INSTRUCTIONS FOR CHANGING YOUR PERSONAL INFORMATION IN STARS AND YOUR SAFE ACCOUNT.

PLEASE NOTE THAT THESE ARE TWO SEPARATE DATA BASES.

1. Log in to your **SAFE Account** at http://education.ohio.gov/

Log in using your current user name and password. If you have forgotten either, use the link on the sign-in page. You will need to know your driver's license number in order to reset your password.

2. Once logged in to your **SAFE Account**, you can change your **SAFE Account** user name, email address and password (if you wish) by clicking on Manage Account Settings. Please note the Warning that you can only change your own name for reasonable and proper cause. Also note at the bottom is a link to contact the ODE SAFE administrator if you have problems.

MY HOME PAGE

Cathy Heid

Cathy.Heid@email.sparcc.org
330-493-6082 (Office)
Stark County ESC - SST9
2100 38th St NW
Canton, OH 44709

Request access to Adult learner/Scholarship/CCIP/OEDS

⊕ **Manage Account Settings**

Web Applications

Web Systems	Description
Decision Framework	Decision Framework Application Suite
ODE.CORE	Online Licensure System
OEDS	OEDS Application
STARS V2.0	STARS Professional Development and Technical Assistance System
TRAC	TRAC application

Warning

You are accessing a State of Ohio government information system. Please note that you may only change your own name in this system for reasonable and proper cause. Changing your name more than once within a 30 day period or to that of another person or entity will be investigated, and may result in legal action if impropriety is discovered.

If you are attempting to modify this account because of staffing changes in your organization, please contact the ODE SAFE administrator for assistance.

The screenshot below will appear when clicking on "Manage Account Settings."

⊕ **Manage Account Settings**

Account Settings

Manage Name   Change Password

Manage Email   Web system access information

Manage Address

Manage Phone

You can have more than one e-mail address. Notifications will be sent to the Primary e-mail address by the SAFE Account system. If you want to be certain you receive your e-mails to a particular address, **use only one email address and make it the primary**. **PLEASE NOTE:** If an

event owner is trying to register you and you have a common name, we see literally pages of possible people. Using something other than your school email address makes it difficult for us to find you, especially if your organization affiliation is not current.

RETURN TO PAGE

MANAGE EMAIL ADDRESS

ADD NEW EMAIL

Address	Type	Primary?		
Cathy.Heid@email.sparcc.org	Office	Primary	EDIT	DELETE

EMAIL RULES

- At least one email is required.
- One email address must be marked as primary. If you have multiple email addresses then only one can be marked as primary.
- Primary email address cannot be deleted. To delete primary email address mark another email address as primary or add a new primary address.

YOU HAVE NOW COMPLETED CHANGING YOUR SAFE ACCOUNT PROFILE – BUT YOU MUST ALSO CHANGE YOUR STARS ACCOUNT PROFILE.

3. Click on STARS V2.0

Canton, OH 44709
🔵 **Manage Account Settings**

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4. Click on UPDATE YOUR STARS PROFILE.

Home > STARSv2

SAFE Account Sign Out

Cathy Heid

STARS Dashboard

- Event Search
- My Event History Search
- Location Search
- PPS Search
- Audience Profile Search
- Need Help? FAQs, etc

Profile Information

Welcome, Cathy

Organization: 009256 Region 9 State Support Team
STARS Role: Other Edu. Employee (University, ESC, SST, non-public school teachers, etc.)

Update your STARS profile

5. This is where you must also update any changed information, including your organization, email address, etc.

STARS User Profile

Please select the group that best describes you:

- ◯ Public School Teacher (K-12)
- ◯ School/District Administrator
- ◯ Other District Employee
- ◯ Early Learning Employee (Birth - 5 years old)
- ⦿ Other Edu. Employee (University, ESC, SST, non-public school teachers, etc.)
- ◯ Parent/Community Leader
- ◯ ODE Employee

Personal & Contact Information

Name:	Cathy D Heid
Email-Address:	Cathy.Heid@email.sparcc.org
	(330) 492-8136
Phone Number(s):	(330) 806-1630
	(330) 493-9135

Addresses(s):
Physical Address
Stark County ESC - SST9
Canton, OH 44709
Mailing Address
Stark County Esc- Sst 9
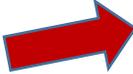Canton, OH 44709
No address available

Update Personal Info

Please choose your STARS preferred Organization:

- ⦿ Region 9 State Support Team [ERSS Region]
- ◯ Stark County ESC [Educational Service Center]

If the organization to which you are associated doesn't appear above, please search for your organization.
Organization Name: [_____] Search

Organization on your Name Badge

Your STARS preferred organization selected above will appear on your Name Badge at events.
☐ Check if you don't want any Organization name to appear on your badge.

EMIS is the source for ODE teacher assignment data. EMIS updates from school district records twice a year. Recent changes in school district rec
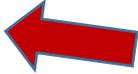
Save Cancel

DON'T FORGET TO SAVE!!

SUCCESS!!

You are now ready to search for an event.

1. Click on Event Search
2. Enter the beginning date and ending date of the event. You may need to use a date range if there are several dates and they are all required for the training. (i.e., 09/13/2017 beginning date and 05/20/2018 ending date) In the case of a date range, you must include the date of the first training to find the even. If you enter something later –such as the date of the second training as the start date – you will not find the event.
3. DO NOT enter an event name. If you are off a space other than how it was entered, you will not find the training.
4. Select Region 9 State Support Team as the event owner.
5. Enter a Keyword if one was given to you. Otherwise leave it blank.
6. Entering anything else in any of the other fields will probably result in you not finding the event.
7. Click Search
8. You may double click on the headings at the top to sort ascending or descending.
9. Once the event is found, click on it to select and follow the prompts to register.

If the information in this document does not help you solve your issues with correct personal information for you, you will need to contact Safe.Admin@education.ohio.gov

If the information in this document does not help you find a training or event, please contact the event owner (in our case State Support Team Region 9) and NOT ODE.