



OHIO DEPARTMENT OF EDUCATION

Connected Ohio Records for Educators (CORE)

Pupil Activity Provider
User Manual

CONNECTED OHIO RECORDS FOR EDUCATORS

Pupil Activity Provider User Manual

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Ohio Department of Education
25 S. Front St.
Columbus, OH 43215-4183

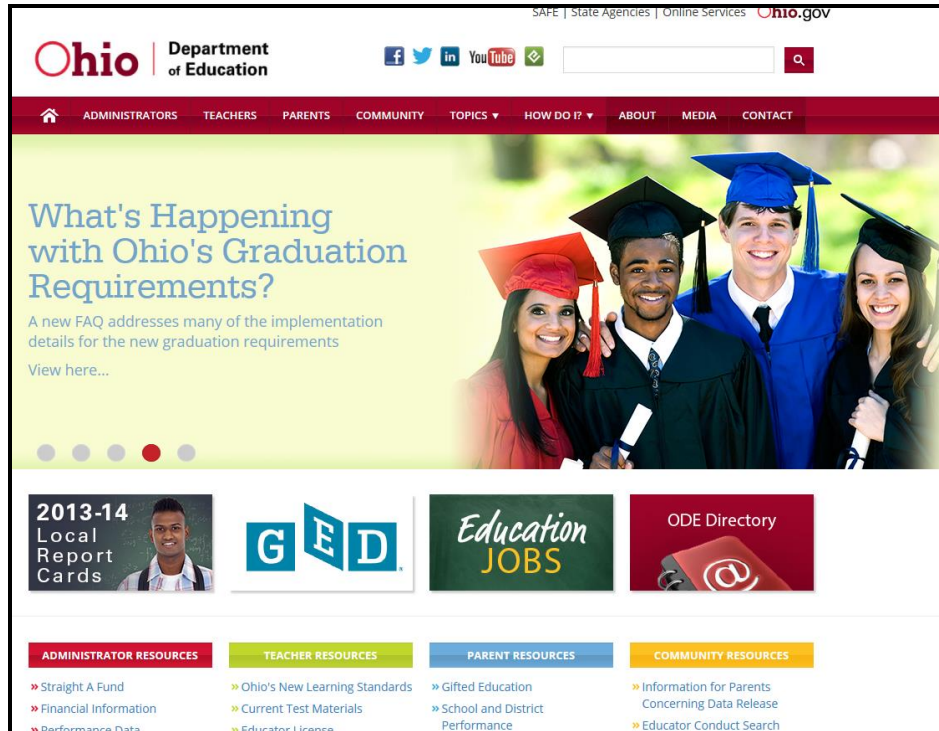
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CORE Overview

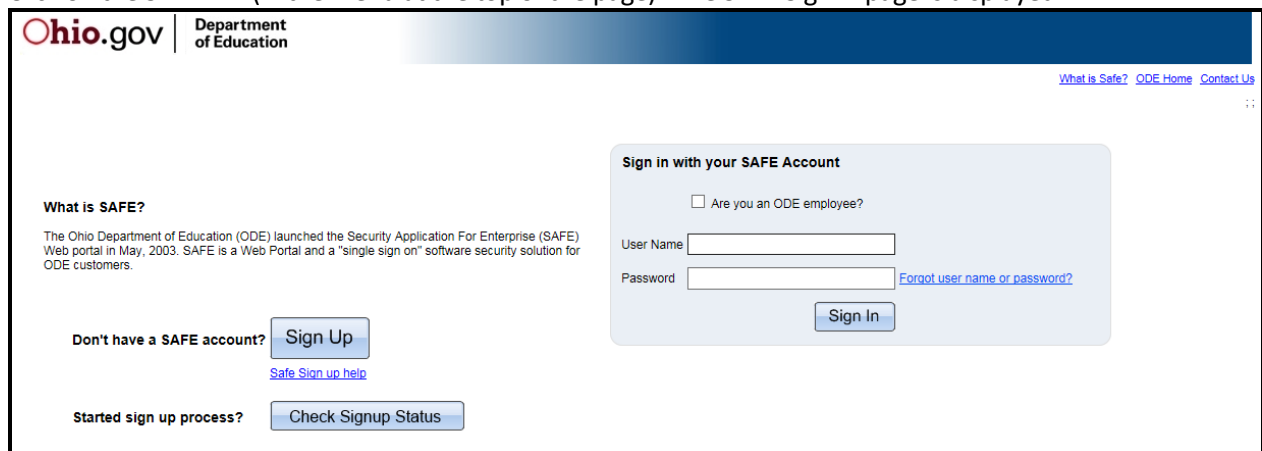
The Connected Ohio Records for Educators (CORE) system manages all aspects of educator licensing. The system is divided into six modules: Educator Licensure, Finance, Professional Conduct, Pupil Activity, Resident Educator, and LPDC. The Educator Licensure module is the heart of the CORE system. This 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 participants 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 and signers.

