



OCLQS Portal – ODJFS Change/Edit Administrator

Description:

This Job Aid describes the process of submitting a Change of Administrator Amendment on the OCLQS Portal. A new administrator can be added or existing administrators can be removed/edited through a Change of Administrator Amendment.

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Log In to the OCLQS Portal

Click **Log in as ODJFS User**

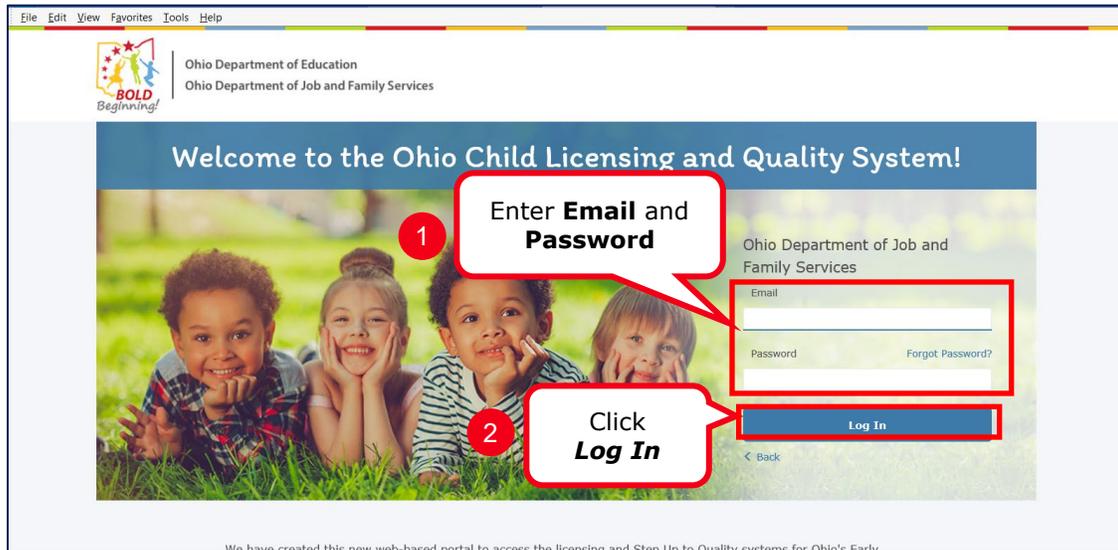
Note: If you do not have an OCLQS account, refer to the OCLQS Portal - Account Management Job Aid for the steps to create an account.



Step 2: Enter Log In Information

- 1) Enter **Email** address and **Password**
- 2) Click **Log In**

*Note: If you do not remember your **Email** address and/or **Password**, refer to the OCLQS Portal - Account Management Job Aid for information on how to get log in information.*



File Edit View Favorites Tools Help

Ohio Department of Education
Ohio Department of Job and Family Services

Welcome to the Ohio Child Licensing and Quality System!

Ohio Department of Job and Family Services

Email

Password [Forgot Password?](#)

