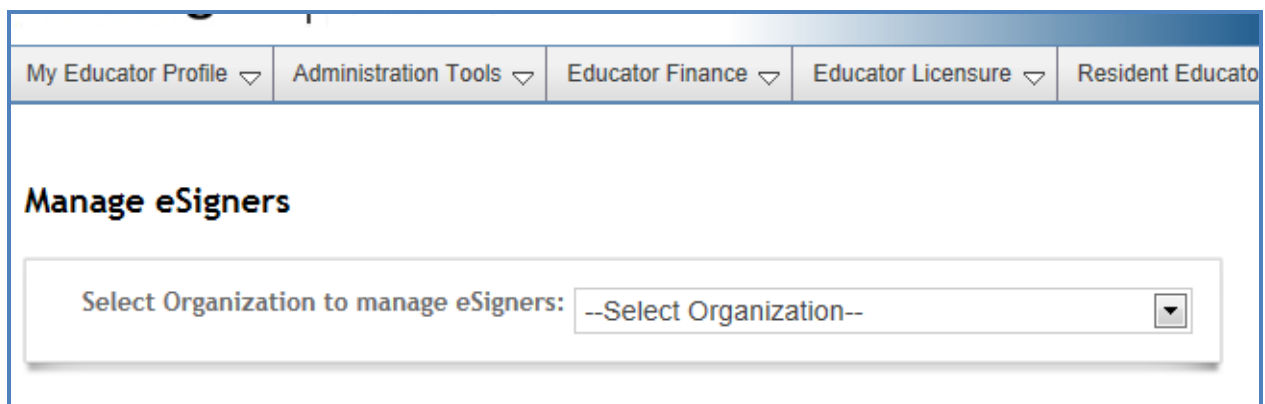


Figure OA.20 – Manage eSigners

3. The eSigners for that organization will be listed. If there is only one eSigner enrolled, the 2-Step Approval Process cannot be set up.

Manage eSigners

Select Organization to manage eSigners: Ohio State University

eSigners for Ohio State University

Name	Role	Email Notification	Level
Carol Myers	Dean-College of Education		Approver

Figure OA.21 – Manage eSigners

Click on the eSigner to be modified. (Note error when there is only one eSigner enrolled).

Manage eSigners

Select Organization to manage eSigners: Ohio State University

eSigners for Ohio State University

Name	Role	Email Notification	Level
Carol Myers	Dean-College of Education		Approver

Message from webpage

Atleast 2 signers are required to enable any prefence changes

OK

Figure OA.22 – Manage eSigners

- Everyone must be enrolled as an eSigner before setting up the 2-Step Approval Process. To do this, each eSigner must go to “My Approvals”, and click on “Enroll Me”.

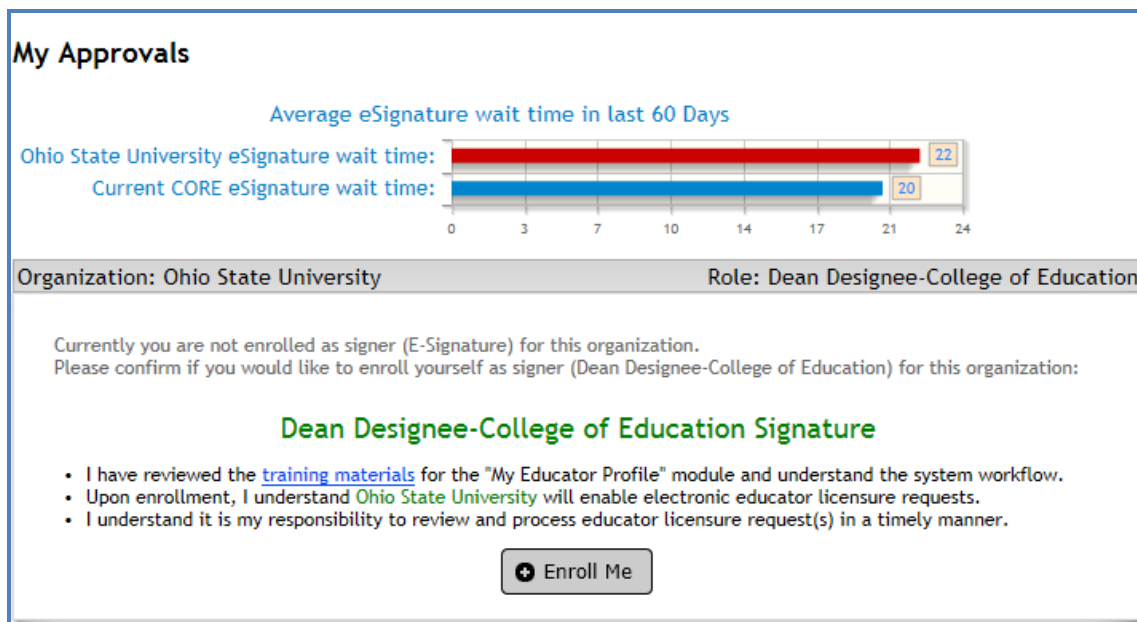


Figure OA.23 – Enroll Me Now

- Return to “Manage eSigners” to set up preferences for the eSigners. Click on a signer’s name.
(Note: the level of “No Preferences” is the default before any profiles are created.)

