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

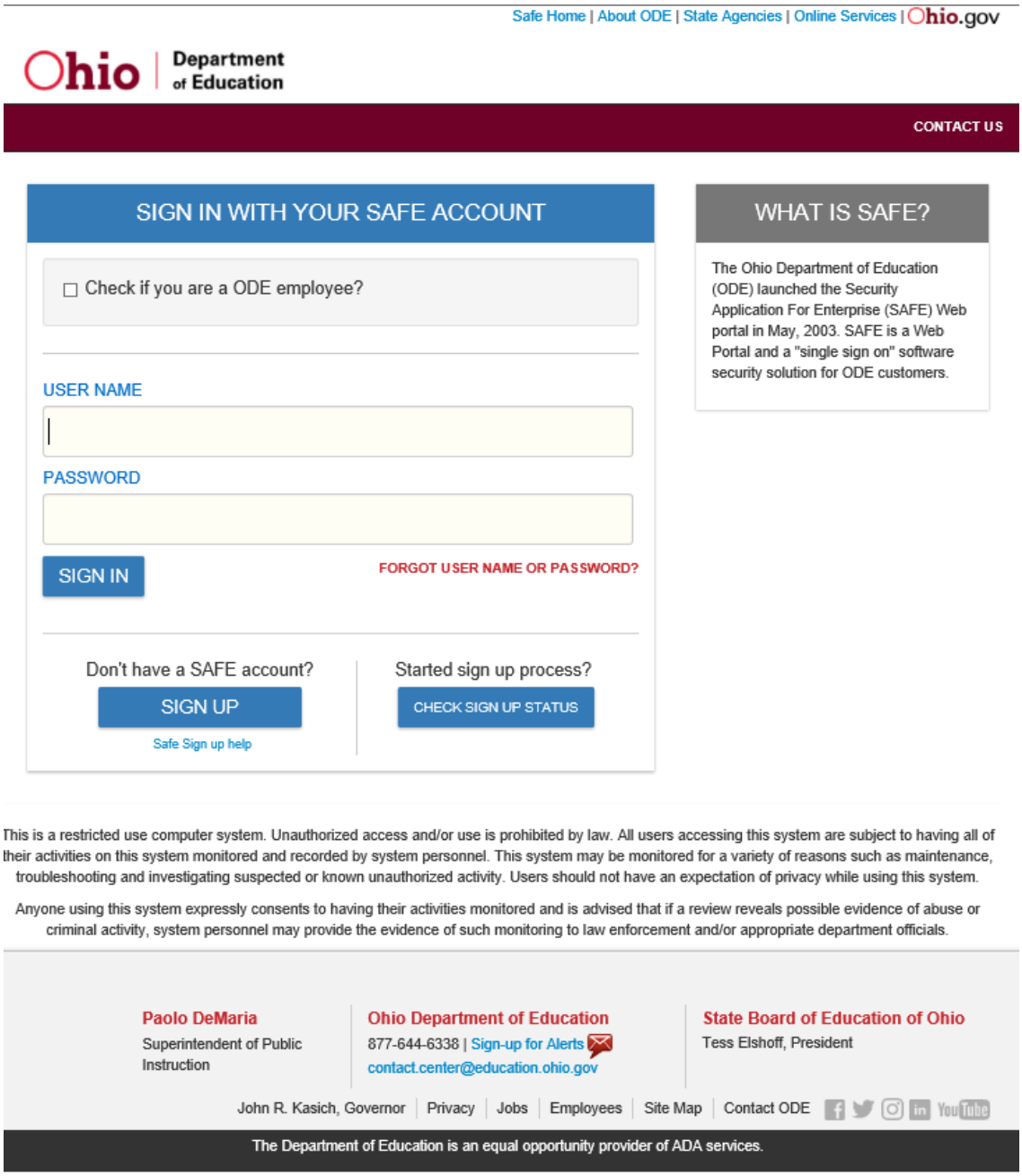
For a more detailed overview of SAFE, please click here.

## 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

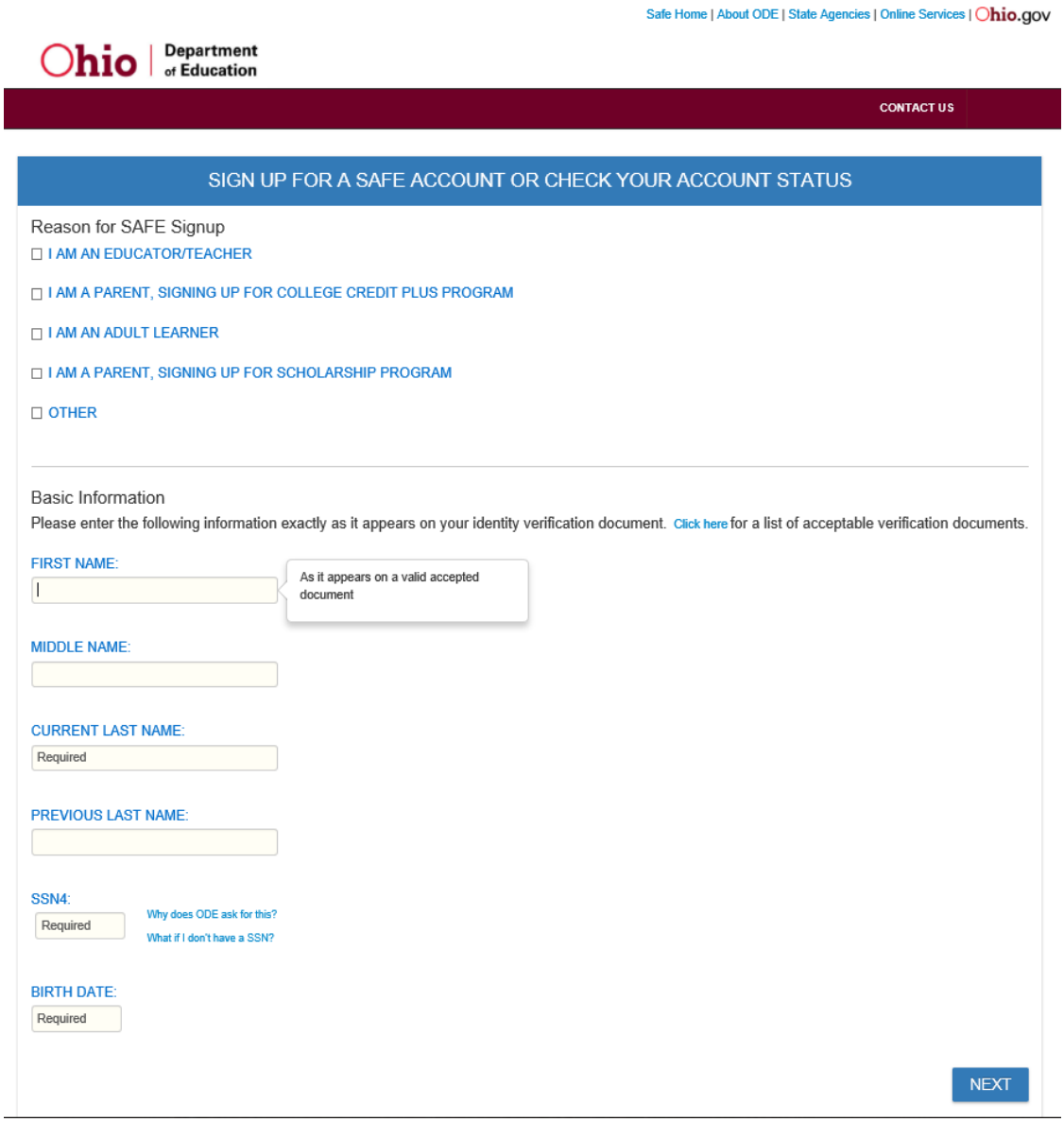
Accessing SAFE type https://safe.ode.state.oh.us/portal/signup/ into an Internet Browser:

