## Contents

Before You Begin .............................................................................................................................................. 3  
Creating a SAFE Account.................................................................................................................................. 3  
Logging into the SAFE Account ......................................................................................................................... 7  
Gaining Access to the College Credit Plus Portal .............................................................................................. 8  
CREATING the COLLEGE CREDIT PLUS APPLICATION.............................................................................. 10  
FAQ: ................................................................................................................................................................ 20  
FAQ After Funding is Awarded ........................................................................................................................ 21
Before You Begin

- You will need a SAFE account to create a College Credit Plus Funding Application.
- To create the SAFE account, you will need identification. Click here for a list of acceptable forms of identification.
- The application MUST be created under the parent or guardian’s SAFE account. The system will not let you create an application if you are under 21.
- You will need a college acceptance letter or conditional letter of acceptance to upload into your application. The system will not submit the application without a letter.
- You must click SUBMIT at the end of the application to receive funding. The system can only award funding to an application that is in the SUBMITTED status.

Creating a SAFE Account

Users can access the College Credit Plus Funding Application through the Ohio Department of Education’s Web-secure portal known as SAFE (Secure Application for Enterprise). Users can enter SAFE though the SAFE Sign In link located at the top of the Ohio Department of Education home page (education.ohio.gov).

Follow the directions below to create an account, or watch an instructional video on creating a SAFE account here.

Click on SIGN UP to begin creating a SAFE account.
Indicate the reason for creating the SAFE account.

Complete the BASIC INFORMATION and click NEXT.
Complete the CONTACT INFORMATION

Enter your email address and driver license or State ID number. If you do not have a driver’s license or Ohio State ID, you may use one of the other forms of identification listed on the next page.

![Contact Information Form]

Click [here](#) for a list of acceptable verification documents.
Specific IDs that are accepted are:
- Driver license or ID card issued by any U.S. State or U.S. Territory provided it contains a photograph, name, date of birth, gender, and address
- U.S. Passport or U.S Passport Card
- US Military ID including Military Dependent’s ID
- Foreign passport that contains photo, name, DOB, gender, and ID number
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on an immigrant visa
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

Create your username and password. Write your username and password down and keep it near. You will need it later to create the College Credit Plus application. Click the box next to Agree with the TERMS OF SERVICE AND PRIVACY POLICY. Click NEXT when finished.

Once all the information has been verified, you will receive an email confirming you have created the SAFE account.

NOTE: This is an email confirming the SAFE account has been created. It is NOT an application for funding.
Logging into the SAFE Account
When you enter the SAFE system, you will be taken to the sign-in page. If you forget your user name/and or password, click here to recover them, or click the link next to the sign in box.

After you log into SAFE, you will be directed to the home page. If you need to update any information, such as a change of address, phone number or email address, click MANAGE ACCOUNT SETTINGS.

If no updates are needed, continue to the College Credit Plus portal by clicking COLLEGE CREDIT PLUS under the Web Applications heading. If you do not have COLLEGE CREDIT PLUS listed under the Web Applications column, you will need to request access to the College Credit Plus portal. Follow the directions below or see the instructional video here.
Gaining Access to the College Credit Plus Portal

Click on the REQUEST ACCESS link in the upper right corner.

Complete the contact information and choose COLLEGE CREDIT PLUS from the application drop-down list and choose COLLEGE CREDIT PLUS PARENT from the MEMBERSHIP REQUESTED drop-down list. In the reason box, type “College Credit Plus parent” and click submit.
**NOTE:** If you do not see COLLEGE CREDIT PLUS as an option in the application drop-down list, you already have access to the portal. It will appear in the list of Web Applications on your home page, as seen below.

<table>
<thead>
<tr>
<th>Web Systems</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Credit Plus</td>
<td>College Credit Plus (Home School, Nonpublic)</td>
</tr>
<tr>
<td>ODE.CORE</td>
<td>Online Licensure System</td>
</tr>
<tr>
<td>OEDS</td>
<td>OEDS Application</td>
</tr>
<tr>
<td>STARS V2.0</td>
<td>STARS Professional Development and Technical Assistance System</td>
</tr>
</tbody>
</table>
CREATING THE COLLEGE CREDIT PLUS APPLICATION

Once you have entered the College Credit Plus portal, there will be a dashboard with a list of your current students. Click on the blue VIEW button to see the most recent activity for your student.