Accessing the System

Access to the CORE My Educator Profile system is controlled through ODE's 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.



Click on the SAFE link (in the menu at the top of the page). The SAFE Sign In page is displayed.



Enter your User Name and Password and click **Sign In**. If you don't yet have a SAFE account, click the **Sign Up** button and follow the instructions for creating a SAFE account. If you need help, click on the link "Safe Sign up help" for an instruction manual.

If the message “The user name or password provided is incorrect” is displayed, and you have forgotten your user name or password, click the [Forgot user name or password](#) link and follow the instructions for having a new password e-mailed to you. After a successful login, the SAFE Menu will be displayed.

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Mary Teacher
DEVELOPMENT
[Contact Us](#) | [SAFE Home](#) | [ODE Home](#) | [Sign Out](#)

Mary Teacher
mary.teacher@yahoo.com
123 Home Street
Columbus, OH 44444
614-444-5555 (Office)

[Change Name](#)
[Change Email](#)
[Change Address](#)
[Change Phone](#)

[Change Password](#)
[Request access to GED/Scholarship/CCIP](#)
[Web system access information](#)
[Show my current roles/access](#)

Web Systems	Description
FSL	FSL - Forms and Surveys List
ODE.CORE	ODE Connected Ohio Records for Educators. Check Ohio Educator Licensure status, request and pay for licensure online
STARS V2.0	STARS Professional Development and Technical Assistance System
Usability Test Center	Please click here to help us make the ODE Web site easier to use

Note that there are links above the menu for things you can do to change or access information about your SAFE account. These links allow you to:

- Change your Name (with a valid Ohio Driver’s License)
- Update your Email Address
- Update your Home or Office Physical and Mailing Addresses
- Update your Phone Number
- Change your Password
- Request Access to GED/Scholarship/CCIP systems
- View the different systems you can request access to
- Show your current roles and access

The number of systems listed on this menu will vary widely depending on your permissions. To access CORE, click the ODE.CORE (Online Licensure System) link. The main CORE Dashboard will be displayed.

CORE Dashboard

The CORE Dashboard is a new way to navigate the CORE Online Licensure and Resident Educator systems. This easy-to-use page will be your home page. Your base from which you can access any of the features in CORE. The items which appear on the dashboard are customized to the individual logging in. For example, if you are an e-signer, you will see the E-Signers box. If not, this area will be blank on your dashboard. If you are a Resident Educator Coordinator, you will see a link to “RE Registration” in the Important Links box.

Ohio.gov | Department of Education

Welcome John Superintendent [Sign Out]
Printer Friendly Version
Session Timeout:08:18:49

John Superintendent [OH3000460],
Welcome to the Ohio Department of Education's CORE Licensure Dashboard!

My Profile
UPDATE
My Personal Information

New Application
APPLY
for a NEW License, Permit or Certificate

My Credentials
RENEW
Advance, Transition, Add an Area, Extend an RE, or Print My Credential

My Account
PAY
My Fees and View Financial Transaction History
★ Pay for My Application(s)

My Documents
VIEW or UPLOAD
Documents/Transcripts

My Applications
STATUS
Check the Status of My Application or Edit a Submitting Application

Educator Profile
SEARCH
an Educator Record

Important Links
• [LPDC - Request/Manage](#)
• [My IPTI Registrations](#)
• [My RE Summary](#)
• [Pupil Activity Provider](#)
• [RE Registration](#)

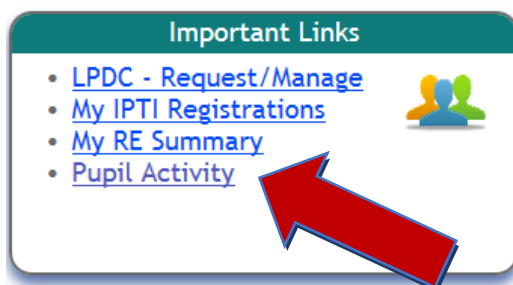
E-Signers
• [Enroll as e-Signer](#)
• [E-sign Applications](#)
• [Check Status of Applications](#)
• [Manage e-signers](#)
★ You have 27 pending Application(s)

Dashboard Features:

- There are handy “HELP” and “HOME” icons at the top of the screen. If you click on the help question mark (?) you will see a list of available help sources. If you click on the Home icon, you will be returned to the old CORE “apple” menu. Some users may need to use this, depending on what functions you are performing in CORE.
- Each box on the dashboard is either clickable anywhere in the box, or for those boxes with links, you can click on any link in the box.
- Reminder notices are displayed in the boxes as appropriate. If you have applications that you have not yet submitted and paid for, there will be a reminder in “My Account” to click on and pay for those applications. If you have credentials expiring which are now renewable, a reminder will be displayed in the “My Credentials” box.
- A convenient “STATUS” box is available which will take you to the “My Applications” screen where you can check on the status of your application.
- If you are an E-Signer, you can see if you have any pending applications to sign, without needing to go to the My Approvals screen.