**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.**

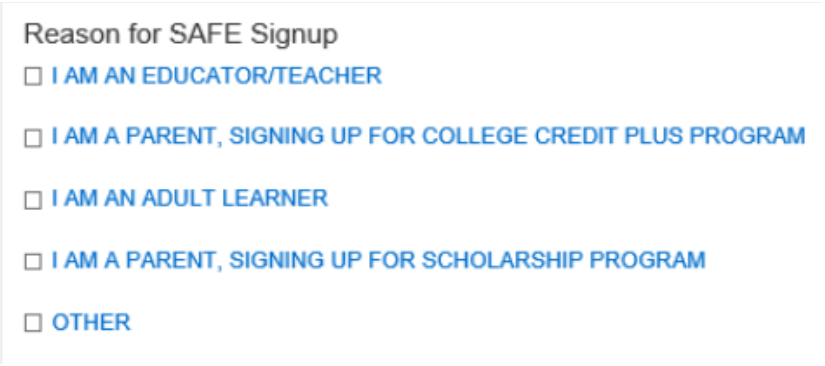


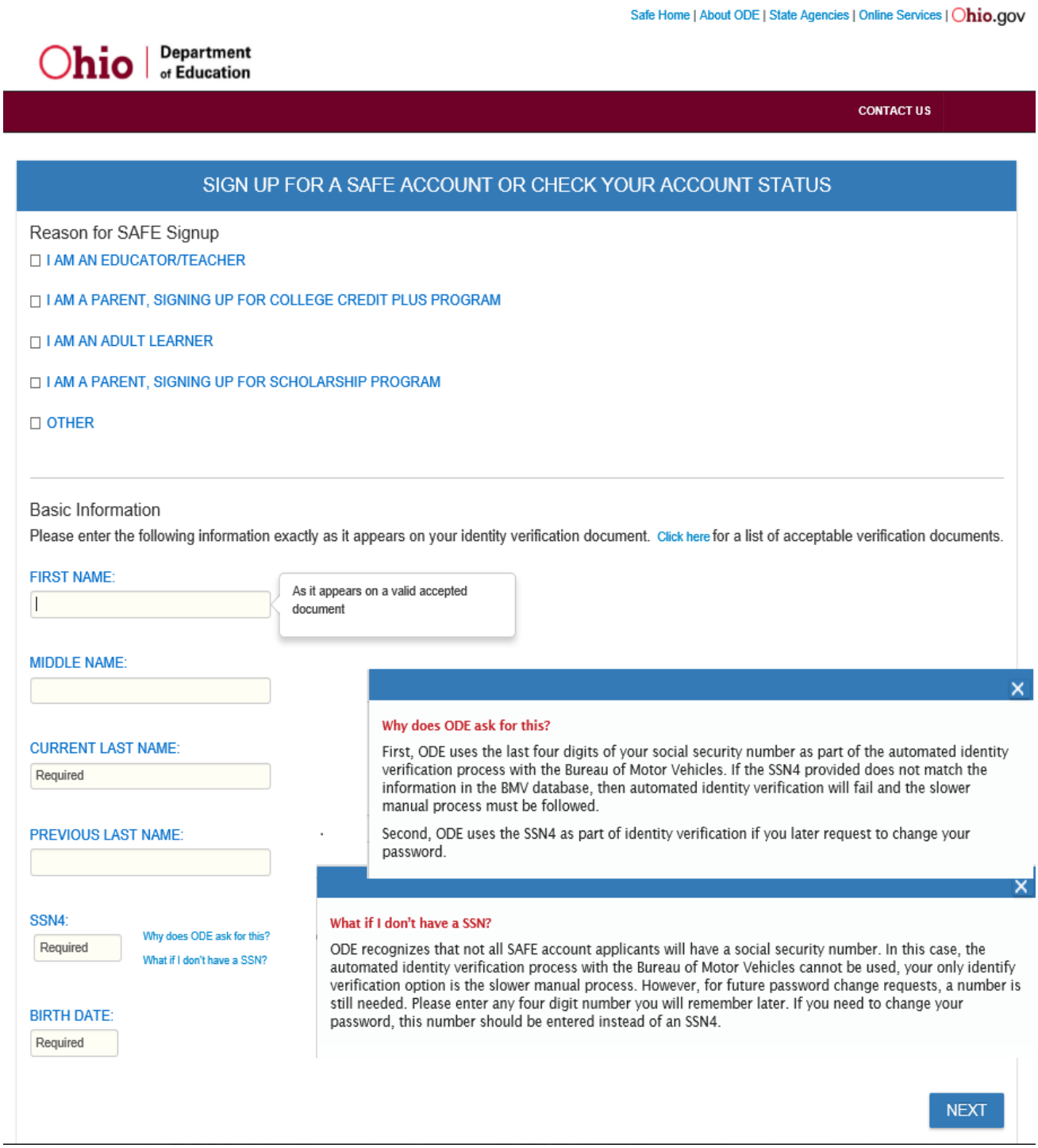

If you work at the Ohio Department of Education (otherwise referenced as ODE), you will want to place a check mark in the box next to “Check if you are an ODE employee”, otherwise leave the box unchecked. Enter your user name in the “User Name” field, then enter the Password associated with that login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