If you need to add a student or create a new College Credit Plus application, click on the SELECT PROGRAM menu on the left of the screen.

From the drop-down list, choose College Credit Plus - Home School or College Credit Plus - Nonpublic as it pertains to your student.
Any students with any current or past applications in the system will be listed at the bottom of the page. To add a new application, click CREATE NEW APPLICATION.

Enter the student’s DATE OF BIRTH, STUDENT FIRST NAME and STUDENT LAST NAME. Then click SEARCH.
You will receive a message stating YOUR SEARCH RETURNED ZERO PARAMETERS. Click on the red link saying “HERE” in add the new student application.

After clicking the link, fill in the student information. When it is completed, click CREATE NEW STUDENT APPLICATION.

**NOTE:** Students may participate in College Credit Plus only one year as a 12th grader. If your student has participated in the past as a 12th grader, he or she may not be eligible to participate again.
Once the application is created, the student’s College Credit Plus ID will be in the top left corner of the blue banner, and the status of the application will be in the opposite corner.

Next, click on the PARENT/GUARDIAN tab.

Enter all the information on the page. **BE SURE TO COMPLETE THE PHYSICAL ADDRESS**, even if it is the same as the student’s address. This will ensure the award letter populates correctly when it is available.
Click on the Application tab.

In the bottom box, click ADD COLLEGE/UNIVERSITY to indicate where the student will be taking courses. When you type in the name of the institution, a drop-down list will appear. Click on the name of the school. The school’s Information Retrieval Number (IRN) and name will appear in the LIST OF COLLEGES AND UNIVERSITIES box. If courses for your student will be provided by more than one college or university, click the ADD COLLEGE/UNIVERSITY button again and search for the additional institutions.

**NOTE:** University of Cincinnati Blue Ash does not have a different IRN than the University of Cincinnati main campus. Students attending Cincinnati Blue Ash should choose University of Cincinnati, IRN 062927, for the Blue Ash campus.

Click on the CREDIT HOURS tab.

Click the gray ADD CREDIT HOURS button.
Choose the college from the drop-down list and then choose the term your student will be taking the credit hours. Do this for each term your student anticipates taking College Credit Plus courses. No more than 30 credit hours may be requested over an entire school year.

**NOTE:**

- This is the number of credit hours requested, it does not guarantee this amount will be awarded.
- This is the amount needed for the ENTIRE school year, not just a term. There is one round of funding per school year.
- You are requesting funding for college credits, not high school, so one or two credits will typically not cover a course. Most college courses are three or four credit hours per semester.

Anticipate the number of credit hours needed for the **ENTIRE** school year before entering a number. For instance, if a student is considering two courses per semester and each course is three credit hours per semester, request 12 credit hours for the school year. If you do not know the number of courses or the number of credit hours needed, make the best guess possible. The maximum number of credit hours that can be requested is 30.

- A student may switch which term he or she would like to use the credit hours and even change colleges or universities after the application deadline, but he or she may not be awarded additional credit hours.

Click on the DOCS tab.

Use the link in the yellow box to upload the college acceptance letter. If you do not have an unconditional acceptance letter available, a conditional letter (one that states a student will be accepted if he or she meets certain criteria) or a welcome letter from the institution(s) will be accepted.
HOME SCHOOL STUDENTS also will need to upload the compulsory attendance excuse letter that was received from their district at the beginning of the current school year.

**NOTE:** If necessary letters are not uploaded, the system will not allow you to submit the application.
Once the file has been selected from your computer, click upload. When the upload is complete, the message below will appear.
If you click REFRESH, you will see the letters under the DOCUMENTS ON FILE column.

Next, click on the STATUS/FLAGS page, and click the SUBMIT button.

You will receive a message about complying with the laws and regulations regarding College Credit Plus in addition to understanding the financial responsibility. Click SUBMIT if you agree to the terms.
Your application is now in the SUBMITTED status, and this will be indicated in the yellow box, as well as in the blue ribbon at the top of the page. An application MUST be in submitted status to be awarded funding.

