

OCLQS Portal – Add/Remove System User (DCY)

Description:

This Job Aid describes the process of Adding or Removing a System User on the OCLQS Portal. In order to edit an existing system user, first remove the system user's role(s) and then add a new system user with the correct information.

Alternate Flow A of the Job Aid describes the process of Removing a Role from an Existing System User.

Alternate Flow B of the Job Aid describes the process of Adding a Role to an Existing System User.

Appendix: The appendix at the end of this document includes a table of the key activities that each DCY system user role has permission to do in the OCLQS Portal.


Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Log In to the OCLQS Portal

Click **Log in as DCY 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

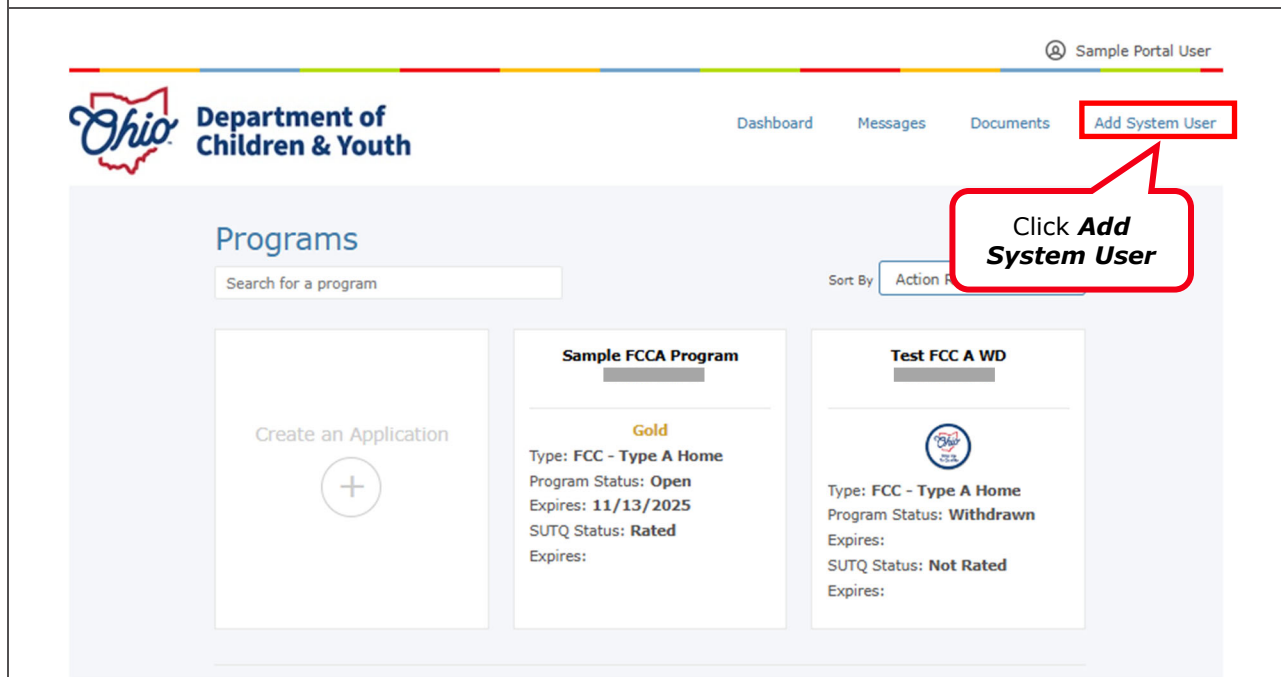
- 1) Enter **Email** address and **Password**
- 2) Click **Log In**

