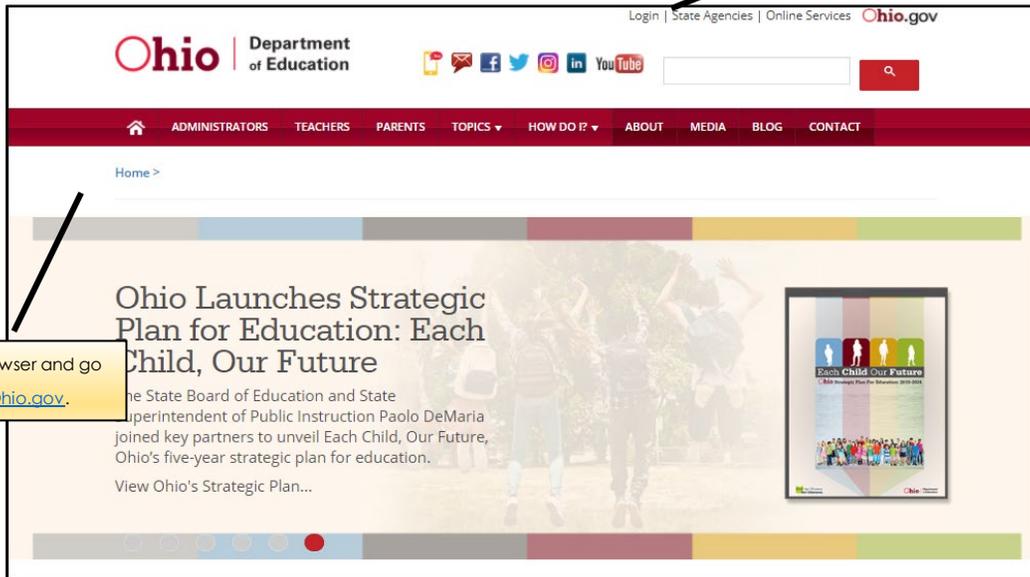


# Annual Plan Certification

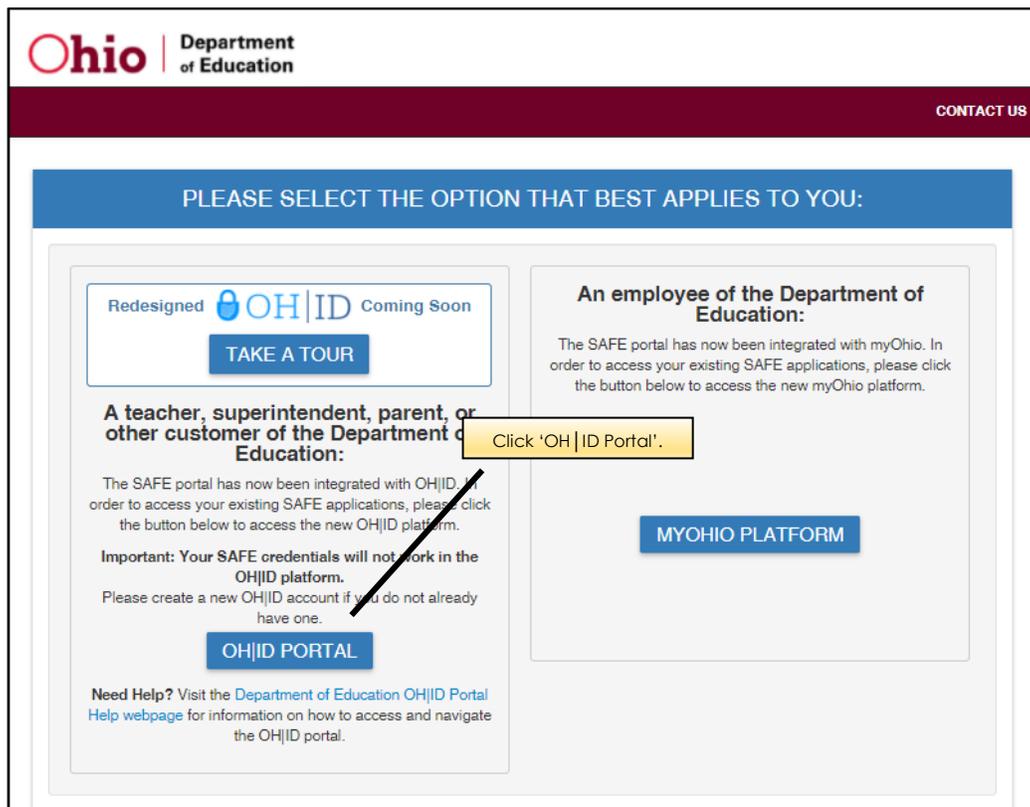
## Step-by-Step Instructions

### STEP 1: Log into School Safety Plans Application

Click 'Login'.