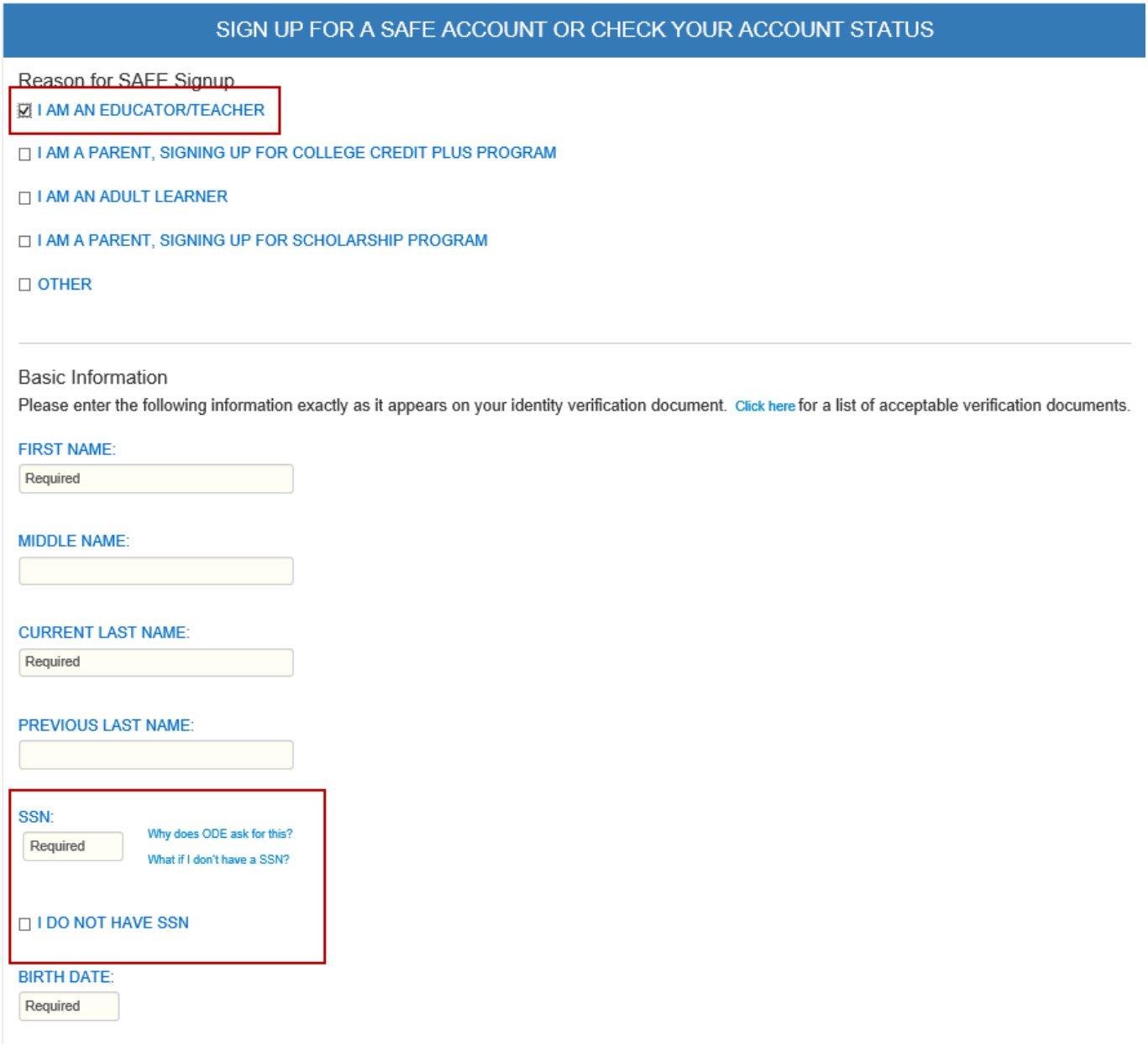

Select a “Reason for SAFE Signup”



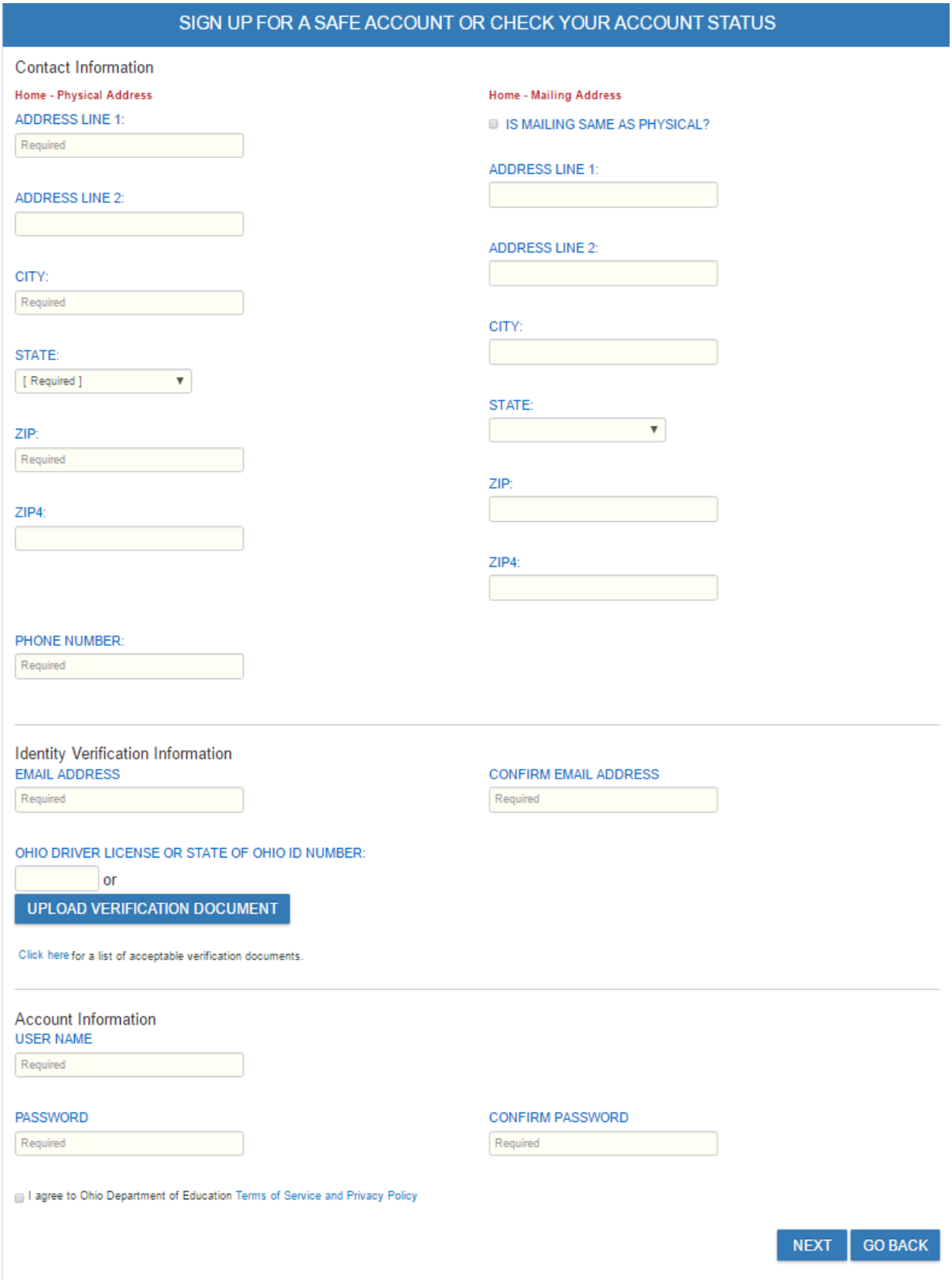



Please fill in your First Name, Middle Name, Current Last Name, Previous Last Name (if it applies), the last 4 digits of your Social Security, and your Birth Date. If your birth date is January 2, 1990, it should appear as 01/02/1990 in the "Date of Birth" field, select “Next” after you have entered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

**NOTE**: If you selected “I AM AN EDUCATOR/TEACHER” for your “Reason for SAFE Signup”, you will be required to enter your full SSN.




If you selected “I AM AN EDUCATOR/TEACHER” for your “Reason for SAFE Signup”, you will be required to enter your full SSN.