Manage eSigners

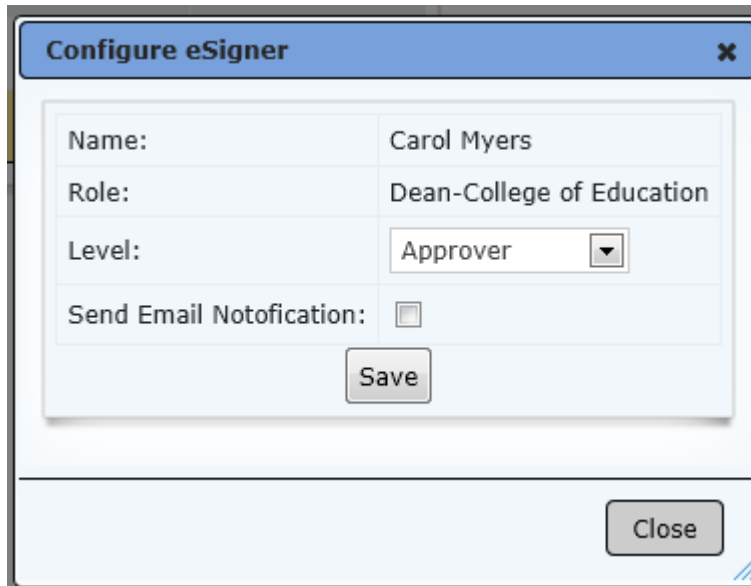
Select Organization to manage eSigners: Ohio State University

eSigners for Ohio State University

Name	Role	Email Notification	Level
Carol Myers	Dean-College of Education		No Preferences
John Dean	Dean Designee-College of Education		No Preferences

Figure OA.24 –Manage eSigners

- A Configure eSigner box will appear which allows a Signer Level to be selected, and the Email Notification preference to be set.



Configure eSigner

Name: Carol Myers

Role: Dean-College of Education

Level: Approver

Send Email Notification: ☐

Save

Close

Figure OA.25 –Configure eSigner

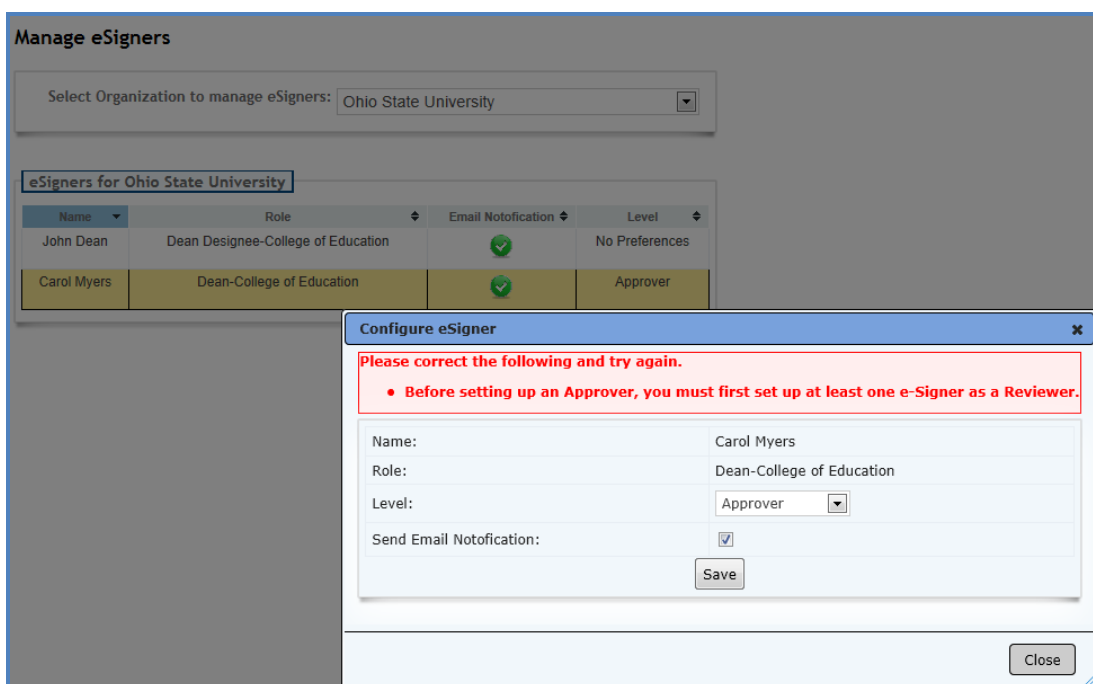


Reviewer: Can see only “Pending” applications. Can mark these applications as either “Reviewed”, or “Declined”. Does not have the final approval before going to Licensure.