Log In

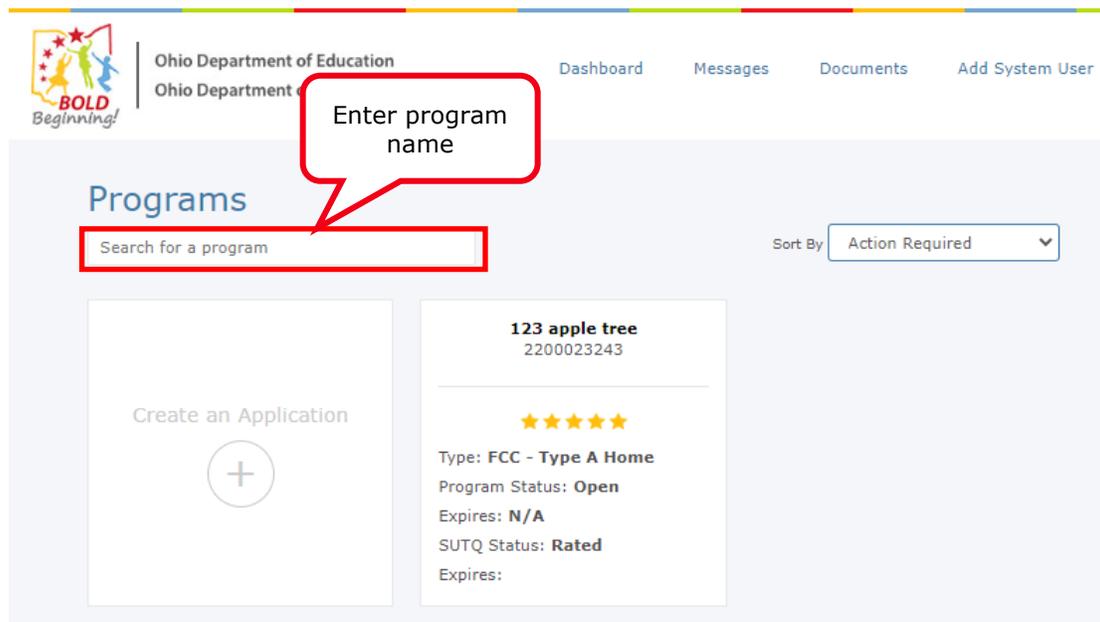
< Back

We have created this new web-based portal to access the licensing and Step Up to Quality systems for Ohio's Early

Step 3: Search for the Program

Enter program name in the search bar

Note: It is not always necessary to search for the program. You can also look for the program on the screen without the search.



Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Programs

Search for a program

Sort By [Action Required](#)

Create an Application

123 apple tree
2200023243

★★★★★

Type: FCC - Type A Home
Program Status: Open
Expires: N/A
SUTQ Status: Rated
Expires:



Step 4: Select the Program

Click anywhere in the program card

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Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Programs

123 apple tree

Sort By: Action Required

123 apple tree
2200023243

★★★★★

Type: **FCC - Type A Home**
Program Status: **Open**
Expires: **N/A**
SUTQ Status: **Rated**
Expires:

Step 5: Manage Programs

Click **Manage Programs**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

123 apple tree

Program Number: 2200023243

License

123 apple tree
6300 chandler st
cincinnati, OH 45227

Status: **Licensed** Expires: **N/A**

Manage Programs

Step Up To Quality Summary

step up to quality

Status: **Rated** Expires:

Manage SUTQ



Step 6: Request Amendment

Click **Request Amendment**

The screenshot shows the OCLQS Portal interface. At the top left is the BOLD Beginning! logo. The header includes the text "Ohio Department of Education" and "Ohio Department of Job and Family Services", along with navigation links for "Dashboard", "Messages", "Documents", and "Add System User". The main content area displays "123 apple tree" with "Program Number: 2200023243". A central panel contains four buttons: "Request Amendment" (highlighted with a red box and a callout), "Request Closure", "Update Program Information", and "Update PFCC Agreement & Financials". To the right is a "Step Up To Quality Summary" section with a "step up to quality" logo, "Status: Rated", and an "Expires:" field, with a "Manage SUTQ" button below.

Step 7: Select Change of Administrator

Click **Change of Administrator**

The screenshot shows the OCLQS Portal interface. At the top left is the BOLD Beginning! logo. The header includes the text "Ohio Department of Education" and "Ohio Department of Job and Family Services", along with navigation links for "Dashboard", "Messages", and "Documents". The main content area is titled "Start an Amendment" and contains three sections: "Change of Location" with a "Change of Location" button, "Change of Administrator" with a "Change of Administrator" button (highlighted with a red box and a callout), and a partially visible "Change of Program Information" section.



Step 8: Select Amendment

Click **Change of Administrator Amendment**



Update Information

Change of Administrator Amendment

Use Change of Administrator Amendment to Add new demographic information or End date an Administrator's

[Change of Administrator Amendment](#)

Click **Change of Administrator Amendment**

Update Administrator Contact Information

Use Update Administrator Contact Information to update Administrator email and phone number.