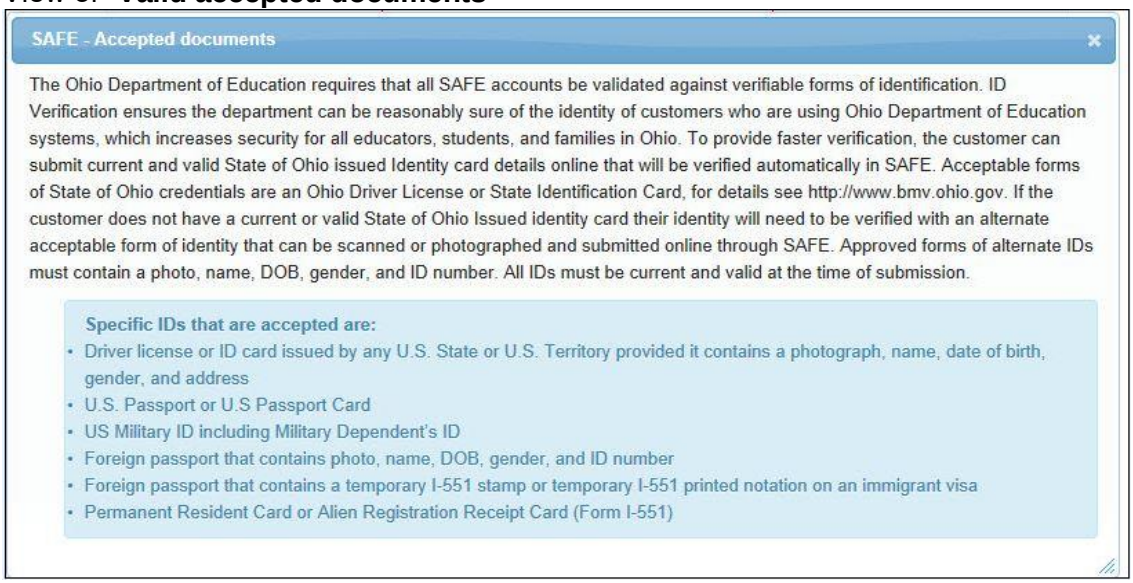

Example of what information is required in the **Contact Information**. If your "Physical Address is the same as your "Mailing Address", then place a check mark in the box next to "IS MAILING SAME AS PHYSICAL?"

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.

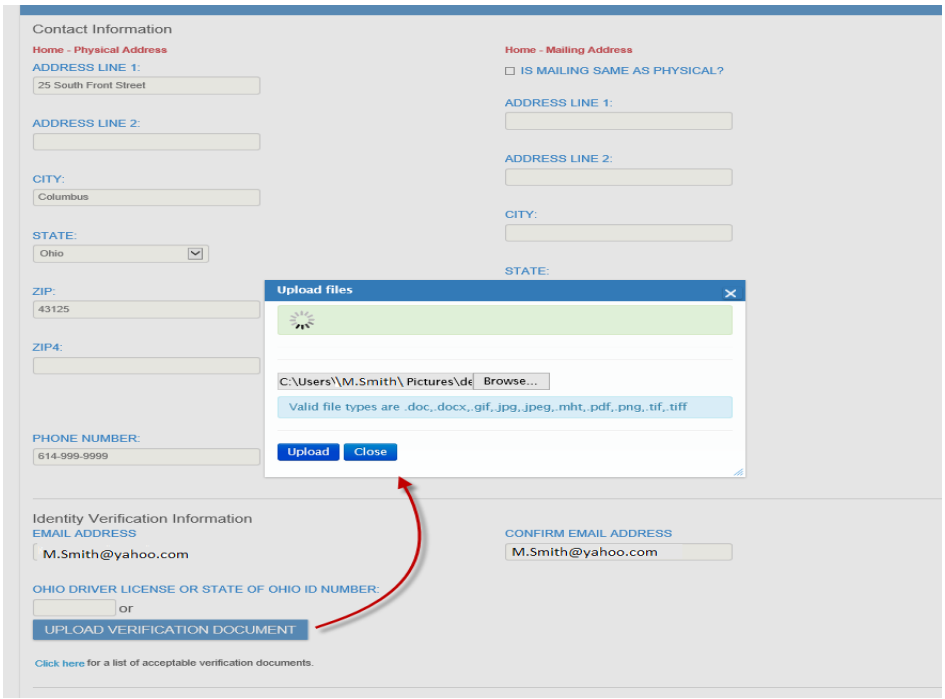
View of "**Valid accepted documents**"

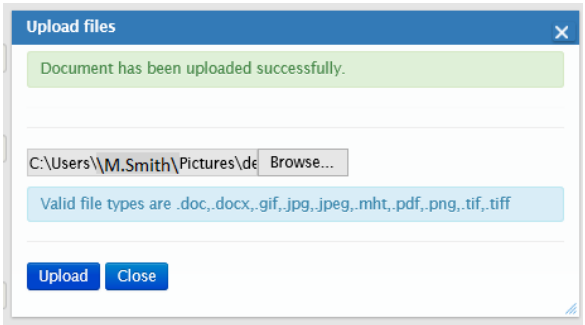


## Upload Verification Document Process:

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

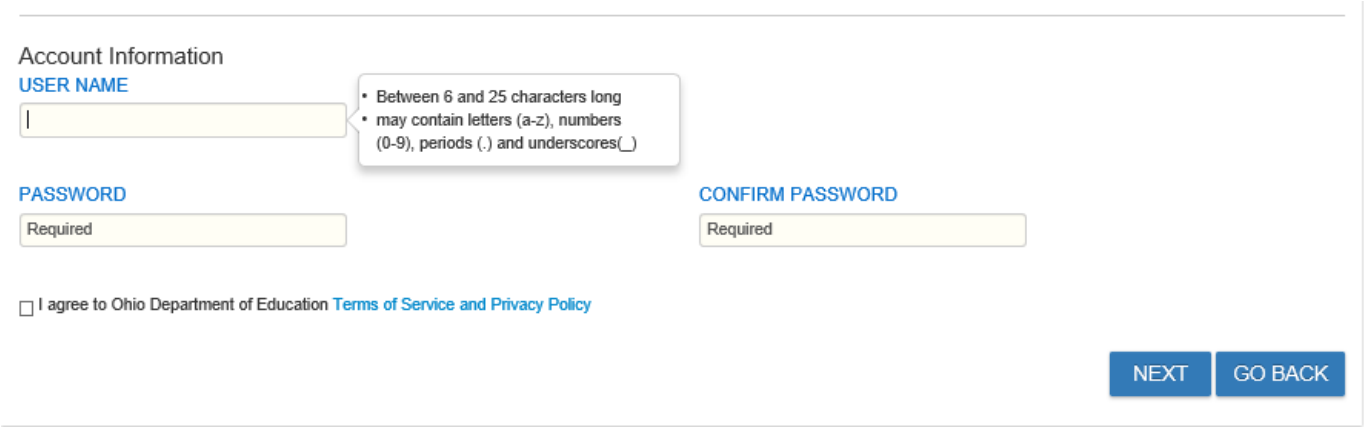
Select “Browse” to locate where you saved your uploaded document, select the correct document, and select “Upload”.