Approver: Can see only “Reviewed” applications. Can mark these applications as either “Approved”, or “Declined”. Has the final approval before going to Licensure.

Both Levels: Can turn on or off Email Notifications.

- An error message will appear if an Approver is selected without a Reviewer being set up first.



Manage eSigners

Select Organization to manage eSigners: Ohio State University

eSigners for Ohio State University

Name	Role	Email Notification	Level
John Dean	Dean Designee-College of Education	<input checked="" type="checkbox"/>	No Preferences
Carol Myers	Dean-College of Education	<input checked="" type="checkbox"/>	Approver

Configure eSigner

Please correct the following and try again.

- Before setting up an Approver, you must first set up at least one e-Signer as a Reviewer.

Name: Carol Myers

Role: Dean-College of Education

Level: Approver

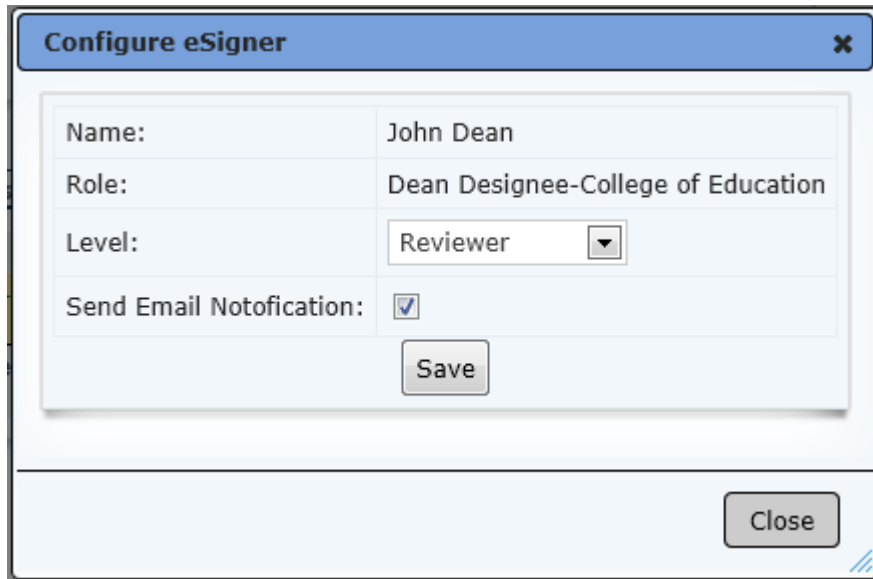
Send Email Notification: ☒

Save

Close

Figure OA.26 –Configure eSigner

8. First set up a Reviewer and a success message will be displayed.



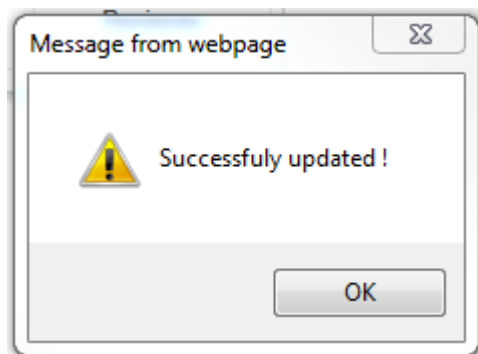
The image shows a 'Configure eSigner' dialog box with a blue header bar containing a close button (X). The main area contains a form with the following fields: 'Name:' with the value 'John Dean', 'Role:' with the value 'Dean Designee-College of Education', 'Level:' with a dropdown menu showing 'Reviewer', and 'Send Email Notofication:' with a checked checkbox. Below the 'Send Email Notofication:' field is a 'Save' button. At the bottom right of the dialog is a 'Close' button.

