Updating Personal Contact Information in the Ohio Education Directory System (OEDS) without an OEDS Organization Administrator Account

Each school and district staff person with a record in the Ohio Education Directory System (OEDS) needs to have an accurate and up-to-date office email address and office phone number listed in the system. This ensures staff members can be reached by the public and staff at the Ohio Department of Education. The access level granted to OEDS Organization Administrators limits their ability to update some aspects of other individual's email addresses and phone numbers. Each person needs to review and update his or her own information each time information changes or when moving from one organization to another. A good practice for each person is an annual review and update of email addresses and phone numbers. Follow the steps below to update OEDS contact information.

Step 1: Navigate to the OH|ID system at https://safe.ode.state.oh.us/portal.

Step 2: Click on OH|ID PORTAL

A teacher, superintendent, parent, or other customer of the Department of Education:

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

Important: Your SAFE credentials will not work in the OH|ID platform.
Please create a new OH|ID account if you do not already have one.

OH|ID PORTAL

Need Help? Visit the Department of Education OH|ID Portal Help webpage for information on how to access and navigate the OH|ID portal.

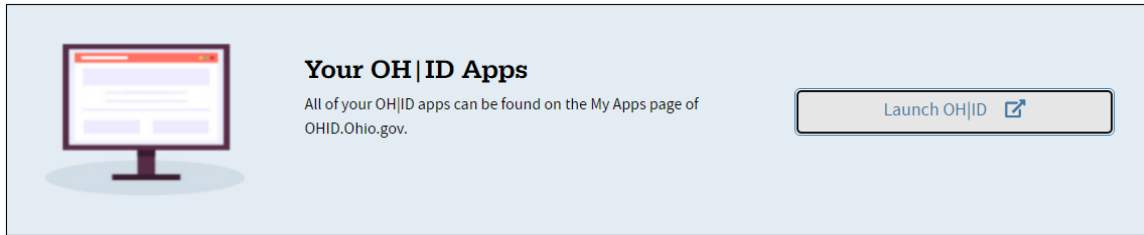**Step 3: Log into OH|ID**

**Log into OH|ID**

OHID (Username)

Forgot OHID?

Password

Forgot Password?

Log in

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Step 4: Click on Launch OH|ID

Your OH|ID Apps

All of your OH|ID apps can be found on the My Apps page of OHID.Ohio.gov.

Launch OH|ID ☑

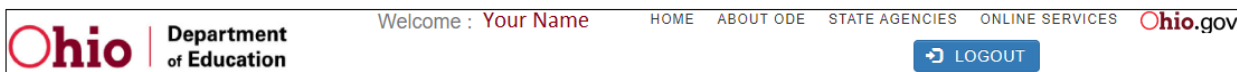## Step 5: Locate the Ohio Education Directory System (OEDS) Application Tile and Click on Open App to go to Your Dashboard

Ohio Education Directory System (OEDS)

Directory of schools and districts

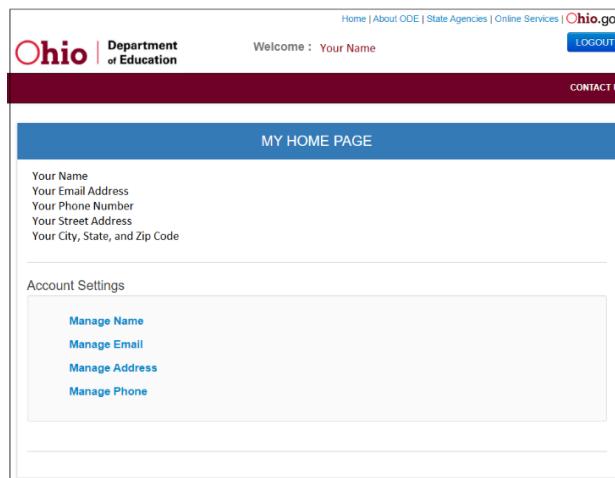Details   Open App
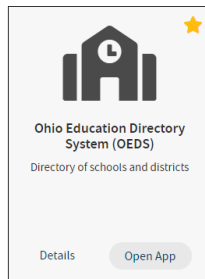
Step 6: Locate and Click on Your Name at the Top of Your Dashboard

If someone else's name appears at the top of the page, you will need to log out of the OEDS and OH|ID systems and begin again using your own credentials.

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Welcome : Your Name   HOME   ABOUT ODE   STATE AGENCIES   ONLINE SERVICES   Ohio.gov

⇥ LOGOUT

Step 7: From your Home Page, Click on the Type of Information to be Reviewed and Updated

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

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Welcome : Your Name   LOGOUT

CONTACT US

MY HOME PAGE

Your Name
Your Email Address
Your Phone Number
Your Street Address
Your City, State, and Zip Code

Account Settings

Manage Name

Manage Email

Manage Address

Manage Phone

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Step 8: Updating Email Addresses in OEDS

School and district staff listed with roles in OEDS need to have a current primary office email address listed in OEDS and can have additional secondary office email addresses listed. The primary office email address should be the email address the person most often uses for work purposes. Please note that home (personal) email addresses are not to be entered in to OEDS.