Pupil Activity

The Pupil Activity module can be used by **school districts** to look up participants that have taken pupil activity training, by **educators** to find pupil activity providers and classes, and by **pupil activity providers** to enter those taking their classes. To access any of these functions, log into CORE as described previously, then on the Dashboard, click on the link “Pupil Activity” in the “Important Links” button.



For School Districts – How to find out if a Coach has taken the proper training class!

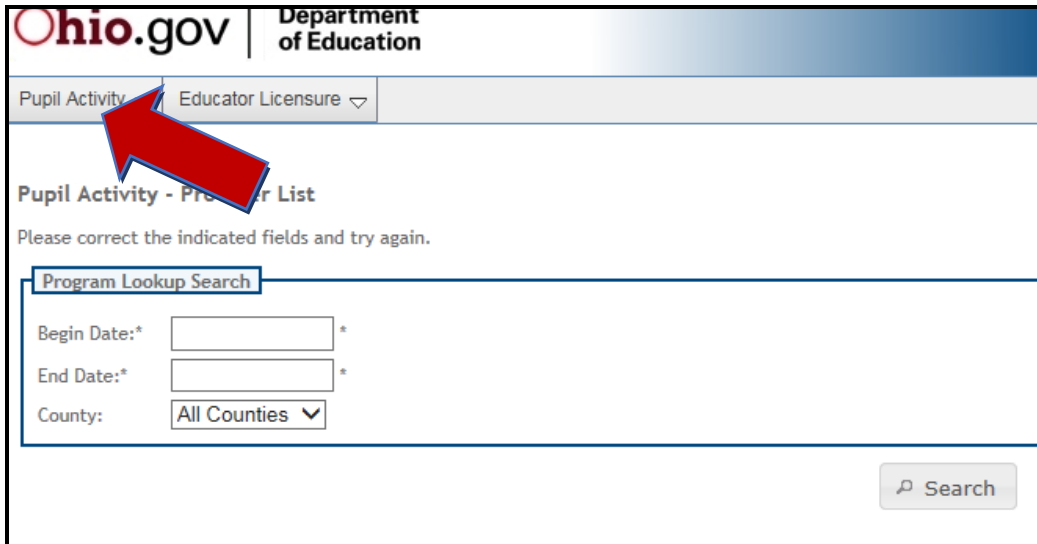
The Participant Search is the first screen under the Pupil Activity Menu. To find if a person has taken a pupil activity training class, first search for that person by any piece of the name, or the birthdate.

Ohio.gov	Department of Education
Pupil Activity ▾	Educator Licensure ▾
Participant Search	
Participant Search	
First Name: <input type="text"/> (Wildcard "*" allowed)	Last Name: <input type="text"/> (Wildcard "*" allowed)
Middle Initial: <input type="text"/>	Birth Date: <input type="text"/>
<input type="button" value="Search Participant"/>	

If that person has taken pupil activity training, the results will be displayed with the Provider ID, Name, Program#, and Date of the training class.

For Coaches & Educators – How to find a class!

1. On the Dashboard, click on the “Pupil Activity” link. From the “Participant Search” screen, click on the the Pupil Activity dropdown menu in the upper left corner, and select “Provider List”. Search for a course by entering a range of begin and end dates, and a county (optional). Click on the “Search” button.



The screenshot shows the Ohio.gov Department of Education website. At the top left, there is a navigation bar with "Ohio.gov" and "Department of Education". Below this, there is a dropdown menu with "Pupil Activity" selected and "Educator Licensure" as an option. A red arrow points to the "Pupil Activity" dropdown. Below the navigation bar, the page title is "Pupil Activity - Provider List". Below the title, there is a message: "Please correct the indicated fields and try again." Below this message, there is a "Program Lookup Search" form. The form has three fields: "Begin Date:*" with a text input field and an asterisk, "End Date:*" with a text input field and an asterisk, and "County:" with a dropdown menu showing "All Counties". Below the form, there is a "Search" button with a magnifying glass icon.

2. A list of all possible providers with the class, date, location, and contact information will be displayed.
3. Contact that provider to schedule a class.

For Providers – How to register students!