*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.*



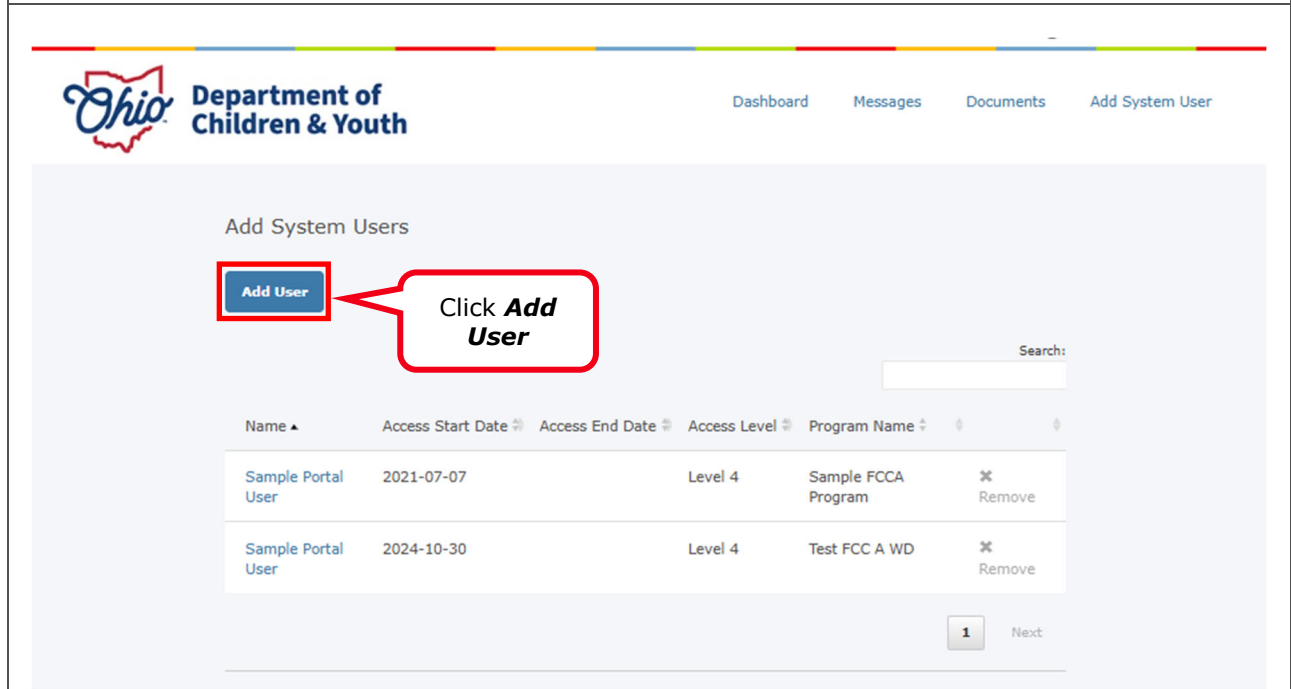
Step 3: Click Add System User

Click **Add System User**



Step 4: Add User

Click **Add User**



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Dashboard Messages Documents Add System User

Add System Users

Add User

Click **Add User**

Search:

Name ▲	Access Start Date 📅	Access End Date 📅	Access Level 📅	Program Name 📅	
Sample Portal User	2021-07-07		Level 4	Sample FCCA Program	✖ Remove
Sample Portal User	2024-10-30		Level 4	Test FCC A WD	✖ Remove

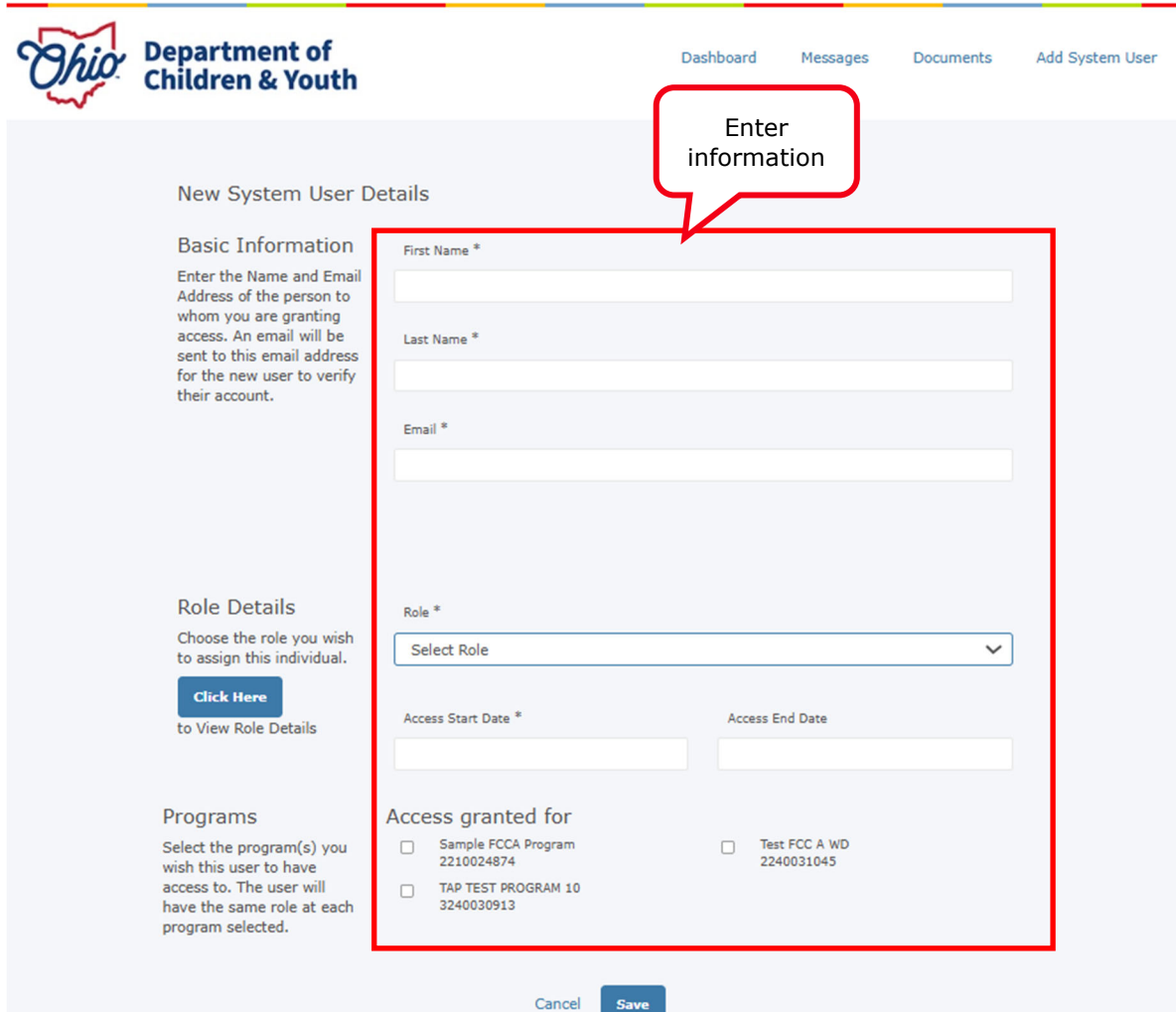
1 Next

Step 5: Enter Information

Enter appropriate information for the user

*Note 1: Each program that the user needs access to must be checked in the **Programs** section.*

Note 2: Each user in OCLQS must have a unique email address, so if an email address is already in use by a OCLQS user a new email address must be entered.



