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.

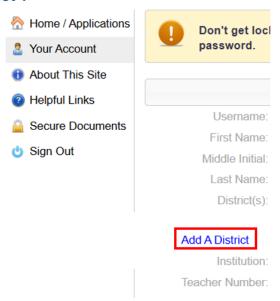
IF you are a current Single Sign on User: Request/Apply for Superintendent Access

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

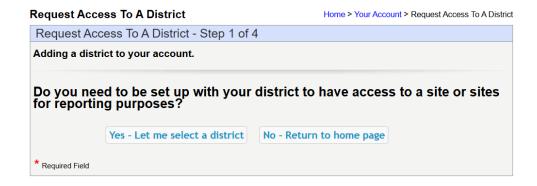




Click "Add A District".



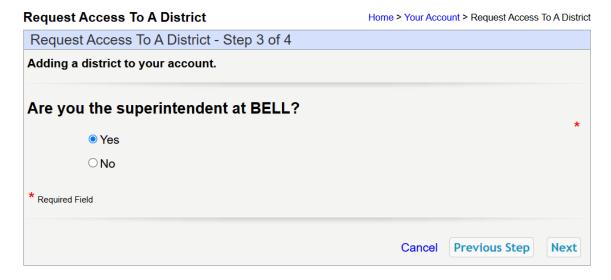
On Step 1, click the "Yes - Let me select a district" button.



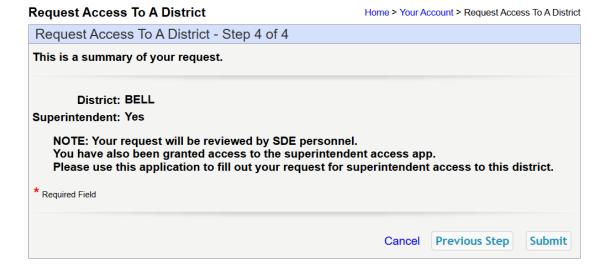
Select the county and district that you are the new superintendent for and click "Next".

Request Access To A District 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) OCAVE SPRINGS (01-I030) O COOKSON HILLS CHRISTIAN SCHOOL (01-P001) O DAHLONEGAH (01-C029) O 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.



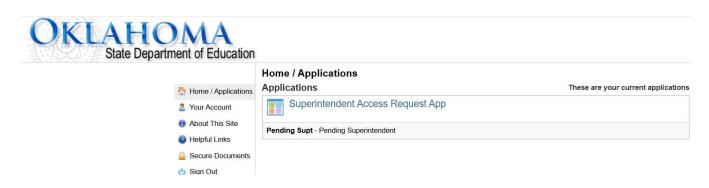
Confirm that the information is correct and click "Submit". If it is incorrect, click "Previous Step" until you get to the screen where the information needs to be corrected.



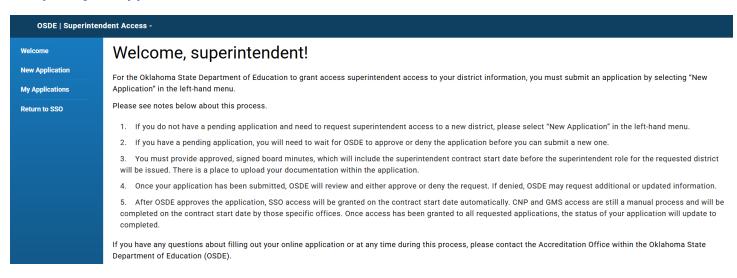
You will be redirected to "Your Account" and should see a new role in your profile for "Superintendent Access Request App". Click on the "Home / Applications" link on the left navigation menu.

Apps & Roles			
You cannot manage your own role NOTE: These are not links.			
NOTE. These are not mins.			
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.



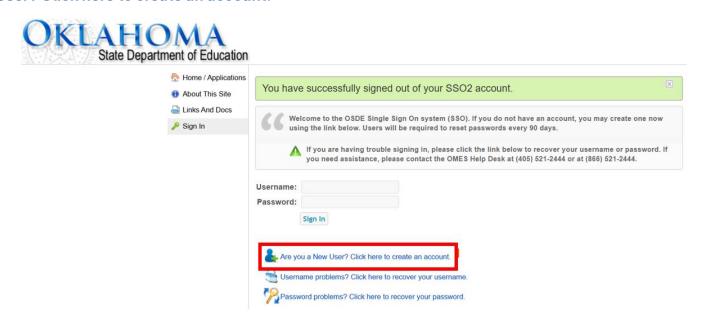
Follow the instructions on the Welcome screen of the "Superintendent Access Request App" to complete your application.