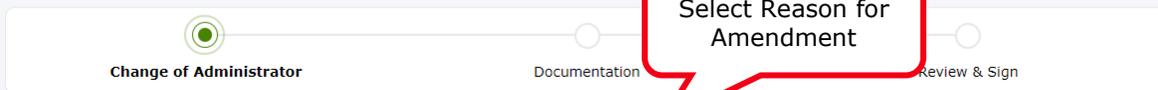
[Update Administrator Contact Information](#)

Step 9: Reason of Amendment

Select **Reason for Amendment**



Change of Administrator Amendment



Select Reason for Amendment

Amendment Reason

* Reason for Amendment
--Select--
--Select--
Adding a new administrator
Changing an administrator
Removing an administrator
Name change for a current administrator

Administrator Information

First Name

Last Name

Access End Date

[Add Item](#)



Step 10: Add an Administrator

If selected "Adding a new administrator", click **Add Item**

Note: This is the step to add a new administrator for the program. If a new administrator does not need to be added, then proceed to Step 12.

The screenshot shows a form titled "Amendment Reason" with a dropdown menu set to "Adding a new administrator". Below this is a table with columns for "Administrato First Name", "Email Address", "Access Start Date", and "Access End Date". A red box highlights the "Add Item" button at the bottom left, with a red callout bubble pointing to it that says "Click **Add Item**".

Step 11: Add an Administrator

1) Enter **Administrator Information**

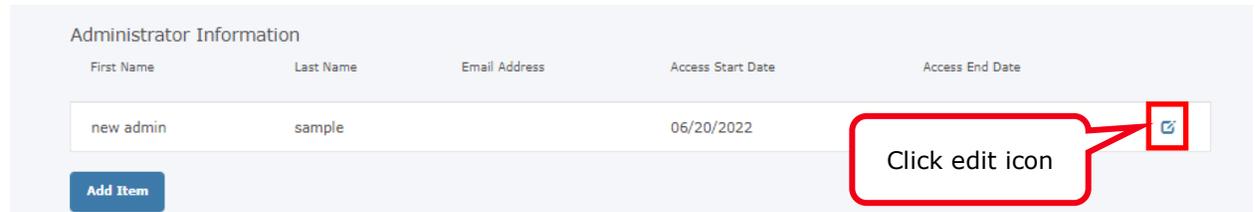
2) Click **Save**

Note: To add multiple administrators repeat Steps 10 and 11.

The screenshot shows the "Administrator Information" form. A red box highlights the entire form area, with a red callout bubble pointing to it that says "Enter information" and a red circle with the number "1". Below the form, a red box highlights the "Save" button, with a red callout bubble pointing to it that says "Click **Save**". The form fields include: First Name* (admin 1), Last Name* (COA), SSN* (000-00-0001), Date of Birth* (11/02/2000), Phone Number, Email Address, OPIN* (11111111), Access Start Date* (11/03/2022), Access End Date, and a dropdown for "Is this individual an admin at other locations?" (Set to "--Select--"). At the bottom, there is a "Please save before continuing to next section." message and "Save" and "Cancel" buttons.