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New System User Details

Basic Information

Enter the Name and Email Address of the person to whom you are granting access. An email will be sent to this email address for the new user to verify their account.

First Name *

Last Name *

Email *

Role Details

Choose the role you wish to assign this individual.

[Click Here](#) to View Role Details

Programs

Select the program(s) you wish this user to have access to. The user will have the same role at each program selected.

Role *

Select Role ▼

Access Start Date *

Access End Date

Access granted for

☐ Sample FCCA Program 2210024874
 ☐ Test FCC A WD 2240031045

☐ TAP TEST PROGRAM 10 3240030913

Cancel Save

Step 6: Save Information

Click **Save**

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New System User Details

Basic Information

Enter the Name and Email Address of the person to whom you are granting access. An email will be sent to this email address for the new user to verify their account.

First Name *

Sample

Last Name *

SysUser

Email *

programuser@sample.email

Role Details

Choose the role you wish to assign this individual.

[Click Here](#)

to View Role Details

Role *

Level 4

Access Start Date *

11/15/2024

Access End Date

Programs

Select the program(s) you wish this user to have access to. The user will have the same role at each program selected.

Access granted for

- ☒ Sample FCCA Program
2210024874
- ☐ TAP TEST PROGRAM 10
3240030913

- ☐ Test FCC A WD
2240031045

[Cancel](#)

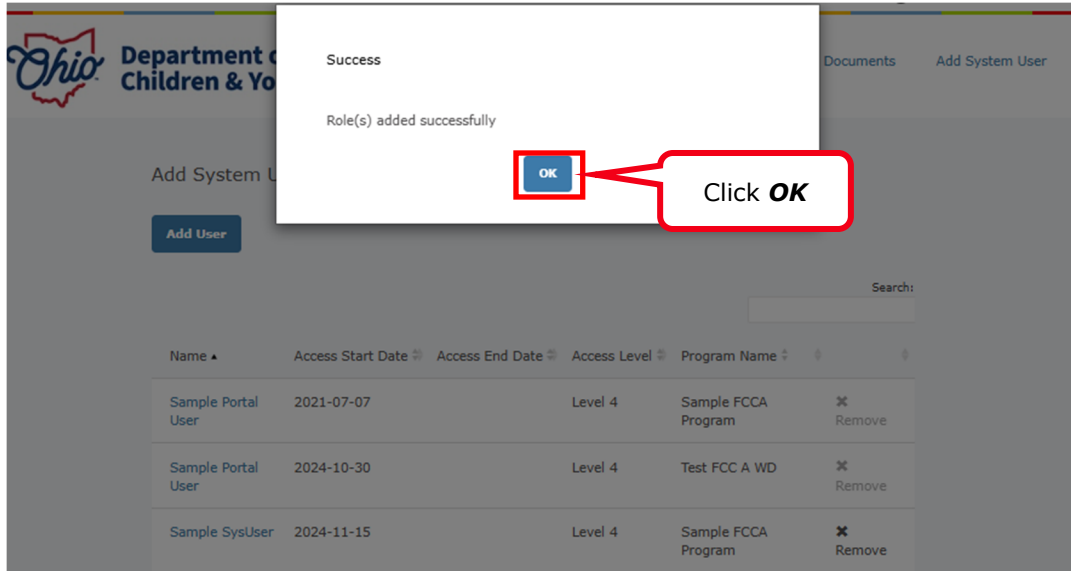
Save

Click **Save**

Step 7: Click OK

Click **OK**

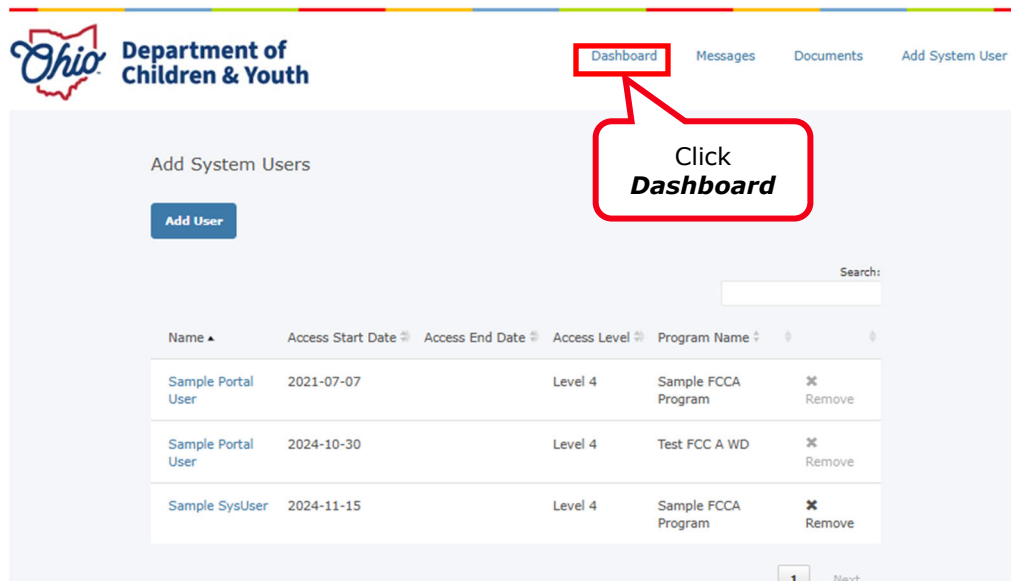
Repeat Steps 4 to 7 to add multiple system users.



