

## ODE CORE Online License / Permit **NEW** Application Instructions

1. Go to <https://safe.ode.state.oh.us/portal>
2. *Select:* “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](#)

Please login to access the Ohio ID Portal using your OH|ID Account.

3. Please click the link below to create your OH|ID Account in a few simple steps.
4. [Create New Account >](#)
5. If applying for a substitute license you will either choose short term or long term.
6. Make sure the effective year is **2020**
7. Select “organization,” click “magnifying glass” and type in “**050666**” (*This is for any substitute who is being **paid through the WCESC.***)
8. You will then answer a few questions about yourself. If you answer “Yes” to any legal question, you will have to explain your answer in a drop down box.
9. If you have transcripts to upload, scan both sides of the transcript and upload the pdf file to ODE.
10. Mail To Organization - also IRN **050666** ( Only AIDE licenses)
11. Click “pay and submit” (under my application status). For payment, you will need to use a credit card, or a debit card that can be ran as a credit card. An email will be sent to the proper personnel who will electronically sign for the WCESC. Once the application is accepted, ODE will process your license.

Please contact Alicia Leslie or Stephanie Dyar at 419-354-9010 with any questions.