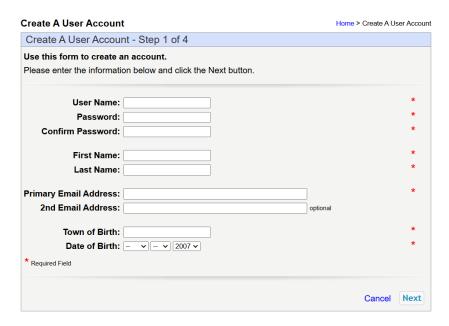
IF you are NOT a current Single Sign on User: Create an SSO Account

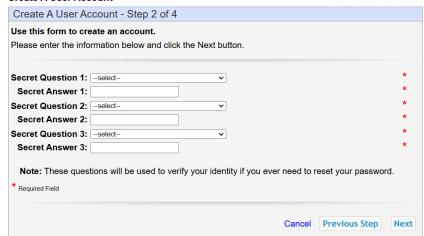
Note: A new SSO Account is ONLY needed if the user does not already have an SSO account. SSO accounts are not tied to a district, but to the user.

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."



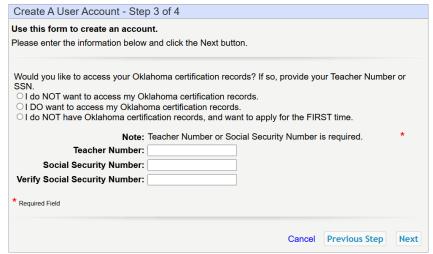
Step through the following screens on the "new user" wizard. Fill out all fields and click the "Next" button on each screen. On step 3, the user will need to link their account to their credentials if they want to view and renew their credentials online. This is also needed to link their teacher number 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.

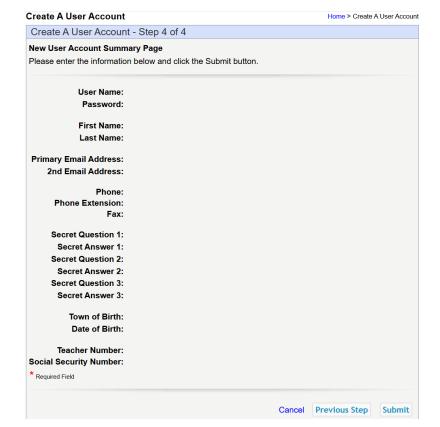




Create A User Account

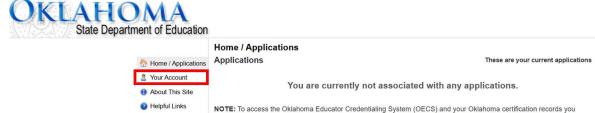
Home > Create A User Account





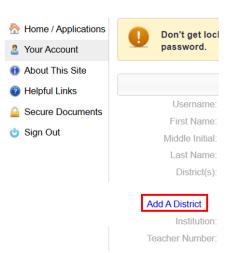
Now that you have a user login-Request / Apply for Superintendent Access

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



need to click the 'Your Account' link, edit your account and enter your Teacher Number or SSN.

Click "Add A District".

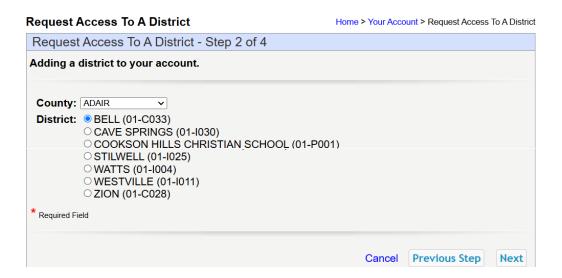


On Step 1, click the "Yes - Let me select a district" button.

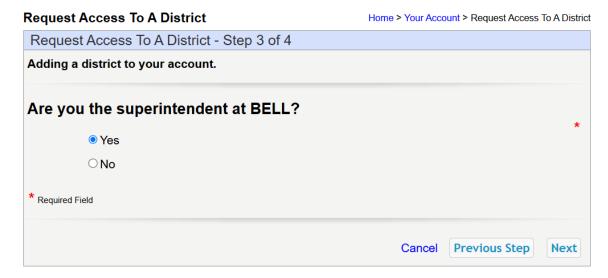
Secure DocumentsSign Out



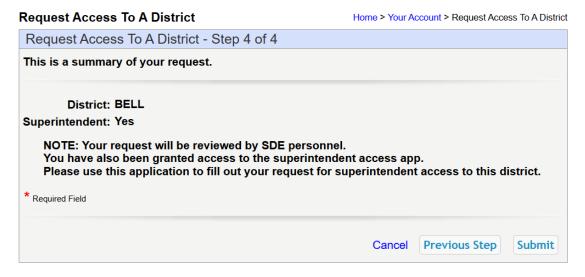
Select the county and district that you are the new superintendent for and click "Next".



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



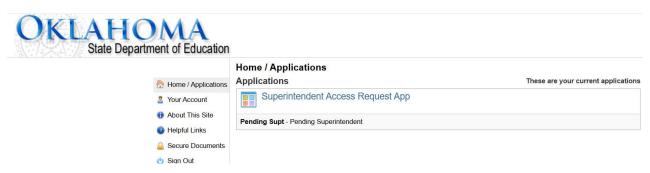
Confirm that the information is correct and click "Submit". If it is incorrect, click "Previous Step" until you get to the screen where the information needs to be corrected.



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