If you need to make any changes, DO NOT CLICK WITHDRAWN. The application cannot be awarded funding in the withdrawn status. If any changes need to be made to the application, email ccp@education.ohio.gov with your student’s first and last name and the adjustments needed.

A history of the application will be available under the COMMENTS/HISTORY tab.
FAQs:

1. I already sent in a paper application. Why do I have to complete one online also?

   The only paper document available in the application process is the Letter of Intent, which is due April 1. This letter is NOT an application and will not allow a student to be awarded funding. An online application through the SAFE account must be submitted.

2. We created an application last year. Do we need to do this again this year? If so, why?

   New funding is available each school year, and funding does not carry over from school year to school year. An application lets the Department know your student is participating, as well as how many courses he or she will need funded. If an application for the upcoming school year has not been submitted, the system cannot award new funding.

3. Can my student complete the application in his or her own SAFE account?

   No. The application must be created in the parent or guardian’s SAFE account.

4. What documents do I need?

   You will need a digital copy of your student’s college acceptance letter or a conditional acceptance letter to complete the application.

   Home school students will need their current 2017-2018 compulsory attendance excusal letters from their local districts. This is the letter every home school family should request from the district at the beginning of the school year.

5. How many credit hours do we need to request?

   You are requesting funding for college credits, not high school, so one or two credits will typically not cover a course. Most college courses are three or four credit hours per semester.

   This is the amount needed for the ENTIRE school year, not just a term. There is one round of funding per school year.

   Anticipate the number of credit hours needed for the ENTIRE school year before entering a number. For instance, if a student is considering two courses and each course is three credit hours per semester, request 12 credit hours for the school year. If you do not know the number of courses or the number of credit hours needed, make the best estimate possible. The maximum number of credit hours that can be requested is 30.

   This is a request for funding. There is no guarantee on the number of credit hours that will be funded for a student.

6. I am receiving a message that says I cannot create an application for my student. What should I do?

   Because SAFE is used for many programs, it is possible your student is linked to another scholarship program in the system, such as Jon Peterson or EdChoice. Contact ccp@education.ohio.gov with your student’s name and any other programs that may be linked to him or her.
7. What is the absolute last day I can apply for funding?

The last day you can apply for funding for the 2018-2019 school year is April 13, 2018, at 5 p.m. At this point, the system shuts down, and we cannot accept further applications. The Department is unable to give extensions due to the number of applicants and the time it takes to complete the award process.

8. How soon can we expect to receive our award letter?

Per Ohio Administrative Code 3333-1-65.8, awards must be made available five weeks after the deadline. Letters will be posted in the SAFE application no later than May 18, 2018.

**After Funding is Awarded FAQs**

9. Why didn’t my student receive all the requested funding?

The state provides a set amount of funds for home school and private school students. The amount that can be awarded is dependent upon the amount of funds provided and the number of applicants.

10. Why is a unit worth four credit hours?

Higher education institutions have various numbers of credit hours assigned to different courses. Four credit hours will generally cover at least one semester of a course.

11. Can my student switch to private school from home school or home school to private school and have the funding go with him or her?

No. The monies for private school students and home school students are separate funding sources; therefore, a student will not be able to transfer his or her awarded funding if they transfer.

In the case of a private school closing or a transfer from one private school to another, the student’s funding still will be available.

12. Am I able to transfer my unused credits to another student?

The transfer of credits between students is not available. Once a student is awarded funding, those monies are his or hers to use during the entire school year. If a student is awarded funds but choses to attend public school, the funds would still be available should there be a change of plans in the student’s education choice later in the school year.

13. Can I transfer my student to public school after the funds have been awarded?

Yes, provided a letter of intent was submitted to the public school by April 1. If it was not, the principal will have to approve the student participating in the College Credit Plus program. This is a local decision that the Ohio Department of Education cannot influence.

If you have questions, please email ccp@education.ohio.gov.

If you are having issues with your SAFE account, please contact the SAFE administrator at 877-644-6388.