Step 8: Return to Dashboard

Click **Dashboard** to return to the Dashboard

Note: The roles that have been added for this user will display in the list of users.



The process of Adding a System User is complete. The new user will receive an email with an activation link for the OCLQS account.

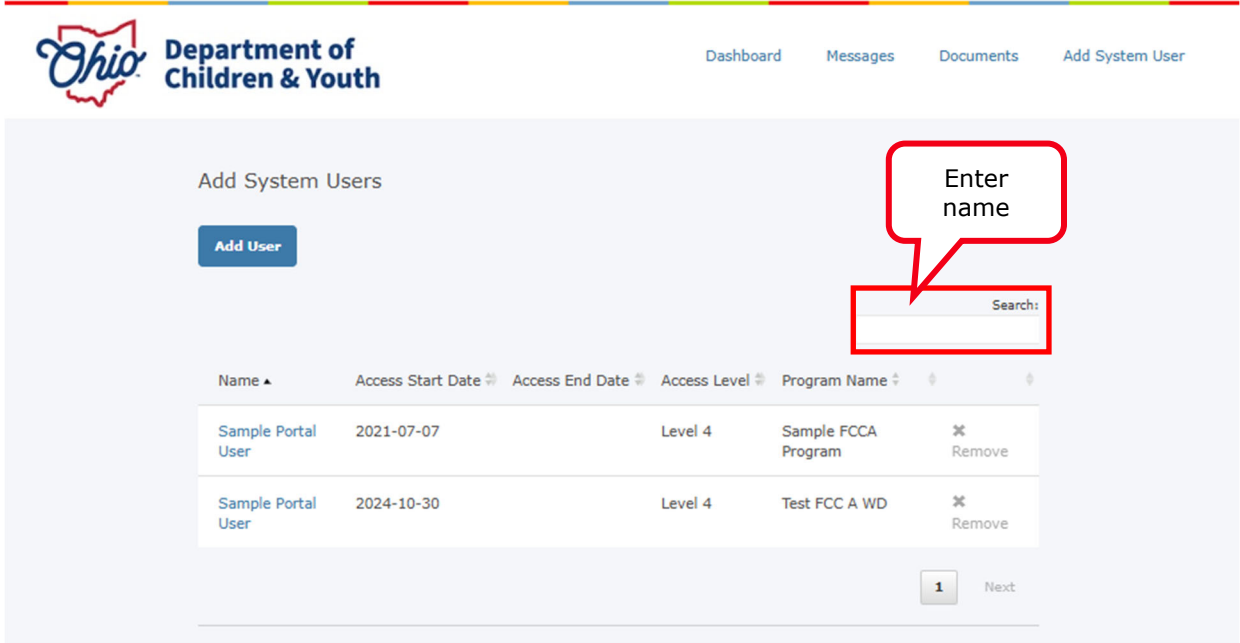
Alternate Flow A: Removing a Role for an Existing System User

Description:

This Job Aid describes the process of Removing a Role for an Existing System User on the OCLQS Portal. Complete Steps 1 to 3 of the main flow of this Job Aid and then start with Step A-1.

Step A-1: Search for Existing System User

Enter the name of the existing user in the **Search** field



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Add System Users

Add User

Search:

Enter name

Name ▲	Access Start Date 📅	Access End Date 📅	Access Level 📅	Program Name 📅	
Sample Portal User	2021-07-07		Level 4	Sample FCCA Program	✖ Remove
Sample Portal User	2024-10-30		Level 4	Test FCC A WD	✖ Remove

1 Next

Step A-2: Click Name

Click the name of the existing system user in the **Name** column


Search:

Name ▲	Access Start Date ▾	Access End Date ▾	Access Level ▾	Program Name ▾	
Sample Portal User	2021-07-07		Level 4	Sample FCCA Program	✕ Remove
Sample Portal User	2024-10-30		Level 4	Test FCC A WD	✕ Remove

1 Next

Step A-3: Click Remove

Click **Remove** for the role that you would like to remove



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[Add System User](#)

Admin Details - Sample Portal User

Basic Information

Enter the Name and Email Address of the person to whom you are granting access. An email will be sent to this email address for the new user to verify their account.

