New Superintendent Process

Two sets of instructions are below:

1) Current SSO users (always use the same user acct-even if changing districts).
2) NEW SSO accounts-Go straight to page 4.

IF you are a current Single Sign on User: Request/Apply for Superintendent Access

Log in to SSO account & click on "Your Account".

Click "Add A District".

On Step 1, click the "Yes – Let me select a district" button.

Select the county and district that you are the new superintendent for and click "Next".

Request Access To A District

Request Access To A District - Step 2 of 4

Adding a district to your account.

County: ADAIR

District: ◉ BELL (01-C033)
○ CAVE SPRINGS (01-I030)
○ COOKSON HILLS CHRISTIAN SCHOOL (01-P001)
○ DAHLONEGAH (01-C029)
○ STILWELL (01-I025)
○ WATTS (01-I004)
○ WESTVILLE (01-I011)
○ ZION (01-C028)

* Required Field

Cancel   Previous Step   Next

Answer "yes" that you are the new superintendent at your district.

Request Access To A District

Request Access To A District - Step 3 of 4

Adding a district to your account.

Are you the superintendent at BELL?

*

◉ Yes

○ No

* Required Field

Cancel   Previous Step   Next

Confirm that the information is correct and click "Submit". If it is incorrect, click "Previous Step" until you get to the screen where the information needs to be corrected.

Request Access To A District

Request Access To A District - Step 4 of 4

This is a summary of your request.

District: BELL

Superintendent: Yes

NOTE: Your request will be reviewed by SDE personnel.
You have also been granted access to the superintendent access app.
Please use this application to fill out your request for superintendent access to this district.

* Required Field

Cancel   Previous Step   Submit

You will be redirected to "Your Account" and should see a new role in your profile for "Superintendent Access Request App". Click on the "Home / Applications" link on the left navigation menu.

Apps & Roles

You cannot manage your own roles.

NOTE: These are not links.

Application	Role	Specific District Only?
Superintendent Access Request App	Pending Supt	

Click on "Pending Supt – Pending Superintendent" role under "Superintendent Access Request App" to complete your request to access Single Sign On as a new superintendent.

OKLAHOMA
State Department of Education

- Home / Applications
- Your Account
- About This Site
- Helpful Links
- Secure Documents
- Sign Out

Home / Applications

Applications   These are your current applications

Superintendent Access Request App

Pending Supt - Pending Superintendent

Follow the instructions on the Welcome screen of the "Superintendent Access Request App" to complete your application.

OSDE | Superintendent Access -

- Welcome
- New Application
- My Applications
- Return to SSO

Welcome, superintendent!

For the Oklahoma State Department of Education to grant access superintendent access to your district information, you must submit an application by selecting "New Application" in the left-hand menu.

Please see notes below about this process.

1. If you do not have a pending application and need to request superintendent access to a new district, please select "New Application" in the left-hand menu.

2. If you have a pending application, you will need to wait for OSDE to approve or deny the application before you can submit a new one.

3. You must provide approved, signed board minutes, which will include the superintendent contract start date before the superintendent role for the requested district will be issued. There is a place to upload your documentation within the application.

4. Once your application has been submitted, OSDE will review and either approve or deny the request. If denied, OSDE may request additional or updated information.

5. After OSDE approves the application, SSO access will be granted on the contract start date automatically. CNP and GMS access are still a manual process and will be completed on the contract start date by those specific offices. Once access has been granted to all requested applications, the status of your application will update to completed.

If you have any questions about filling out your online application or at any time during this process, please contact the Accreditation Office within the Oklahoma State Department of Education (OSDE).

IF you are NOT a current Single Sign on User: Create an SSO Account

Note: A new SSO Account is ONLY needed if the user does not already have an SSO account. SSO accounts are not tied to a district, but to the user.

The new superintendent should go to the OSDE SSO website and click this link: "Are you a New User? Click here to create an account."

Step through the following screens on the "new user" wizard. Fill out all fields and click the "Next" button on each screen. On step 3, the user will need to link their account to their credentials if they want to view and renew their credentials online. This is also needed to link their teacher number into their "new superintendent access request" application. Step 4 will show the information entered by the user, but it is blanked out below. The user will click "Submit" on step 4 to complete their account creation.

Create A User Account

Create A User Account - Step 2 of 4

Use this form to create an account.

Please enter the information below and click the Next button.