Step 12: Edit Administrator Information

Click the edit icon next to the administrator to be edited



Administrator Information

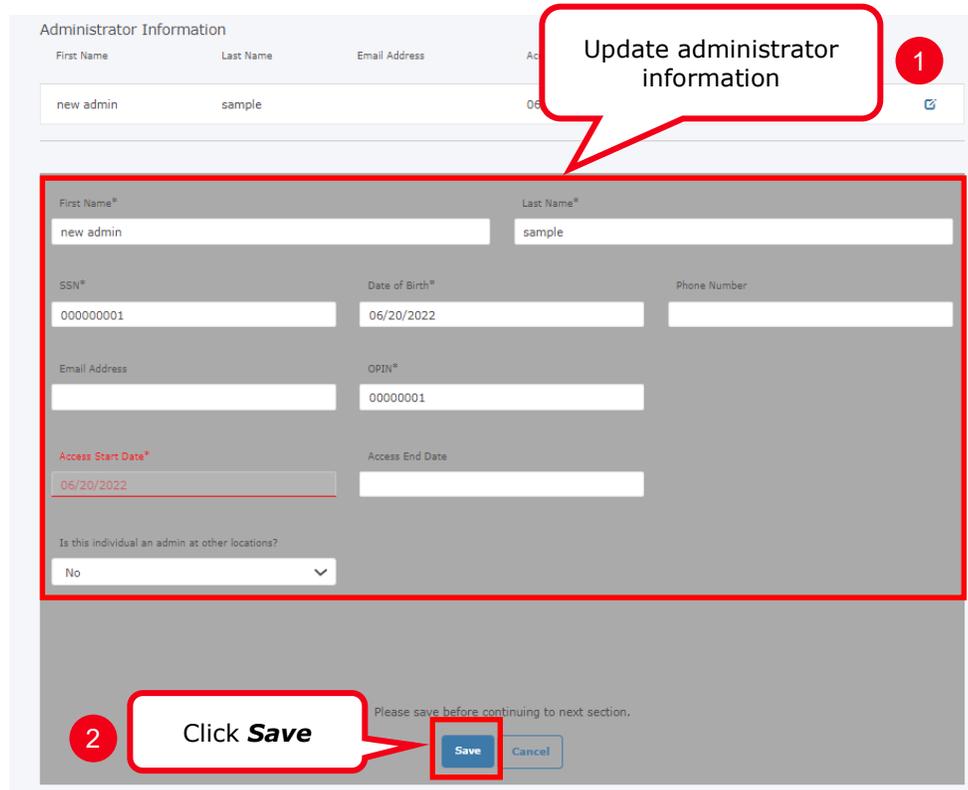
First Name	Last Name	Email Address	Access Start Date	Access End Date
new admin	sample		06/20/2022	

Click edit icon

Step 13: Update Administrator Information

- 1) Enter updated **Administrator Information**
- 2) Click **Save**

*Note: To remove an administrator, update the **End Date** field to the appropriate date.*



Administrator Information

First Name	Last Name	Email Address	Access Start Date
new admin	sample		06/20/2022

Update administrator information

1

First Name*
new admin

Last Name*
sample

SSN*
00000001

Date of Birth*
06/20/2022

Phone Number

Email Address

OPIN*
00000001

Access Start Date*
06/20/2022

Access End Date

Is this individual an admin at other locations?
No

2 Click **Save**

Please save before continuing to next section.



Step 14: Save and Continue

Click **Save and Continue**

Change of Administrator Amendment

Progress bar: Change of Administrator (active), Documentation, Review & Sign

Amendment Reason: * Reason for Amendment
Adding a new administrator

Administrator Information

First Name	Last Name	Email Address	Access Start Date	Access End Date
new admin	sample		06/20/2022	

[Add Item](#)

[Save & Finish Later](#) [Save and Continue](#)

Click Save and Continue

Step 15: Upload Documents

Click any of document name in list

Note: If there is no required document in list, go to Step 19

Ohio Department of Education | Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Change of Administrator Amendment

Progress bar: Change of Administrator, Documentation (active), Review & Sign

Required Documentation List

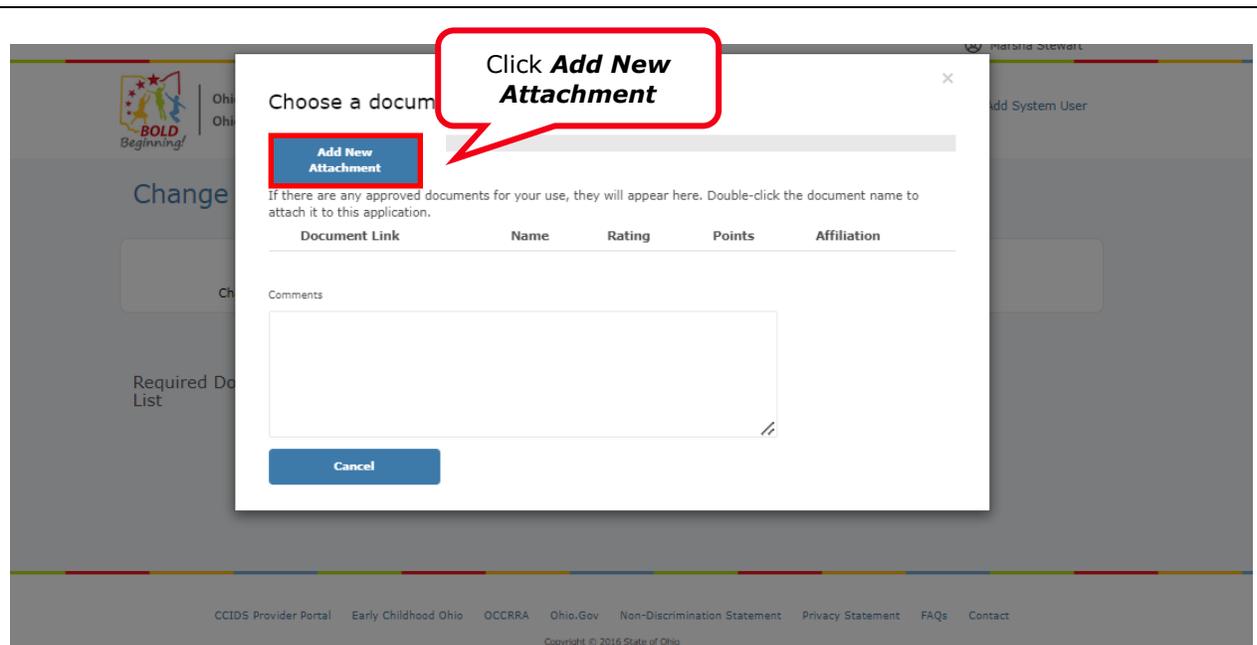
- [Administrator Education/Experience Qualifications \(new admin sample\)](#)

