

### Setting-up your SAFE Account

Your **SAFE** account will provide you access to your educational profile with the Ohio Department of Educational (ODE). Once your account is created, you will be able to renew or apply for ODE license(s), check the status of your application, verify the dates of your BCI and FBI background checks, and view your current credentials. Your SAFE Account also allows you to register for STARS (Professional Developmental Technical Assistance System).

Please follow the directions below to create a secure ODE SAFE account.

- Go to <http://education.ohio.gov/> and click on the word SAFE at the top of the page
- Click on the “Sign-Up” button
- On the **Basic Information** screen, enter the required information and click “Next”
- Please enter your contact information including a valid email address.  
You must also provide either the License Number that appears on your Ohio Driver’s License, the State of Ohio ID Number **or** upload a copy of a Verification Document. Otherwise an error message appears in red.
- In the **Account Information** section, please create a user name and password.  
You must agree to the “Ohio Department of Education Terms of Service and Privacy Policy” to create your SAFE account.
- Select “Next”.
- The Ohio Department of Education will send a confirmation email message to the address you provided in the **Identity Verification Information** page. After viewing your email, please click on the message titled, “**Ohio SAFE Account Confirm Email**” and click on the “confirm email message” link within the message.  
  
You will then be directed to the SAFE – Email Confirmation screen. Please enter the last 4 digits of your social security number (the Email Confirmation Key will auto populate, if it doesn’t, 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”.
- You have now created your SAFE account and will be able to sign in with the user name and password you created to renew your license and register for ODE sponsored Professional Development.

If you have questions regarding this process, please call ODE at

1-877-644-6338

(press 3 for SAFE account assistance).