Open web browser and go to [Education.Ohio.gov](http://Education.Ohio.gov).



Click 'OH|ID Portal'.

**OH|ID**

Enter 'User ID' and 'Password'.

## Log in with your OH|ID

User ID

FORGOT YOUR USER ID?

Password

FORGOT PASSWORD?

Log In

Get login help | Create an OH|ID account

Click 'Log In'.

For assistance, click here.

**OH|ID** SECURITY DEVELOPERS HELP **MANAGE OH|ID ACCOUNT**

DASHBOARD **SITES & APPLICATIONS** SECURITY LEVEL RECENT ACTIVITY DEVICES

## My Sites & Applications

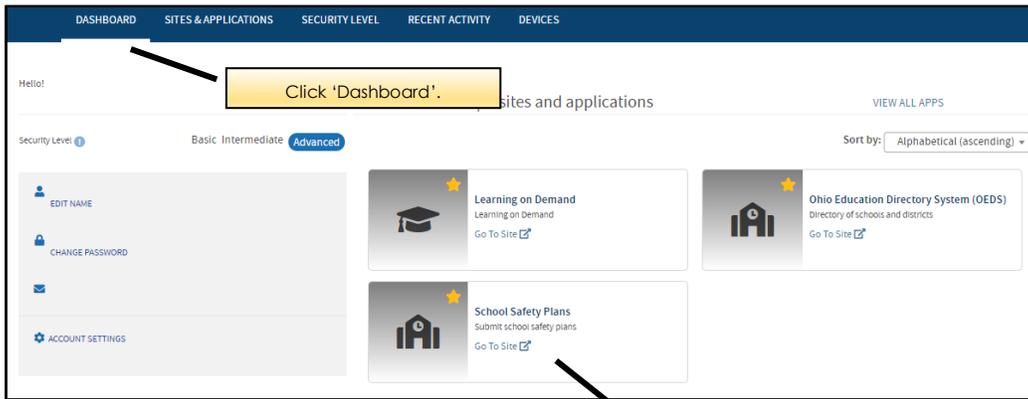
You have access to the sites and applications listed below. Click the "Go To Site" link under an app to open it. Your favorite applications appear right on your Dashboard

Click 'Sites & Applications'.

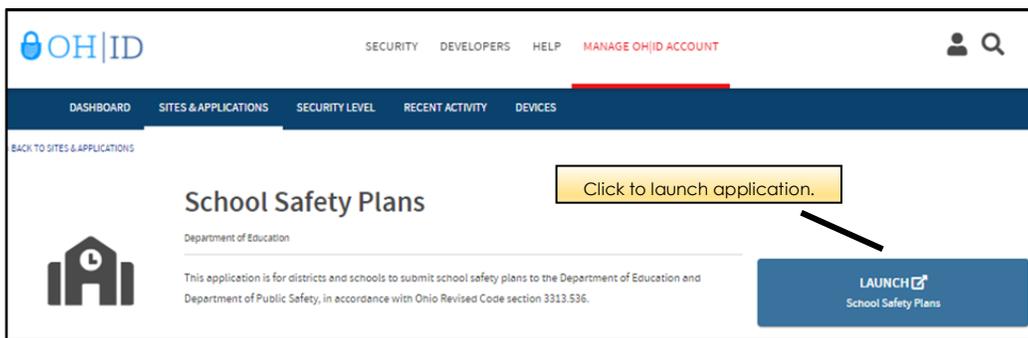
Click on the star and it will save it as a favorite. It will appear on your dashboard for future referencing.