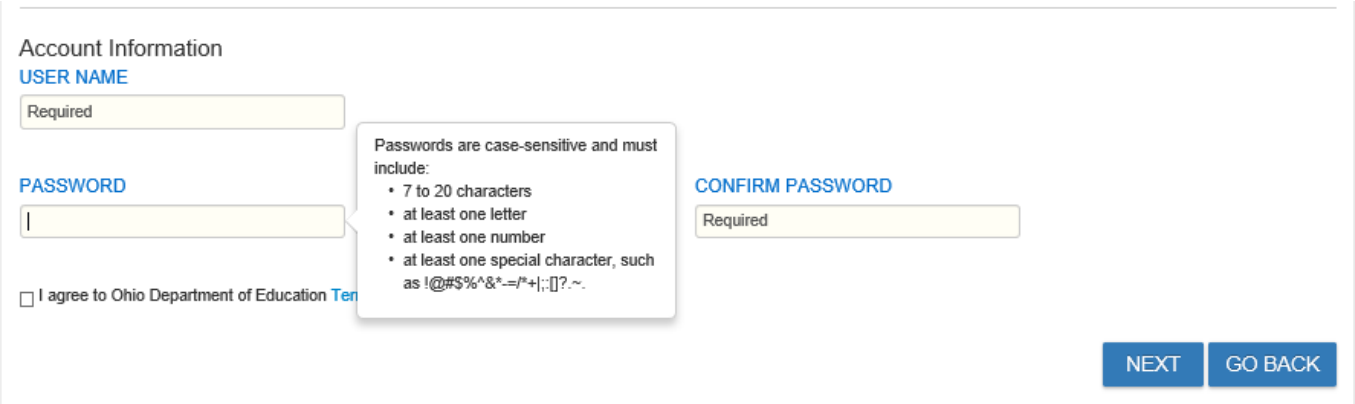




Once the document has been successfully upload, the **green bar** message will appear with the message “**Document has been uploaded successfully**”. At this point you can select “Close”.

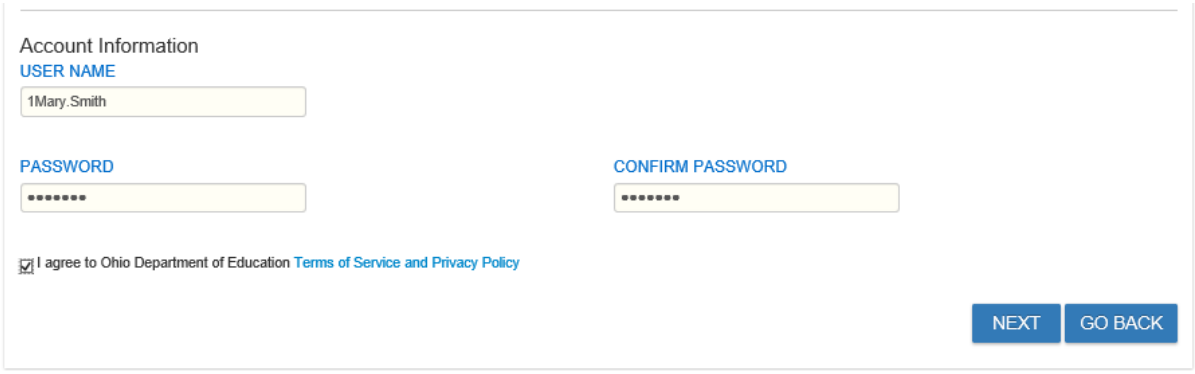
## Create your User Name and Password:




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 !@#$%^&*- /= + | : ; [] ?.



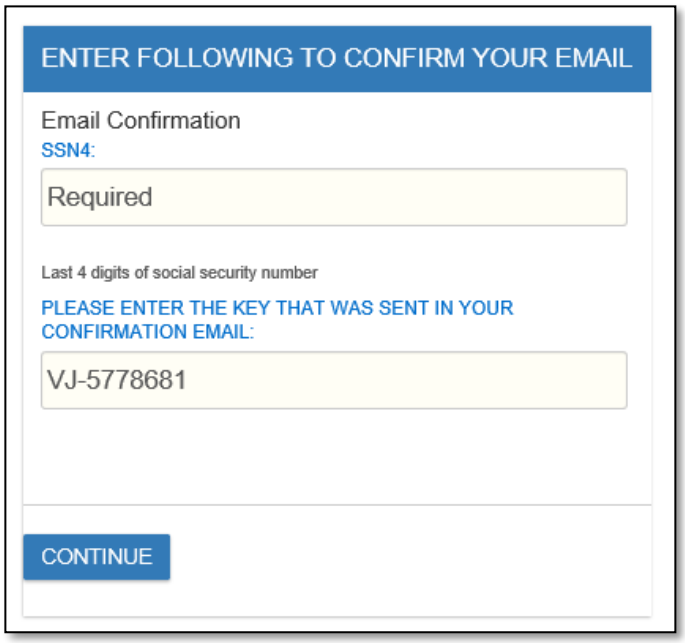

Place a check mark in the box next to “I agree to Ohio Department of Education Terms of Service and Privacy Policy” if you agree and would like to create the SAFE account, then select “Next”.

**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:

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.

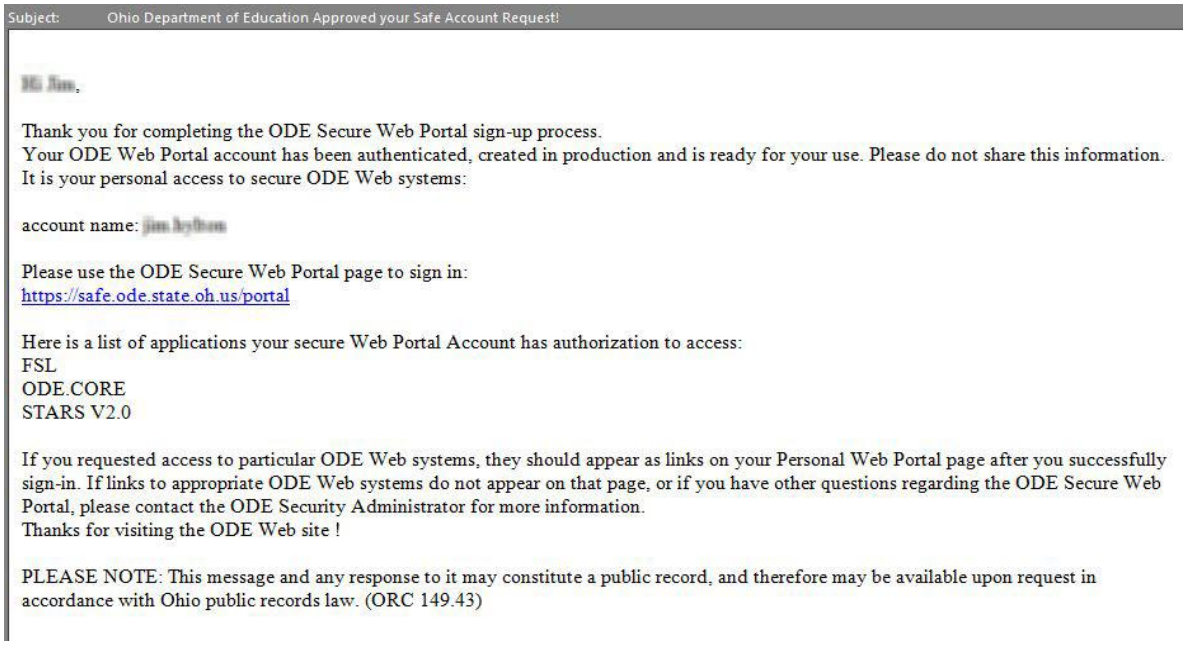
Please check the email address you provided for an email from the Ohio Department of Education with the Subject line "**Ohio SAFE Account Confirm Email**". The final action required to complete the SAFE Signup Process is to **confirm the email address** which you provided. Click on the blue hyperlink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