Secret Question 1:	--select--	*
Secret Answer 1:		*
Secret Question 2:	--select--	*
Secret Answer 2:		*
Secret Question 3:	--select--	*
Secret Answer 3:		*

Note: These questions will be used to verify your identity if you ever need to reset your password.

* Required Field

Cancel   Previous Step   Next

Create A User Account

Create A User Account - Step 3 of 4

Use this form to create an account.

Please enter the information below and click the Next button.

Would you like to access your Oklahoma certification records? If so, provide your Teacher Number or SSN.

○ I do NOT want to access my Oklahoma certification records.
○ I DO want to access my Oklahoma certification records.
○ I do NOT have Oklahoma certification records, and want to apply for the FIRST time.

Note: Teacher Number or Social Security Number is required.   *

Teacher Number:

Social Security Number:

Verify Social Security Number:

* Required Field

Cancel   Previous Step   Next

Create A User Account

Create A User Account - Step 4 of 4

New User Account Summary Page

Please enter the information below and click the Submit button.

User Name:
Password:

First Name:
Last Name:

Primary Email Address:
2nd Email Address:

Phone:
Phone Extension:
Fax:

Secret Question 1:
Secret Answer 1:
Secret Question 2:
Secret Answer 2:
Secret Question 3:
Secret Answer 3:

Town of Birth:
Date of Birth:

Teacher Number:
Social Security Number:

* Required Field

Cancel   Previous Step   Submit

Now that you have a user login-Request / Apply for Superintendent Access

Log in to SSO account & click on "Your Account".

OKLAHOMA State Department of Education

- Home / Applications
- **Your Account**
- About This Site
- Helpful Links
- Secure Documents
- Sign Out

Home / Applications
Applications

These are your current applications

You are currently not associated with any applications.

NOTE: To access the Oklahoma Educator Credentialing System (OECS) and your Oklahoma certification records you need to click the 'Your Account' link, edit your account and enter your Teacher Number or SSN.

Click "Add A District".

- Home / Applications
- Your Account
- About This Site
- Helpful Links
- Secure Documents
- Sign Out

⚠ Don't get lock password.

Username:
First Name:
Middle Initial:
Last Name:
District(s):

Add A District
Institution:
Teacher Number:

On Step 1, click the "Yes – Let me select a district" button.

Request Access To A District   Home > Your Account > Request Access To A District

Request Access To A District - Step 1 of 4

Adding a district to your account.

Do you need to be set up with your district to have access to a site or sites for reporting purposes?

| Yes - Let me select a district | | No - Return to home page |

* Required Field

Select the county and district that you are the new superintendent for and click "Next".

Request Access To A District   Home > Your Account > Request Access To A District

Request Access To A District - Step 2 of 4

Adding a district to your account.

County: ADAIR
District: ○ BELL (01-C033)
　　　　　 ○ CAVE SPRINGS (01-I030)
　　　　　 ○ COOKSON HILLS CHRISTIAN SCHOOL (01-P001)
　　　　　 ○ STILWELL (01-I025)
　　　　　 ○ WATTS (01-I004)
　　　　　 ○ WESTVILLE (01-I011)
　　　　　 ○ ZION (01-C028)

* Required Field

Cancel　Previous Step　Next

Answer "yes" that you are the new superintendent at your district.

Request Access To A District
Home > Your Account > Request Access To A District

Request Access To A District - Step 3 of 4

Adding a district to your account.

Are you the superintendent at BELL?

*

- ⦿ Yes
- ◯ No

* Required Field

Cancel Previous Step Next

Confirm that the information is correct and click "Submit". If it is incorrect, click "Previous Step" until you get to the screen where the information needs to be corrected.

Request Access To A District
Home > Your Account > Request Access To A District

Request Access To A District - Step 4 of 4

This is a summary of your request.

District: BELL

Superintendent: Yes

NOTE: Your request will be reviewed by SDE personnel.
You have also been granted access to the superintendent access app.
Please use this application to fill out your request for superintendent access to this district.

* Required Field

Cancel Previous Step Submit

You will be redirected to "Your Account" and should see a new role in your profile for "Superintendent Access Request App". Click on the "Home / Applications" link on the left navigation menu.

Apps & Roles

You cannot manage your own roles.

NOTE: These are not links.

Application	Role	Specific District Only?
Superintendent Access Request App	Pending Supt	

Click on "Pending Supt – Pending Superintendent" role under "Superintendent Access Request App" to complete your request to access Single Sign On as a new superintendent.

Follow the instructions on the Welcome screen of the "Superintendent Access Request App" to complete your application.