Name:	John Dean
Role:	Dean Designee-College of Education
Level:	Reviewer
Send Email Notofication:	<input checked="" type="checkbox"/>

Save

Close

Figure OA.27 –Configure eSigner



9. Next the Approver can be set up.

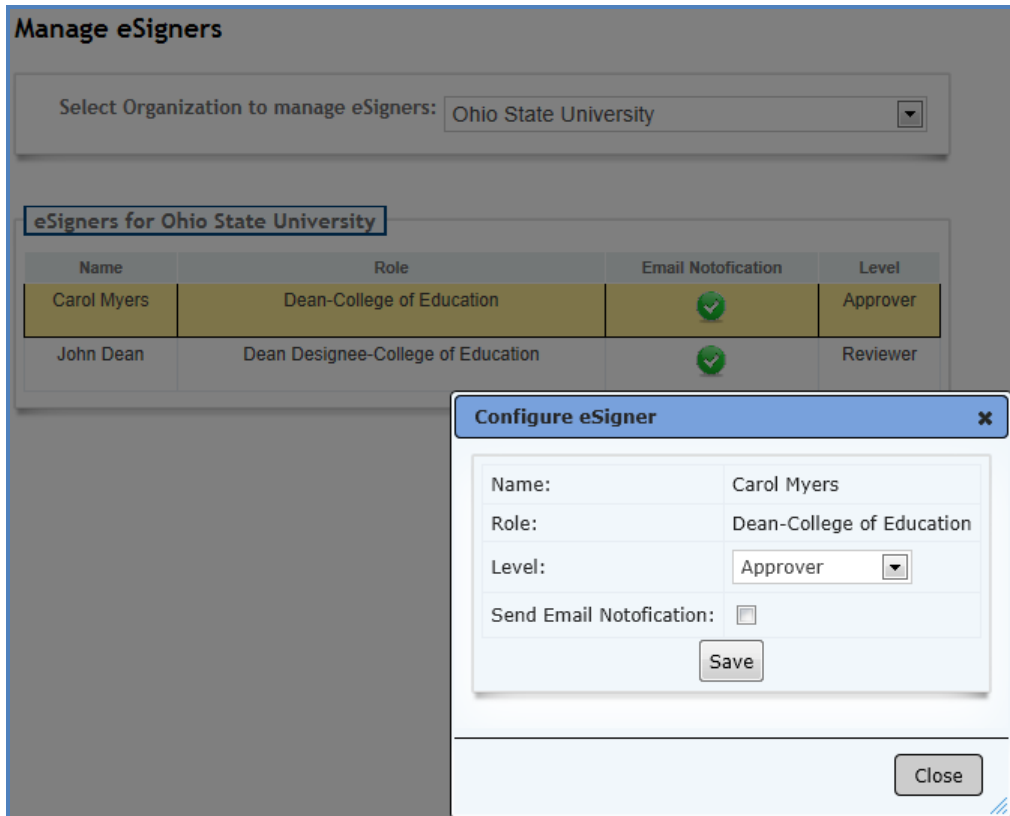


Figure OA.28 –Configure eSigner

10. The screen should now look like below, with one Approver and one Reviewer.

eSigners for Ohio State University			
Name	Role	Email Notification	Level
Carol Myers	Dean-College of Education		Approver
John Dean	Dean Designee-College of Education		Reviewer

Figure OA.29 –Manage eSigners

11. The system will not allow an organization to set up all Reviewers, or all Approvers.

The screenshot shows a 'Configure eSigner' dialog box with a red error message at the top. The message states: 'Please correct the following and try again.' followed by a bullet point: 'Making this change will result in no Approver for your organization. At least one e-Signer needs to be set up as either 'Approver', or 'No Preference'.' Below the message, there is a form with the following fields: 'Name:' with the value 'Carol Myers', 'Role:' with the value 'Dean-College of Education', 'Level:' with a dropdown menu set to 'Reviewer', and 'Send Email Notification:' with an unchecked checkbox. A 'Save' button is located below the 'Send Email Notification' checkbox. At the bottom right of the dialog box is a 'Close' button.

Name:	Carol Myers
Role:	Dean-College of Education
Level:	Reviewer
Send Email Notification:	<input type="checkbox"/>

Save

Close

Figure OA.30 –Manage eSigners – error message

12. The system will not allow an organization to set up all eSigners with an Email Notification preference of 'No'. This is to avoid an organization not receiving ANY emails when online applications are submitted.

The screenshot shows a 'Configure eSigner' dialog box with a red error message at the top. The message states: 'Please correct the following and try again.' followed by a bullet point: 'Making this change will result in no email notifications for your organization. At least one e-Signer must be set up to receive emails.' Below the message, there is a form with the following fields: 'Name:' with the value 'John Dean', 'Role:' with the value 'Dean Designee-College of Education', 'Level:' with a dropdown menu set to 'Reviewer', and 'Send Email Notification:' with an unchecked checkbox. A 'Save' button is located below the 'Send Email Notification' checkbox. At the bottom right of the dialog box is a 'Close' button.

Name:	John Dean
Role:	Dean Designee-College of Education
Level:	Reviewer
Send Email Notification:	<input type="checkbox"/>

Save

Close

Figure OA.31 –Manage eSigners – error message