[Save & Finish Later](#) [Save and Continue](#)

Click document name

Step 16: Add New Attachment

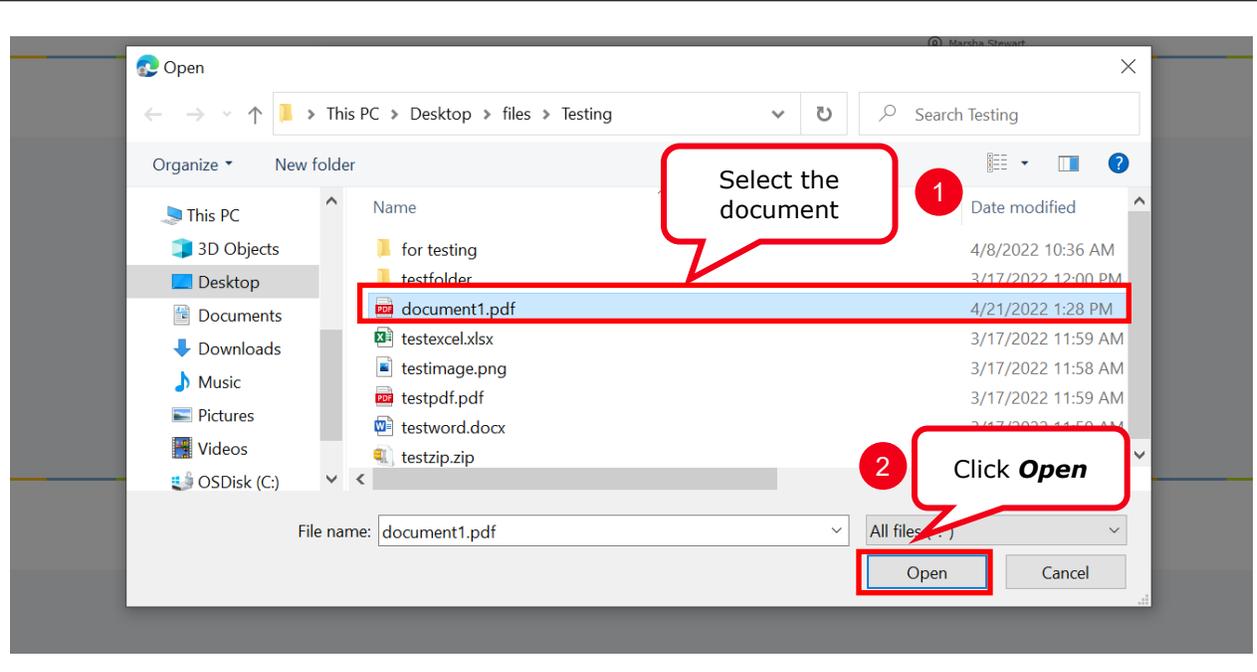
Click **Add New Attachment**



Step 17: Choose the Document

- 1) Select the document to attach
- 2) Click **Open**

Note: The view of this step will vary depending on the internet browser you are using.