For the general public, the Pupil Activity Provider Lookup is the only function available. If you are set up in OEDS with the role of “Coordinator-Pupil Activity”, you may view/edit the remainder of the Pupil Activity screens as defined below.

Provider Registration Lookup:

Click the Pupil Activity dropdown menu and select Provider Registration. The Provider Registration page displays all the Provider Organizations that you are associated with. Usually this will only be one, but a provider can be associated to multiple organizations if needed.

Provider Registrations

Providers:(1)

Page# 1/1 Page Size: 10

Provider Id	Provider Name	City	State	Zip	Approval Date	Status	Action
047027-2012/2013	Dublin City School District	Dublin	OH	43017	6/1/2011	<input checked="" type="checkbox"/>	

Programs:(None)

Participants:(None)

Program Lookup:

Click the magnifying glass icon under the Action column to view the list of Programs available for the Provider.

Programs:(2) found for Dublin City School District(047027-2012/2013)

Page# 1/1 Page Size: 10

Program#	Contact Name	Phone#	Location	Date	Reported	Report Date	Action
10	Arun	6147288086	Hilliard	6/20/2011	<input checked="" type="checkbox"/>	6/20/2011	
40	Carol Myers	6144877777	Scottish Corners	7/31/2012	<input checked="" type="checkbox"/>	7/19/2012	

The Programs section displays the programs that have been set up for the selected Provider in the current School Year. The Program #, Contact Name, Contact Phone #, Location, Date, Reported Flag, and Report Date are displayed for each program. The Reported Flag will not be checked and the Report Date is blank until the list of participants is officially “Submitted” from the Data Entry page. Click the magnifying glass icon under the Action column to load the list of participants for that program. Click the “Providers” bar above the Programs section to return to the list of Providers.

Participant Lookup:

The Participants section shows all participants that have been entered for the selected program. The Program #, Participant Name, Date of Birth, and SSN4 are displayed for each participant. You may edit each participant if needed by clicking on the pencil edit button under the “Action” columns. Click the “Programs” bar above the Participants section to return to the list of Programs.

Participants:(4) found for Program#40

Search: Page# 1/1 Page Size: 10

Program#	Participant Name	Birth Date	SSN	Action
40	Big B Coach	11/5/2015	7878	
40	Buck Coach	5/15/1980	7894	
40	John Coach	5/5/1972	9998	
40	Sue Coach	1/1/1980	1234	

Adding Participants to a Program:

If there are no participants in a program yet, the screen will display “No Participant found”.

Participants:(0)

No Participant found.

To Add a Participant record, click “Add New Entry”. The Add/Edit Participant popup screen is displayed to enter new information.

Participant Details

Add/Edit Participant

First Name: Last Name:
 SSN: (Last 4 digits) Middle Initial:
 Birth Date:

The First Name, Last Name, and SSN4 fields are required. Middle Initial and Date of Birth are optional. Update the desired fields and click “Save” to save your changes. Click “Close” to return to the Pupil Activity Data Entry List without saving.

Edit a Participant record:

To change a participant record, click on the pencil icon under the “Action” column. The Add/Edit Participant dialog is displayed pre-populated with the selected Participant information. You may change any of the information displayed. The First Name, Last Name, and SSN4 fields are required. Middle Initial and Date of Birth are optional. Update the desired fields and click “Save” to save your changes. Click “Close” to return to the Pupil Activity Data Entry List without saving.


To submit the list of participants to ODE, click “Submit”. The program list will be submitted to the main CORE system.

Participants:(4) found for Program#40

Page# 1/1 Page Size: 10

Search:

Program#	Participant Name	Birth Date	SSN	Action
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40	Buck Coach	5/15/1980	7894	
40	John Coach	5/5/1972	9998	
40	Sue Coach	1/1/1980	1234	



Participant Details ✕

Add/Edit Participant

First Name: * **Last Name:** *

SSN: * (Last 4 digits) **Middle Initial:**

Birth Date: *

Please correct the indicated error(s) and try again.



Note: The Program and its list of participants MUST be submitted for ODE to approve. Once the program is submitted, it cannot be edited or participants may not be added or deleted.

Pupil Activity User Manual:

Click on the Pupil Activity dropdown menu to view or download the Pupil Activity User Manual. The manual is also accessible from the main Dashboard, by clicking on the Help? Icon in the upper right hand corner.

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• [Check Status of Applications](#)
• [Manage e-signers](#)
★ You have 27 pending Application(s)

Other Resources

[Ohio Department of Education website](#)

[Office of Educator Licensure Home Page](#)

[Licensure Document Resources](#)

[Help with the Online Licensure System](#)

[Information on Coaching Permits](#)