

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/>

The screenshot shows a web browser window with the URL <https://safe.ode.state.oh.us/portal/>. The page header includes the Ohio.gov logo and the Department of Education. On the right side of the header, there are links for [What is Safe?](#) and [ODE Home](#).

The main content area is divided into two sections. On the left, under the heading "What is SAFE?", there is a paragraph: "The Ohio Department of Education (ODE) launched the Security Application For Enterprise (SAFE) Web portal in May, 2003. SAFE is a Web Portal and a "single sign on" software for ODE customers." Below this text is a "Sign Up" button and a link for [Safe Signup help](#). Two blue arrows point from this section towards the right.

On the right, there is a "Sign in with your SAFE Account" box. It contains a checkbox labeled "Are you an ODE employee?". Below the checkbox are two input fields: "User Name" and "Password". To the right of the "Password" field is a link for [Forgot user name or password?](#). A "Sign In" button is located below the input fields. A red arrow points upwards from the bottom of the page towards the "Forgot user name or password?" link.

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 the links.

The screenshot shows the Ohio.gov Department of Education SAFE Home portal. The user is logged in as Cathy Heid. The profile section includes the following links:

- [Change Name](#)
- [Change Email](#)
- [Change Address](#)
- [Change Phone](#)
- [Change Password](#)
- [Request access to GED/Scholarship](#)
- [Web system access information](#)
- [Show my current roles/access](#)

Below the profile is a table of Web Systems:

Web Systems	Description
Decision Framework	Decision Framework Application Suite
FSL	FSL - Forms and Surveys List
ODE_CORE	ODE Connected Ohio Records for Educators
STARS V2.0	STARS Professional Development and Technical Assistance System
TRAC	TRAC application

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.**

The screenshot shows the 'Manage email addresses' page. It includes the following elements:

- 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.
- Manage email address** section:
 - Click here to add new email address [New Email Address](#)
 - Current email address: Cathy.Heid@email.sparcc.org Office Primary [Edit](#) [Delete](#)

After making your changes, return to the SAFE Home by using the link.

****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.

Once on the SAFE Home page, select STARS V2.0.

The screenshot shows the Ohio.gov SAFE Home page. At the top left is the Ohio.gov logo and Department of Education. The user is logged in as Cathy Heid, with links for SAFE Home, ODE Home, and Sign Out. A profile information box contains the following details:

- Cathy Heid** (with a [Change Name](#) link)
- Email: Cathy.Heid@email.sparcc.org (with a [Change Email](#) link)
- Address: Stark County ESC - SST9, 2100 38th St NW, Canton, OH 44709 (with a [Change Address](#) link)
- Phone: 330-492-8136 (Office) (with a [Change Phone](#) link)
- Links: [Change Password](#), [Request access to GED/Scholarship](#), [Web system access information](#), and [Show my current roles/access](#)

Below the profile box is a table of Web Systems:

Web Systems	Description
Decision Framework	Decision Framework Application Suite
FSL	Funding and Surveys List
ODE CORE	ODE Connected Ohio Records for Educators
STARS V2.0	STARS Professional Development and Technical Assistance System
TRAC	TRAC application

A red arrow points to the [STARS V2.0](#) link in the table.

You are now on the **STARS Dashboard**. Select **Update Your STARS Profile** by using the link in the **Profile Information Box**.

The screenshot shows the STARS Dashboard. The breadcrumb trail is Home > STARSv2. The user is logged in as Cathy Heid. On the left, there is a 'SAFE Account Sign Out' button and a 'Printer Friendly Version' link. The main content area is titled 'STARS Dashboard' and includes a list of search options:

- [Event Search](#)
- [My Event History Search](#)
- [Location Search](#)
- [PPS Search](#)
- [Audience Profile Search](#)
- [Need Help? FAQs, etc](#)

At the bottom left, there are two expandable sections:

- Show my upcoming events
- Show my event history

The 'Profile Information' box is highlighted with a blue border and contains:

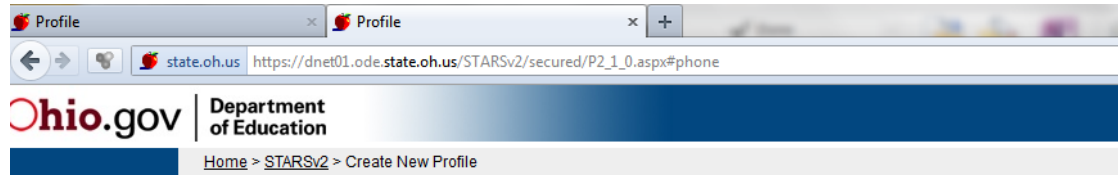
Profile Information

Welcome, Cathy

Organization: 009256 Region 9 State Support Team
STARS Role: Other Edu. Employee (University, FE, Public school teachers, etc.)

A red arrow points to the 'Update your STARS profile' button.

On the **STARS User Profile** page, you can update your organization information and your **Personal & Contact Information** where you must also update any email address changes in order for you to receive e-mails for any training you register for through STARS.



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) 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
<input type="button" value="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:

Clicking on the link to **Update Personal Info** will bring up a page that will allow you to enter more than one address or e-mail. To ensure that your e-mail goes to the correct address, use only one e-mail and make it the primary. Delete any old addresses.

Ohio.gov Department of Education

SAFE Account Sign Out

Cathy Heid

Edit User Profile

[- Edit](#) [- Save](#) [- Cancel](#) [- Delete](#) [Return to previous page](#)

Address

Shared location(s) and address(es) with other person(s) or organization(s) cannot be modified and are grayed out.

Address Line 1	Address Line 2	City	State	Zip	Location	Type
Stark County ESC - SST9	2100 38th St NW	Canton	OH	44709	Office	Physical Address
Stark County Esc- Sst 9	2100 38th St NW	Canton	OH	44709	Office	Mailing Address

[Add Address](#)

Email

Primary email is required and is used for all SAFE communications e.g. password recovery. User can have only one primary email address and it cannot be deleted.

Email Address	Type	Primary	Public
Cathy.Heid@email.sparcc.org	Office Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Add Email Address](#)

Phone

Area Code	Extension	Type	Primary	Public
330	1422	Office Phone Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
---		Cell Phone Number	<input type="checkbox"/>	<input type="checkbox"/>
330		Fax Number	<input type="checkbox"/>	<input type="checkbox"/>

[Add Phone Number](#)

Once you have completed updating your information, you can either **Return to previous page** or Sign-Out of the SAFE Account.