First Name *

Last Name *

E-mail *

[+ Add Role](#)

Existing Roles

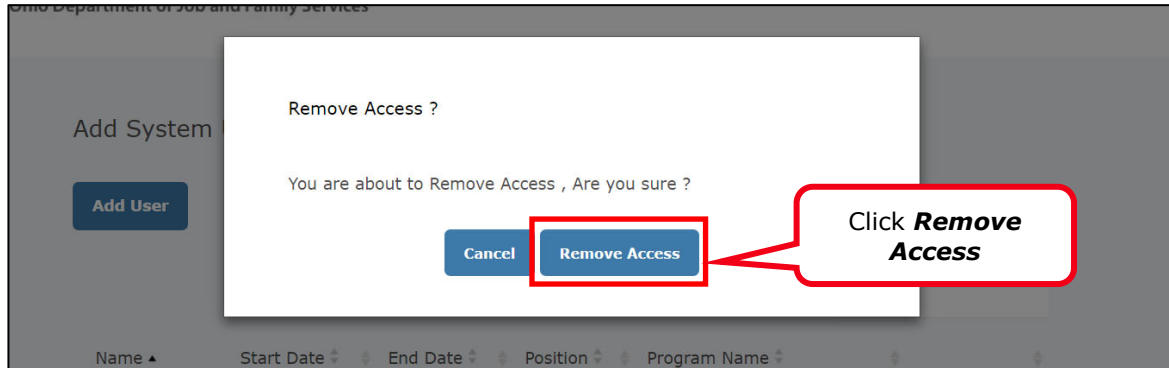
Role ID ▾	Access Start Date ▾	Access End Date ▾	Access Level ▾	Program Name ▾	
00130180	2021-07-07		Level 4	Sample FCCA Program	✕ Remove
00173872	2024-10-30		Level 4	Test FCC A WD	✕ Remove

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Step A-4: Remove Access User

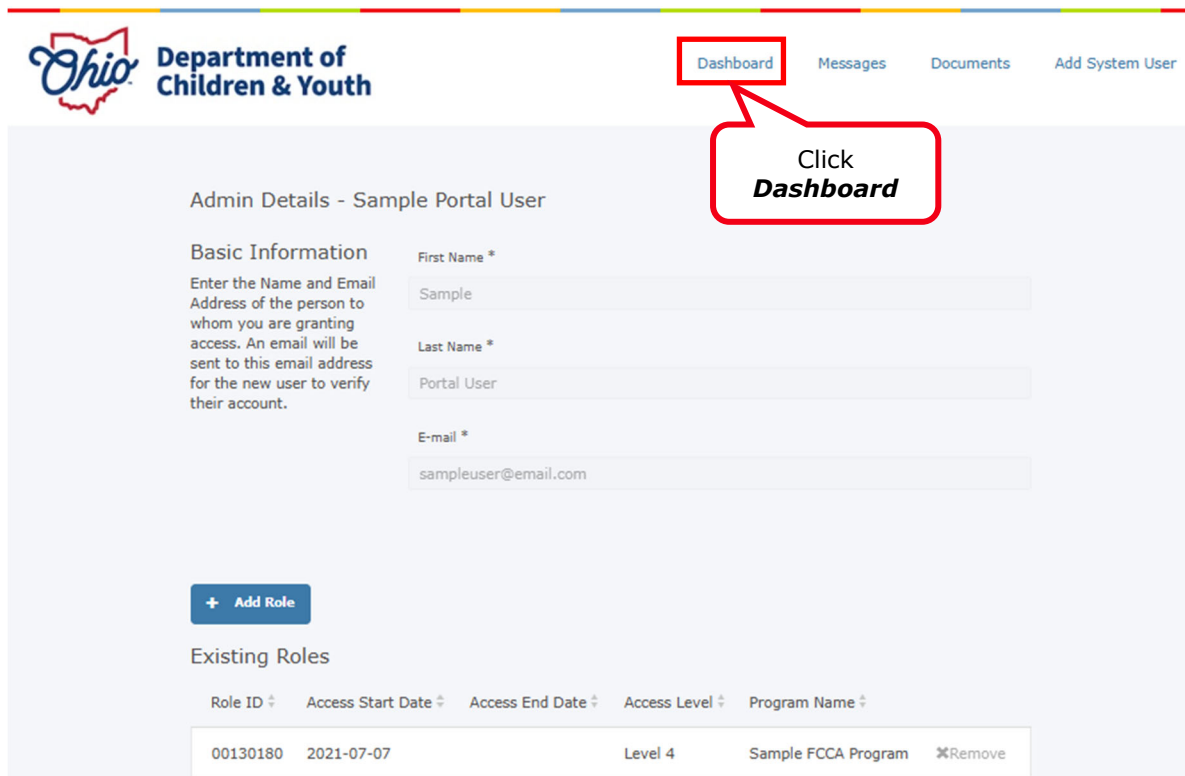
Click **Remove Access**

Note: Repeat Steps A-3 to A-4 to remove multiple roles for the system user.



Step A-5: Return to Dashboard

Click **Dashboard** to return to the **Dashboard**



The process of Removing a Role for an Existing System User is complete.