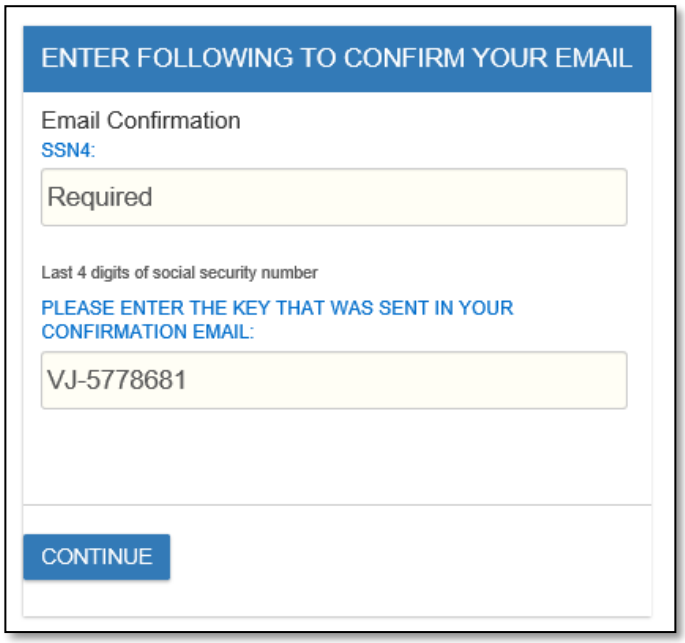
PLEASE NOTE: This message and any response to it may constitute a public record, and therefore may be available upon request in accordance with Ohio public records law. (ORC 149.43)

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

## Process Associated with Uploading a Verification Document:

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.

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.

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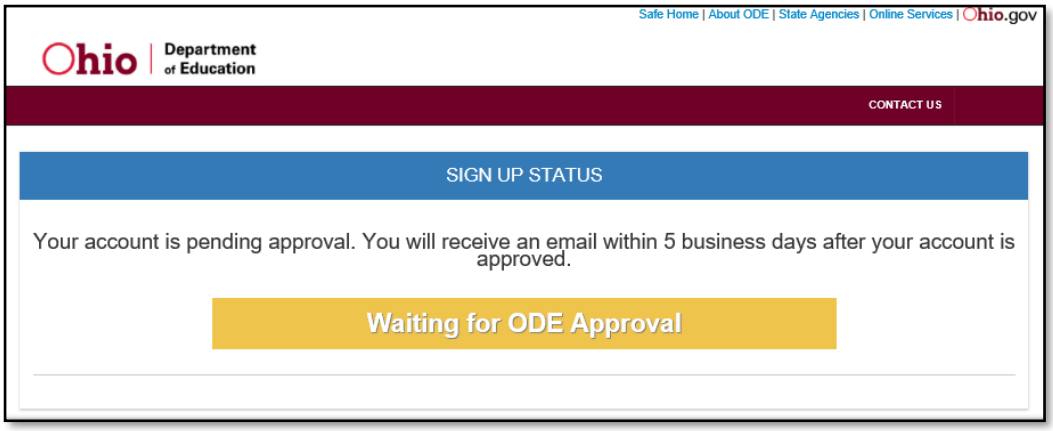
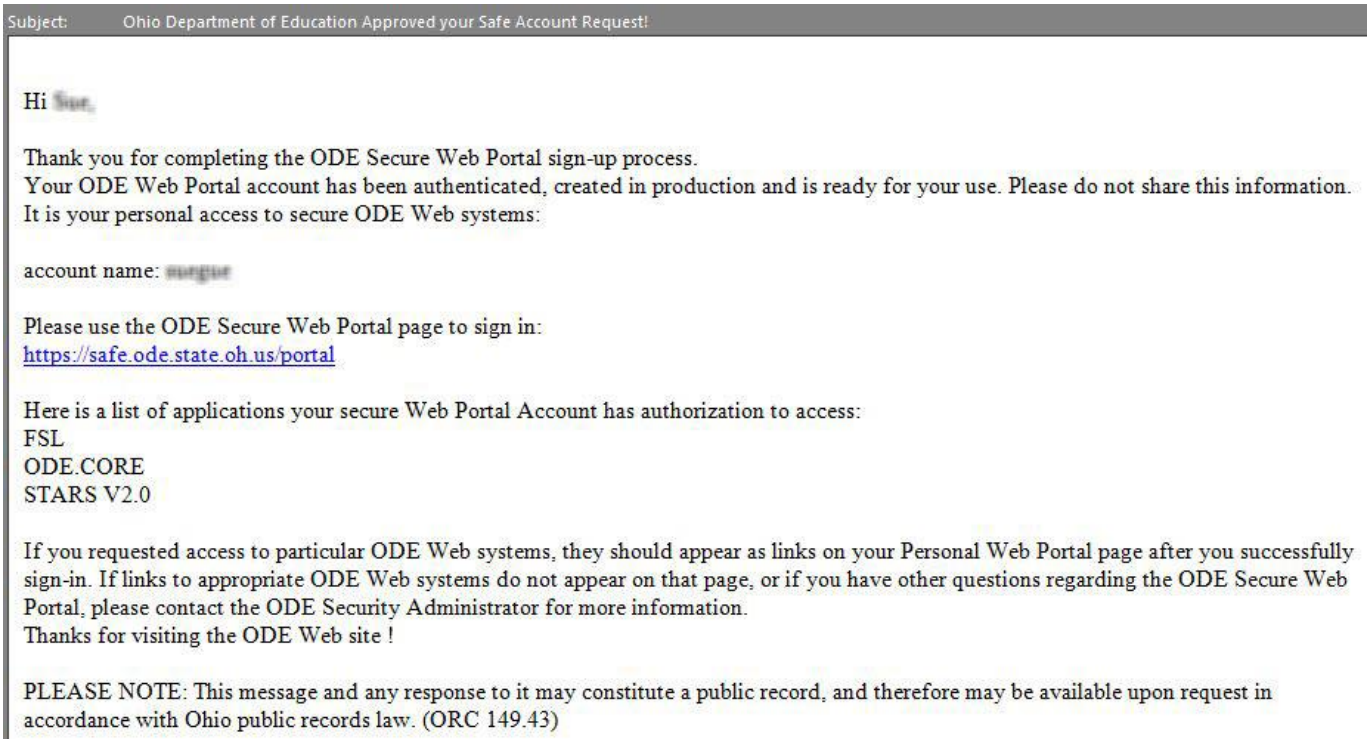



If you uploaded a Verification Document, your Account Status is "**Waiting for ODE Approval**"

Once the SAFE Admin has approved the uploaded document another email is sent:



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

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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: [redacted]

