

How do I request a State ID online?

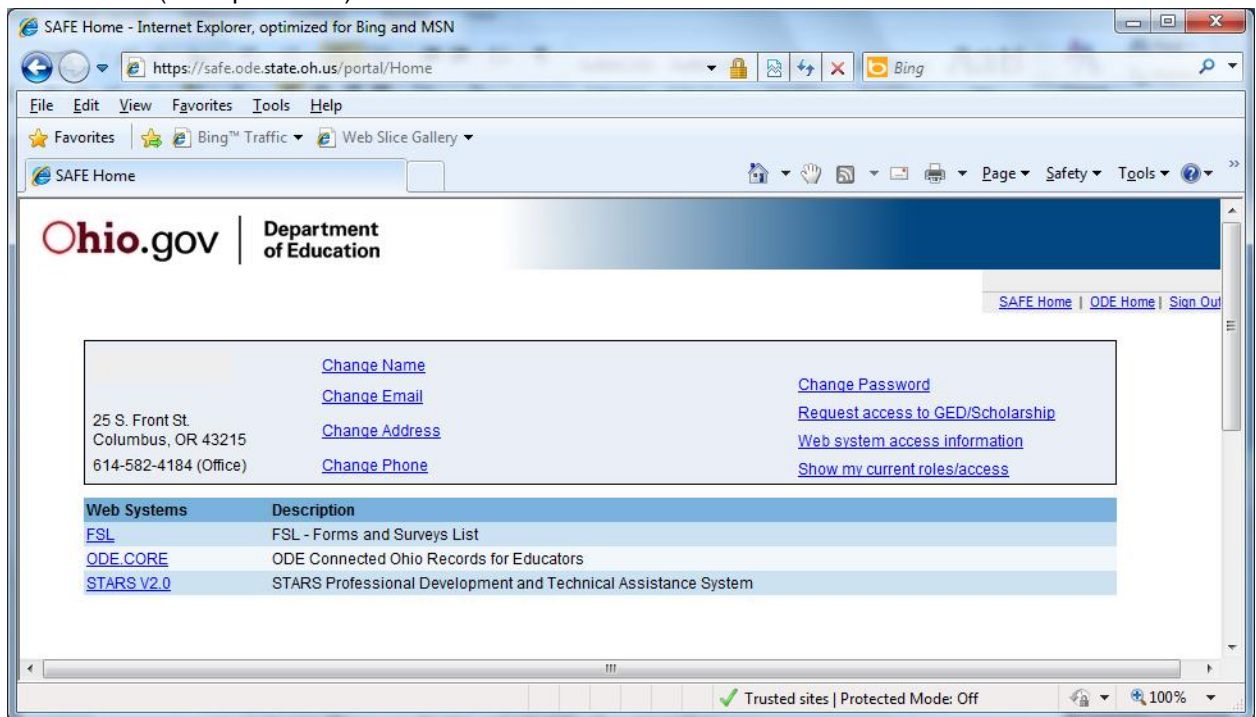
A **State Staff Identification number** (State ID) is one type of common identifier created and assigned by the Ohio Department of Education to identify individual people. The State ID number is very helpful when linking person records with unique data records related to that person, such as educator 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:

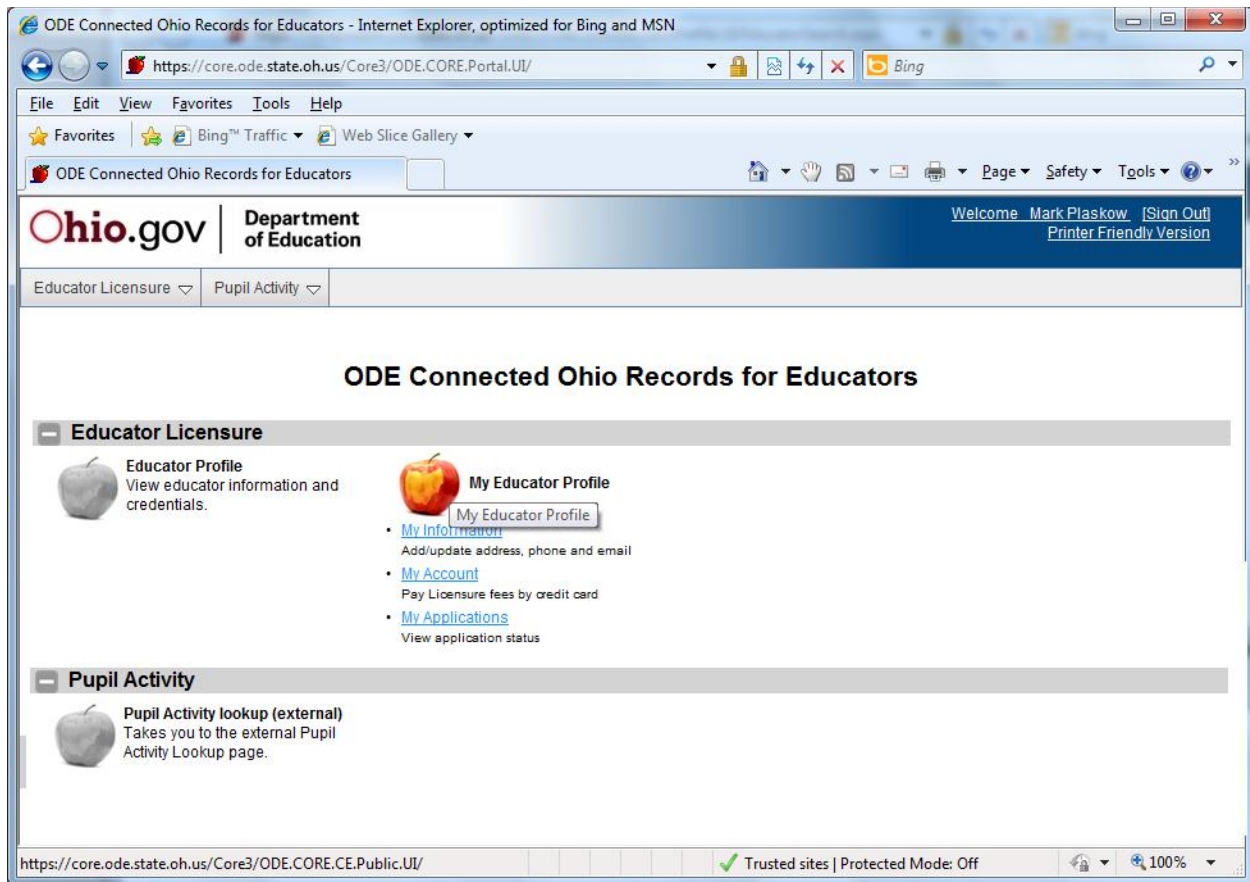
<https://coreprodint.ode.state.oh.us/core2.3/ode.core.EducatorProfile.UI/EducatorSearch.aspx>

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 CE Public 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):



3. Select “My Educator Profile” from the CORE Portal page:



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).

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](#)

- 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:

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](#)