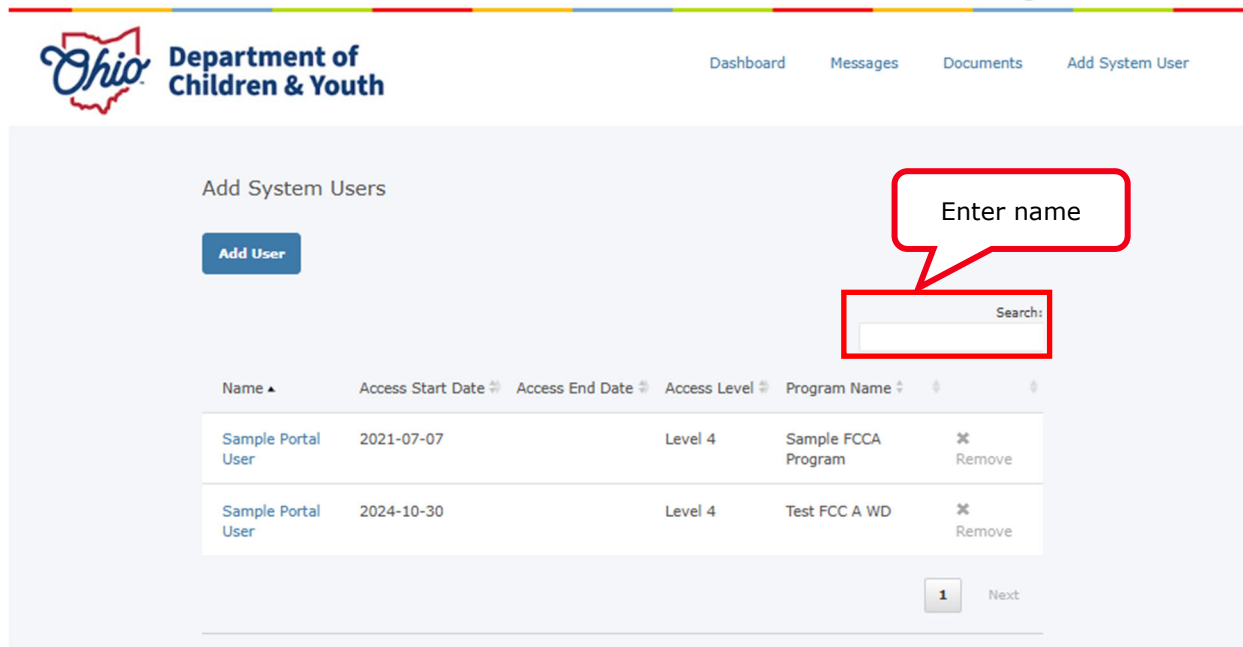
Alternate Flow B: Adding a Role for an Existing System User

Description:

This Job Aid describes the process of Adding a Role for an Existing System User on the OCLQS Portal. Complete Steps 1 to 3 of the main flow of this Job Aid and then start with Step B-1.

Step B-1: Search for Existing System User

Enter the name of the existing user in the **Search** field



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Dashboard Messages Documents Add System User

Add System Users

Add User

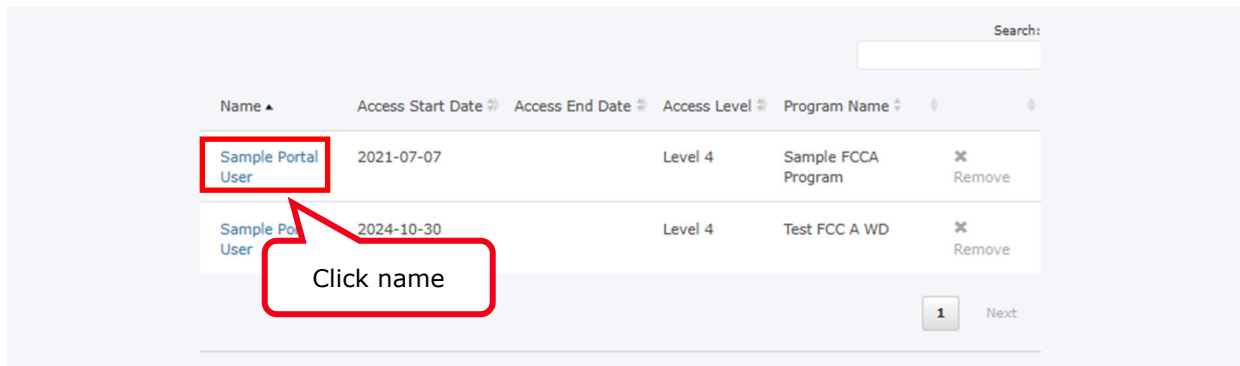
Search:

Name ▲	Access Start Date 📅	Access End Date 📅	Access Level 📅	Program Name 📅	
Sample Portal User	2021-07-07		Level 4	Sample FCCA Program	✖ Remove
Sample Portal User	2024-10-30		Level 4	Test FCC A WD	✖ Remove