Please use the ODE Secure Web Portal page to sign in:
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Here is a list of applications your secure Web Portal Account has authorization to access:
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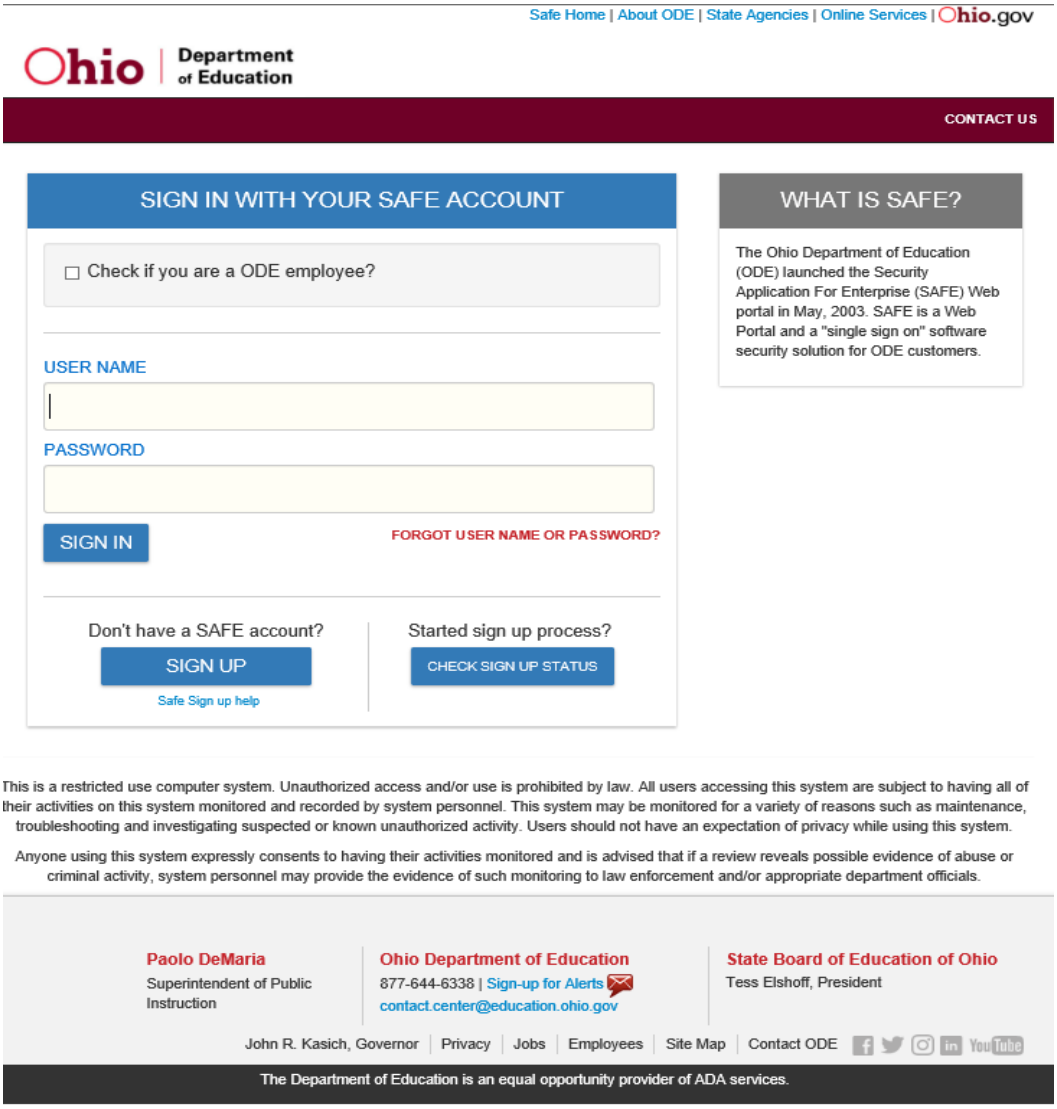
**Final email** with your account name and the link to the "**Sign in with your SAFE Account**"

## Signing into your SAFE Account:

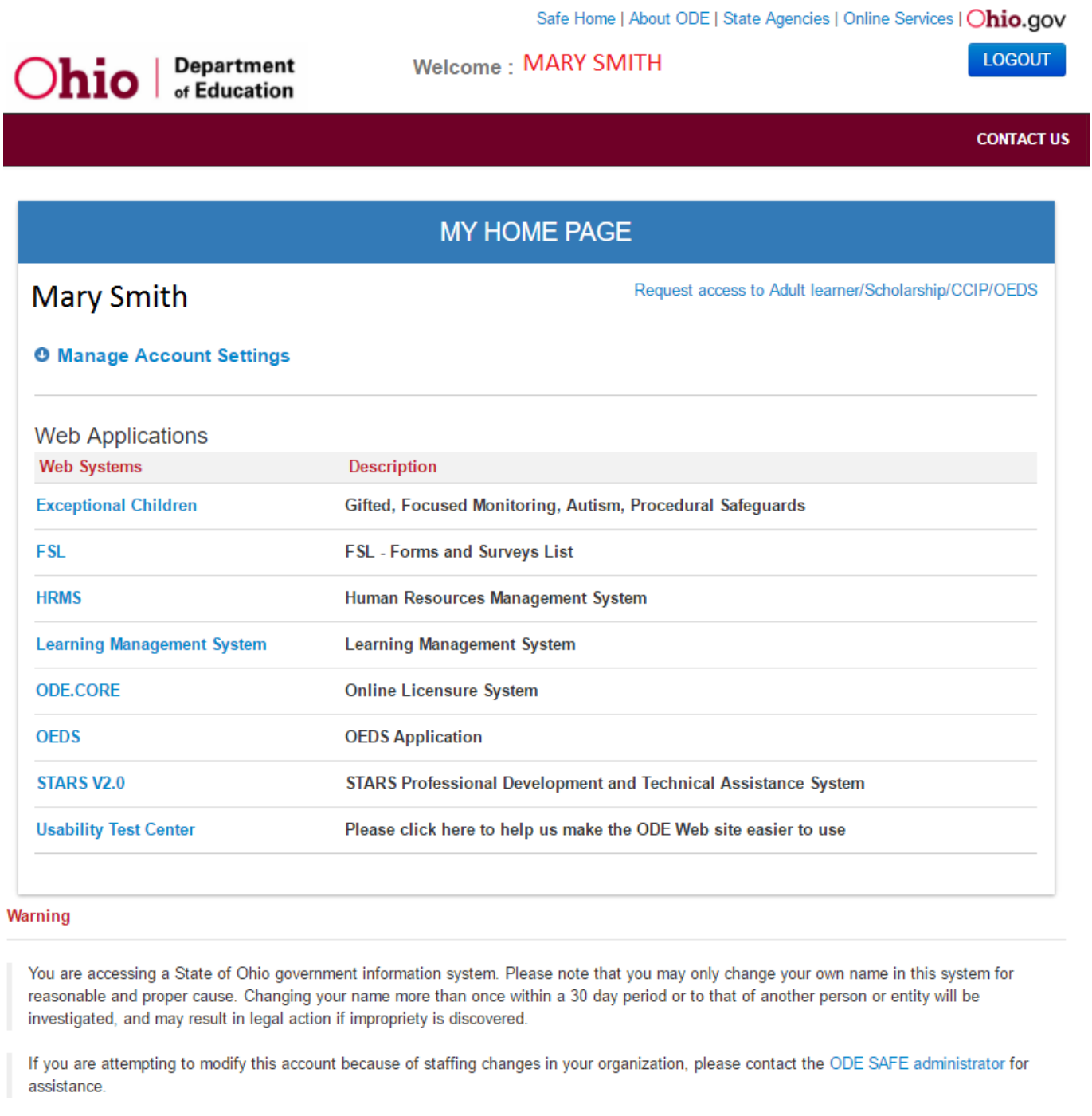
There are multiple ways to access the SAFE sign in page