- Ohio Education Directory System (OEDS)
  - Directory of schools and districts
  - Go To Site
- School District Reports
  - District staff application access info
  - Go To Site
- School Safety Plans
  - Submit school safety plans
  - Go To Site
- ServiceNow

Click on arrow until you see 'School Safety Plans' application.



Click 'School Safety Plans' application.



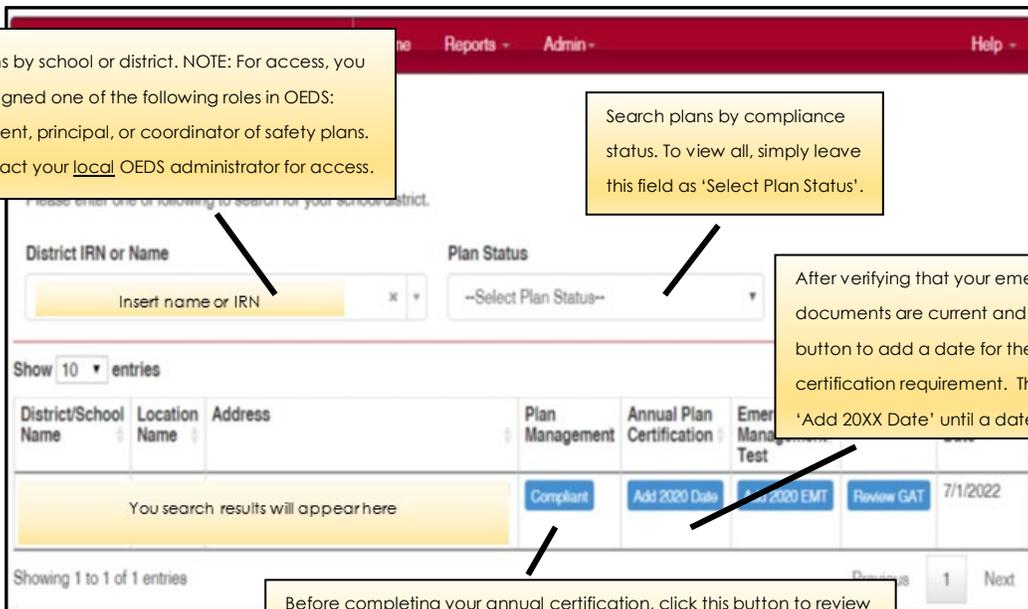
Click to launch application.

**STEP 2: Select School/District IRN**

Search plans by school or district. NOTE: For access, you must be assigned one of the following roles in OEDS: superintendent, principal, or coordinator of safety plans. Please contact your local OEDS administrator for access.

Search plans by compliance status. To view all, simply leave this field as 'Select Plan Status'.

After verifying that your emergency plan documents are current and accurate, click this button to add a date for the annual certification requirement. The button will read 'Add 20XX Date' until a date is entered.



Before completing your annual certification, click this button to review all of your emergency plan documents. Check to ensure that building layout, emergency contact information, and local policies are accurate. To update a document, use the 'edit' button.

**STEP 3: Insert Date Annual Plan Certification was Completed**

Emergency Management Plan Home Reports - Help -

IRN	Name	Location	Location Name	Location Type	Address
School information will appear here.					

### Annual Plan Certification

To complete this section, you must have reviewed your emergency management plan for the current calendar year.

**No Changes to Plan**

- Enter date of review below. Remember: Review dates cannot be in the future, and review dates must be between January 1st and July 1st.

**Changes to Plan**

- Resubmit the plan or portion requiring update.
- Enter the review date below.

For additional assistance please call the Ohio School Safety Center at (614) 644-2641 or email [osferschool@dps.ohio.gov](mailto:osferschool@dps.ohio.gov)

Review Date:  Save

Review Dates:

- 5/21/2019
- 6/13/2018
- 6/15/2017

To certify your annual plan review, enter the date it was completed and click the 'Save' button.

Previous dates your school has completed the annual certification requirement will appear here.

**NOTE:** If you have trouble uploading documents or navigating through the sections, call the **Ohio School Safety Center** at (614) 644-2641 or email [OhioSchoolSafetyCenter@dps.Ohio.gov](mailto:OhioSchoolSafetyCenter@dps.Ohio.gov).