1 Next

Step B-2: Click Name

Click the name of the existing system user in the **Name** column



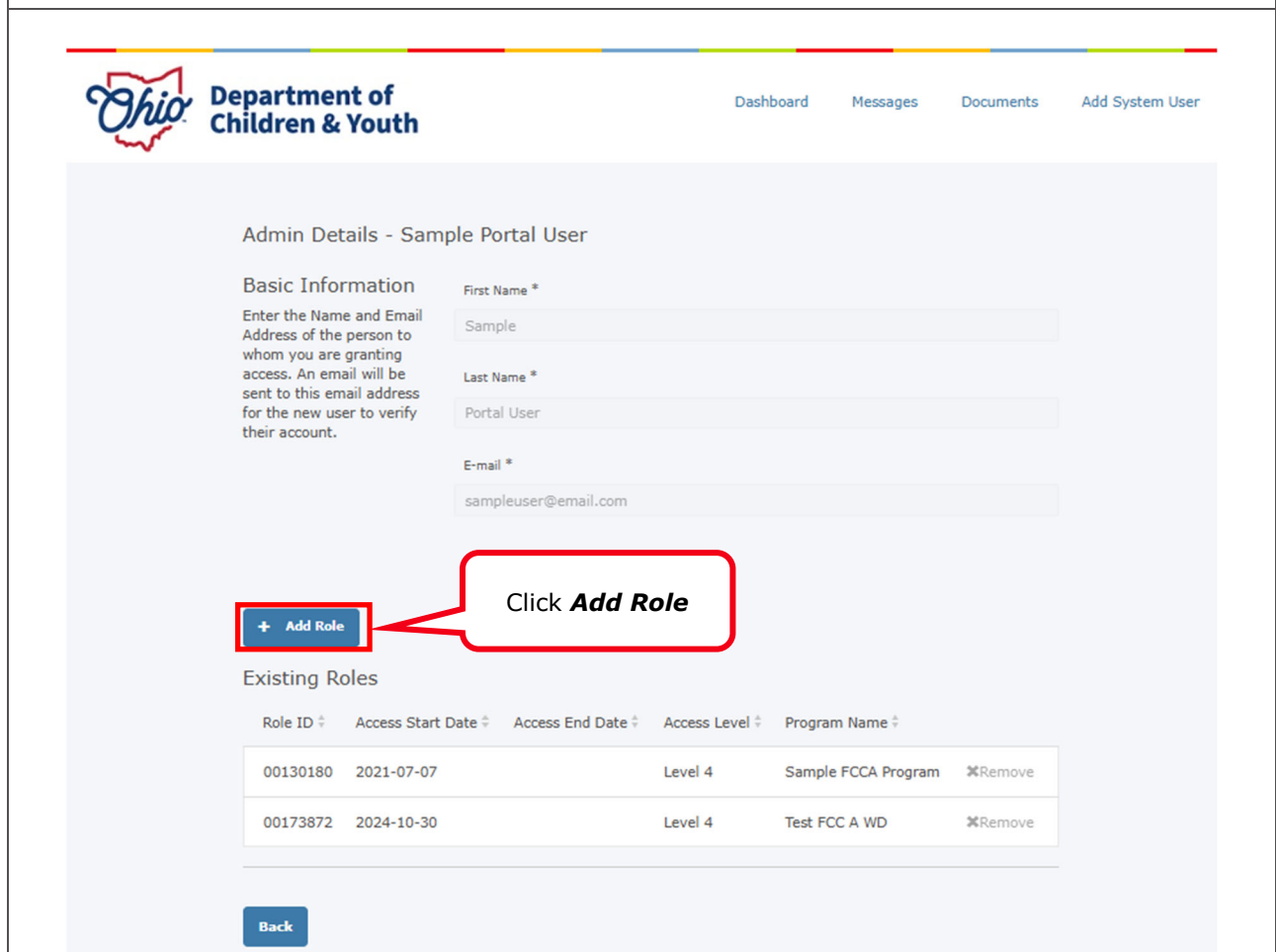
Search:

Name ▲	Access Start Date ↕	Access End Date ↕	Access Level ↕	Program Name ↕	
Sample Portal User	2021-07-07		Level 4	Sample FCCA Program	✕ Remove
Sample Portal User	2024-10-30		Level 4	Test FCC A WD	✕ Remove

1 Next

Step B-3: Add User Role

Click **Add Role**



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Admin Details - Sample Portal User

Basic Information

Enter the Name and Email Address of the person to whom you are granting access. An email will be sent to this email address for the new user to verify their account.