- 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



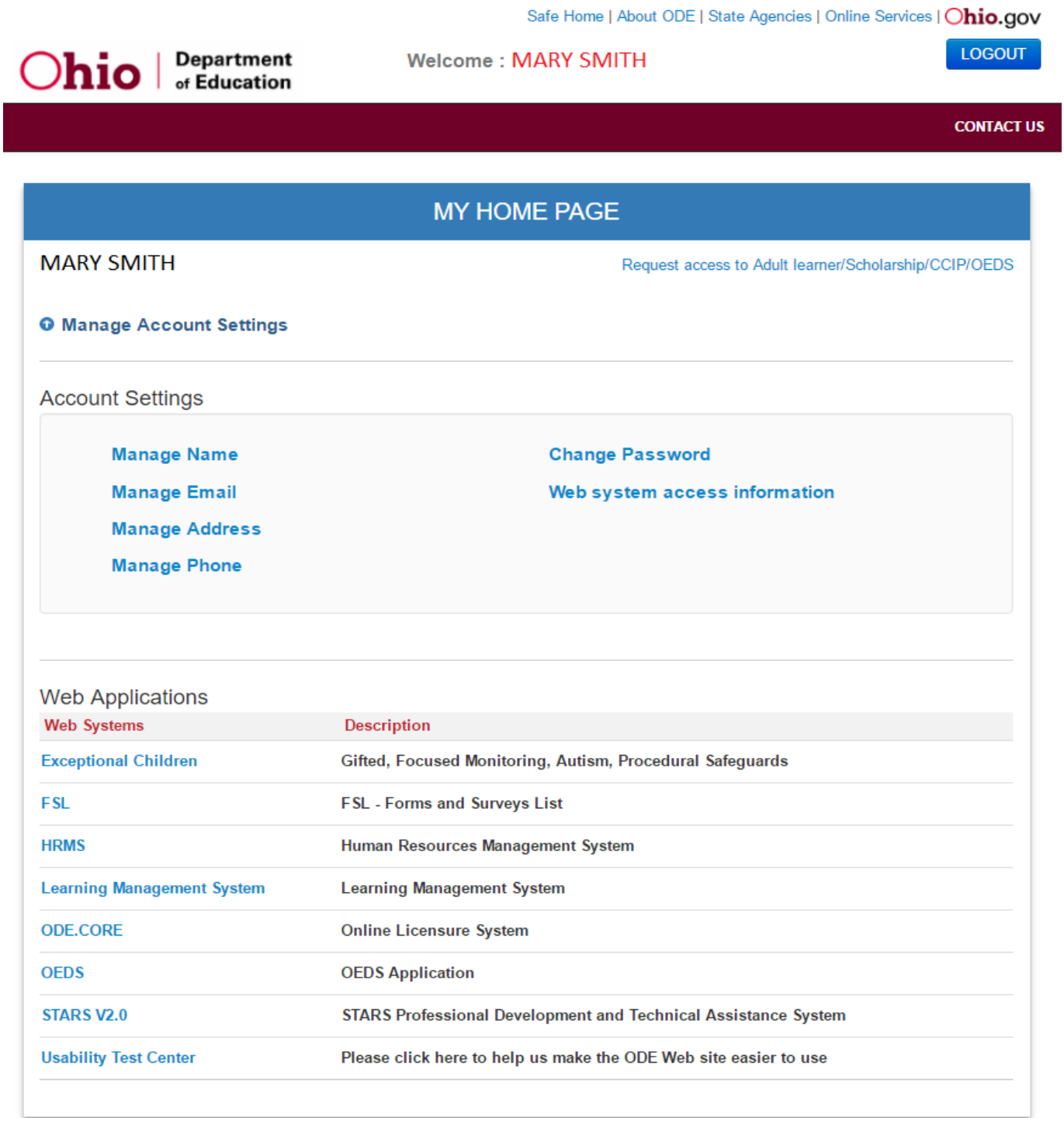

Sign into your SAFE account using the account name and password that was created in the signup process, select “Sign In” button.

## My Home Page:




Access to different Web Applications are reflected under Web Systems.

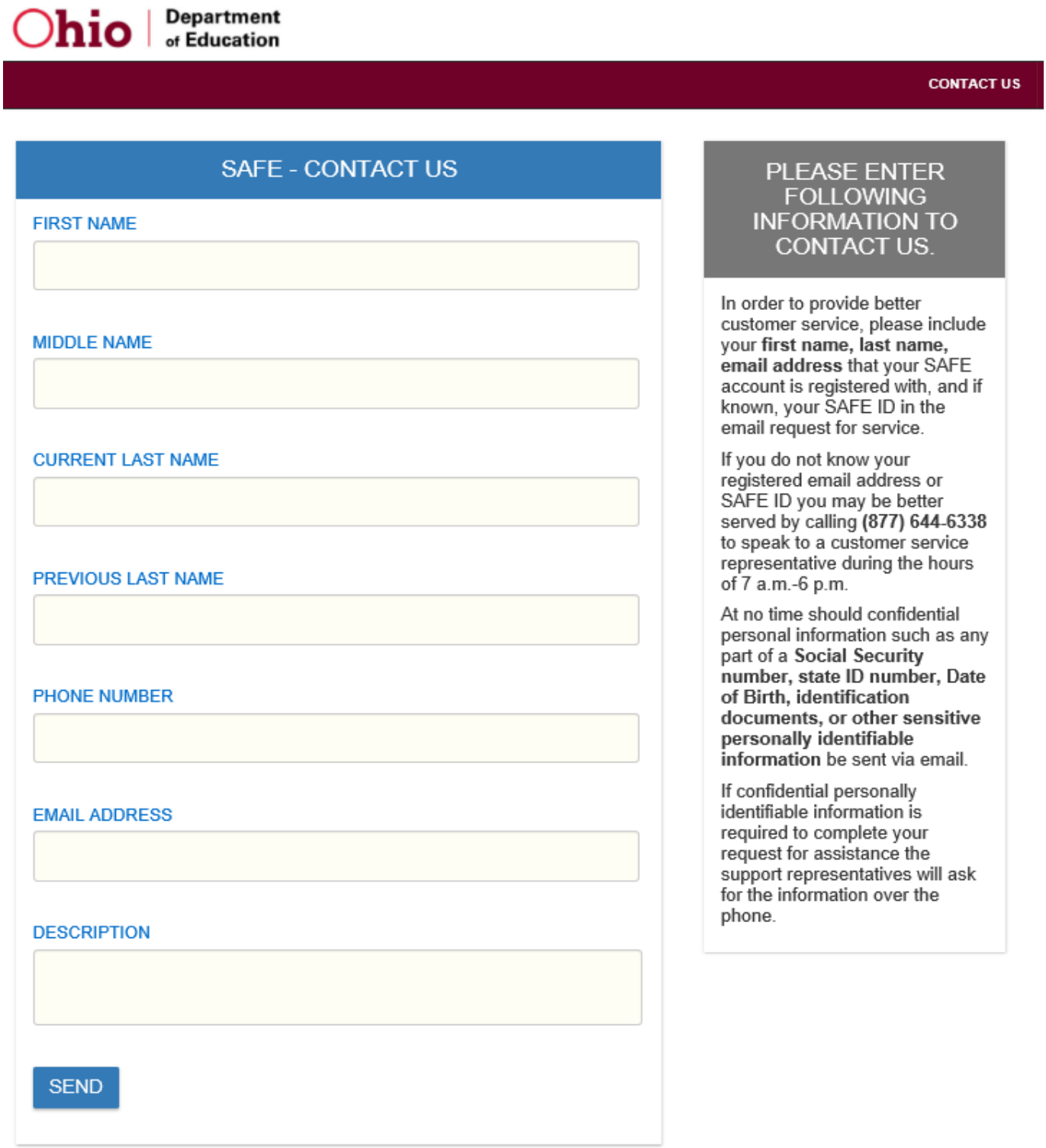
## Manage Account Settings:




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:




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