Process to Request a School Age SSID Number on an Individual Basis

1. Open Internet Explorer and enter the address for the district web site.
	1. <https://district.ode.state.or.us/home/>
2. Enter the District website by entering your User Name and Password in to the Quick Login area, then press enter or click on the Login button.
3. From the list of ‘Applications’, click on **Consolidated Collections – Oregon Department of Education**.

Note: If Consolidated Collections is not an option in your list of Applications, please contact your network administrator for access.

1. From the main Consolidated Collection page, hover your mouse cursor over the Student Collections menu option.



1. Then hover your mouse cursor over SSID (Secure Student ID) System.
2. Then hover your mouse over Data Submission.



1. Then click on Web Submission.



5. On the Web Submission entry screen, fill in all fields with the correct information and click Request.

If a list appears after clicking on Request, select the child from the list and retrieve the SSID number. Be thorough in checking existing SSID numbers for possible matches. Creating a new SSID number for a student who was already assigned one causes problems with data submissions later.

If there is not a match, enter the child’s information in the fields provided and click save when finished.

A new SSID number will be created for the student.