Click on **EDIT** in the **MANAGE EMAIL ADDRESS** box to update your email address.

RETURN TO PAGE

MANAGE EMAIL ADDRESS

ADD NEW EMAIL

Address	Type	Primary?		
Your Email Address	Home	Primary	EDIT	DELETE

EMAIL RULES

- A e-mail is required.
- Your e-mail will act as your unique identifier and will be used as the log-in for your profile.
- Your e-mail can only be use for one profile.
- You cannot have multiple email addresses associated with an profile.

Changes can be made on the subsequent page.

If your email address is incorrect, or your personal email address is listed, type your current office email address into the **ADDRESS** box.

Manage Email   ✕

Change Email

ADDRESS   Your email address

EMAIL TYPE   Home ▾

☑ **PRIMARY EMAIL?**

Save   Cancel

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If your email address is listed with the Home email type, change it to Office using the **EMAIL TYPE** dropdown box.

Manage Email ✕

Change Email

ADDRESS | Your email address

EMAIL TYPE | Office ⌄
[None]
Home
Office
☑ PRIMARY EMAIL?

Save | Cancel

Check the **PRIMARY EMAIL** box if this is your primary office email address. Uncheck the box if you have or will be identifying another office email address as primary.

Manage Email ✕

Change Email

ADDRESS | Your email address

EMAIL TYPE | Office ⌄

☑ PRIMARY EMAIL?

Save | Cancel

Click **SAVE** to see the updated information.

MANAGE EMAIL ADDRESS

ADD NEW EMAIL

Address	Type	Primary?		
Your Email Address	Office	Primary	EDIT	DELETE

Repeat these steps to update any additional email addresses that are listed.

Step 9: Adding Additional Email Addresses to OEDS

Individuals who work for multiple organizations may need to have more than one office email address listed. To add an email address, click on **ADD NEW EMAIL** in the **MANAGE EMAIL ADDRESSES** box and fill in the correct information. A new email address should not be marked as primary unless you want to switch the email address that is listed as primary.

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Step 10: Deleting Email Addresses from OEDS

Any extraneous email addresses, including Home (personal) email addresses can be deleted from the OEDS system. Click on **DELETE** in the **MANAGE EMAIL ADDRESS** box to remove an existing email address.

RETURN TO PAGE

MANAGE EMAIL ADDRESS

ADD NEW EMAIL

Address	Type	Primary?		
Your Email Address	Home	Primary	EDIT	DELETE

EMAIL RULES

- A e-mail is required.
- Your e-mail will act as your unique ♂identifier and will be used as the log-in ♂for your profile.
- Your e-mail can only be use for one♂profile.
- You cannot have multiple email addresses associated with an profile.

You will need to click **DELETE** again in the popup window to confirm that you want to delete your email address. You can click **CANCEL** if you do not want to delete your email address.

Delete Email ✕

Do you want to delete your email address?

Cancel   Delete
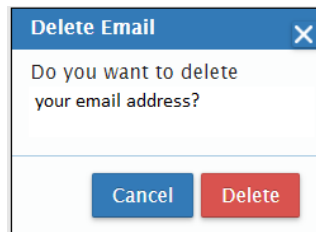
Step 11: To Update a Different Contact Data Type Return to Your Home Page and Click on the Type of Information to be Reviewed and Updated.

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

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Welcome : Your Name   LOGOUT

CONTACT US

MY HOME PAGE

Your Name
Your Email Address
Your Phone Number
Your Street Address
Your City, State, and Zip Code

Account Settings

Manage Name

Manage Email

Manage Address

Manage Phone

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Step 12: Updating Phone Numbers in OEDS

School and district staff listed with roles in OEDS need to have at least one primary office phone number listed in OEDS. This should be the phone number that you use most often for work purposes. You should not have a home (personal) phone number entered in to OEDS, but you may also have a cell phone number listed. Click on **EDIT** in the **MANAGE PHONE NUMBER** box to update your phone number.

Changes can be made on the subsequent page.

If your area code and/or phone number are incorrect type your current area code and phone number into the respective boxes. Type in an extension if one is needed.

If your phone number is listed with the Home phone type, change it to Office using the **PHONE TYPE** dropdown box.

Check the **PRIMARY PHONE** box if this is your primary office phone number. Uncheck the box if you have or will be identifying another office phone number as primary.

Click **SAVE** to see the updated information.

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Repeat these steps to update any additional phone numbers that are listed.

Step 13: Adding Additional Phone Numbers to OEDS

Individuals who work for multiple organizations may need to have more than one office phone number listed. To add a new phone number, click on **NEW PHONE NUMBER** in the **MANAGE PHONE NUMBERS** box and fill in the correct information. A new phone number should not be marked as primary unless you want to switch the phone number that is listed as primary.

Step 14: Deleting Phone Numbers from OEDS

Any extraneous phone numbers, including Home (personal) phone numbers can be deleted from the OEDS system. Click on **DELETE** in the **MANAGE PHONE NUMBERS** box to remove a phone number.

You will need to click **DELETE** again in the popup window to confirm that you want to delete your phone number. You can click **CANCEL** if you do not want to delete your phone number.

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