Step 18: Save the Document

Enter applicable Comments then click **Save**

Choose a document

Replace this Attachment document1.pdf

If there are any approved documents for your use, they will appear here. Double-click the document name to attach it to this application.

Document Link	Name	Rating	Points	Affiliation
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Comments

Cancel Save

Click **Save**

Step 19: Attach Other Required Documents

- 1) Repeat Step 15-18 if there are multiple required documents in list
- 2) Click **Save and Continue**

Note: When a document is added, the document name displays to the right of the document button.

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Change of Administrator Amendment

Change of Administrator Documentation Review & Sign

Required Documentation List

✓ Administrator Education/Experience Qualifications (new admin sample) (added)

document1.pdf

Save & Finish Later Save and Continue

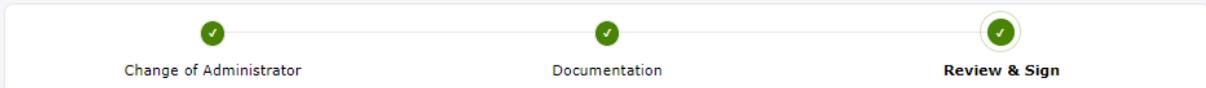
Click **Save and Continue**



Step 20: Review and Sign

- 1) Check the box
- 2) Enter your full name
- 3) Click **Submit**

Change of Administrator Amendment



Review

Completed

Electronic Signature

1 Check the box

I certify under penalty of perjury that my answers are true and accurate to the best of my knowledge. By checking this box, I understand that I am signing this application electronically.

By electronically signing below, I hereby attest that the information contained in this application is truthful and correct under penalty of perjury. This application may be withdrawn at any time if the applicant so desires.

Name

Crystal Scott

Submission Date:

11/02/2022, 9:33 AM

2 Enter full name

Enter Your Name:

Submit Your Amendment

Your amendment is not yet submitted. If there is a fee associated with your amendment you will be directed to the payment page. You must make your payment to finish processing the amendment. If your payment is unsuccessful, your amendment will not be considered submitted.

Save & Finish Later

Submit

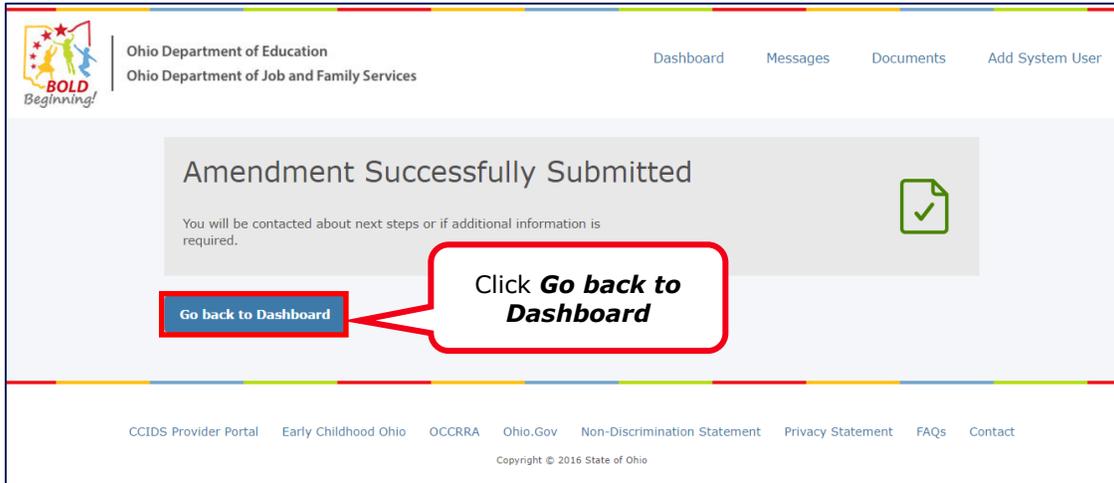
Click **Submit**

3



Step 21: Return to Dashboard

Click **Go back to Dashboard**



The process of submitting a Change of Administrator Amendment to add/remove/edit an administrator is complete.