First Name *

Last Name *

E-mail *

+ Add Role

Existing Roles

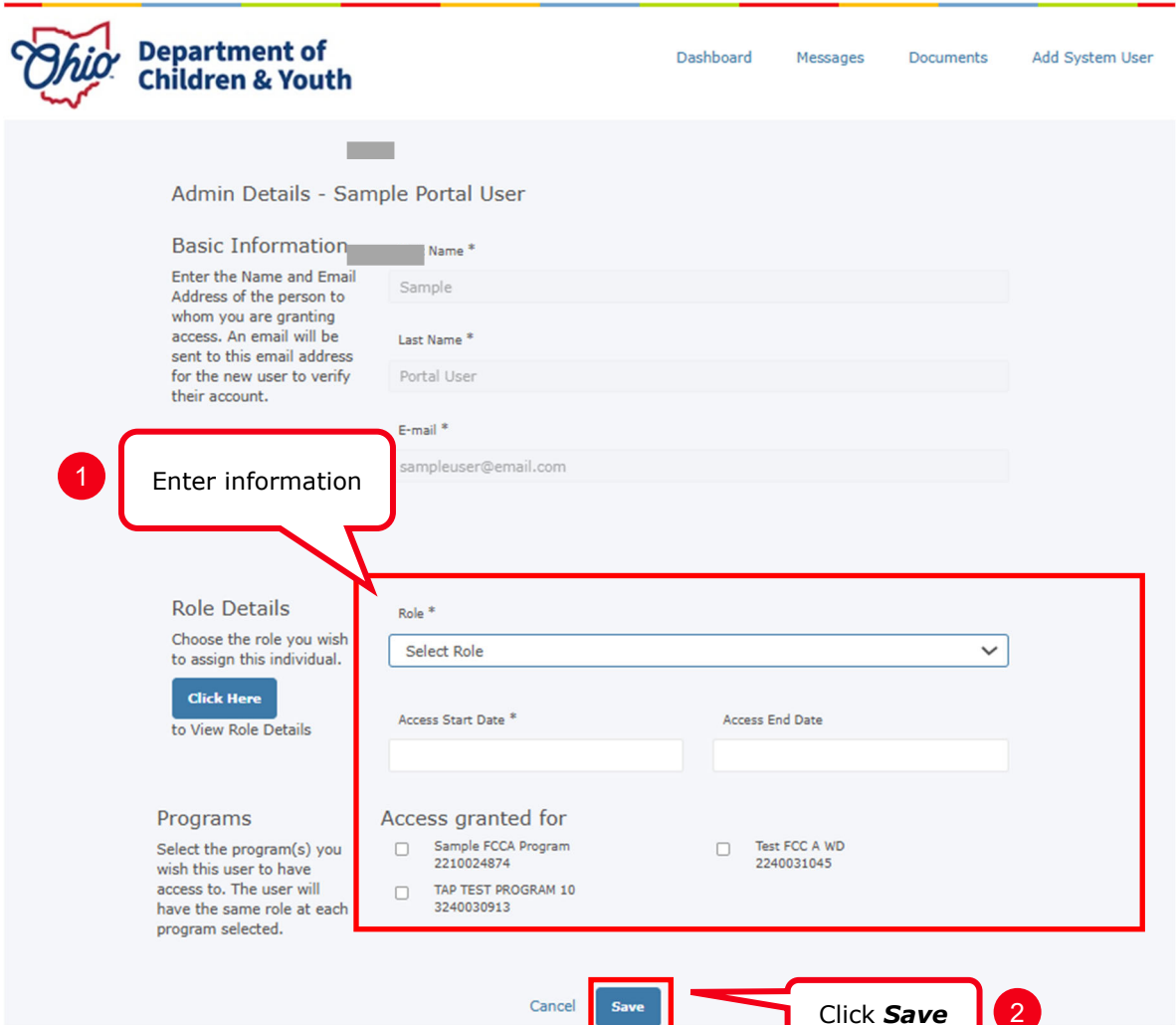
Role ID ↕	Access Start Date ↕	Access End Date ↕	Access Level ↕	Program Name ↕	
00130180	2021-07-07		Level 4	Sample FCCA Program	✕ Remove
00173872	2024-10-30		Level 4	Test FCC A WD	✕ Remove

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Step B-4: Enter Role Information

- 1) Enter appropriate information for the user
- 2) Click **Save**

*Note: Each program that the user needs access to must be checked in the **Programs** section.*



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Admin Details - Sample Portal User

Basic Information

Enter the Name and Email Address of the person to whom you are granting access. An email will be sent to this email address for the new user to verify their account.

Name *
Sample

Last Name *
Portal User

E-mail *
sampleuser@email.com

1 Enter information

Role Details

Choose the role you wish to assign this individual.

[Click Here](#) to View Role Details

Role *
Select Role

Access Start Date *
Access End Date

Access granted for

☐ Sample FCCA Program 2210024874

☐ TAP TEST PROGRAM 10 3240030913

☐ Test FCC A WD 2240031045

Cancel **Save**

2 Click **Save**

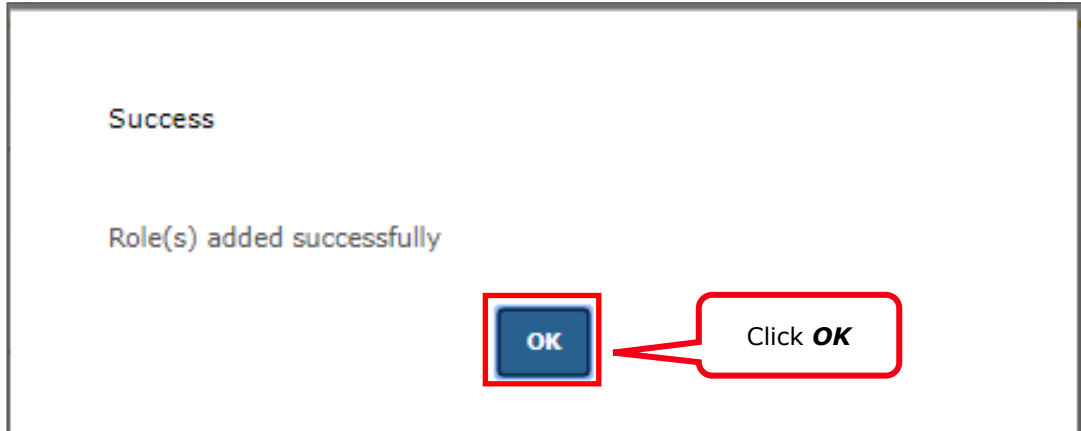
Programs

Select the program(s) you wish this user to have access to. The user will have the same role at each program selected.

Step B-5: Click OK

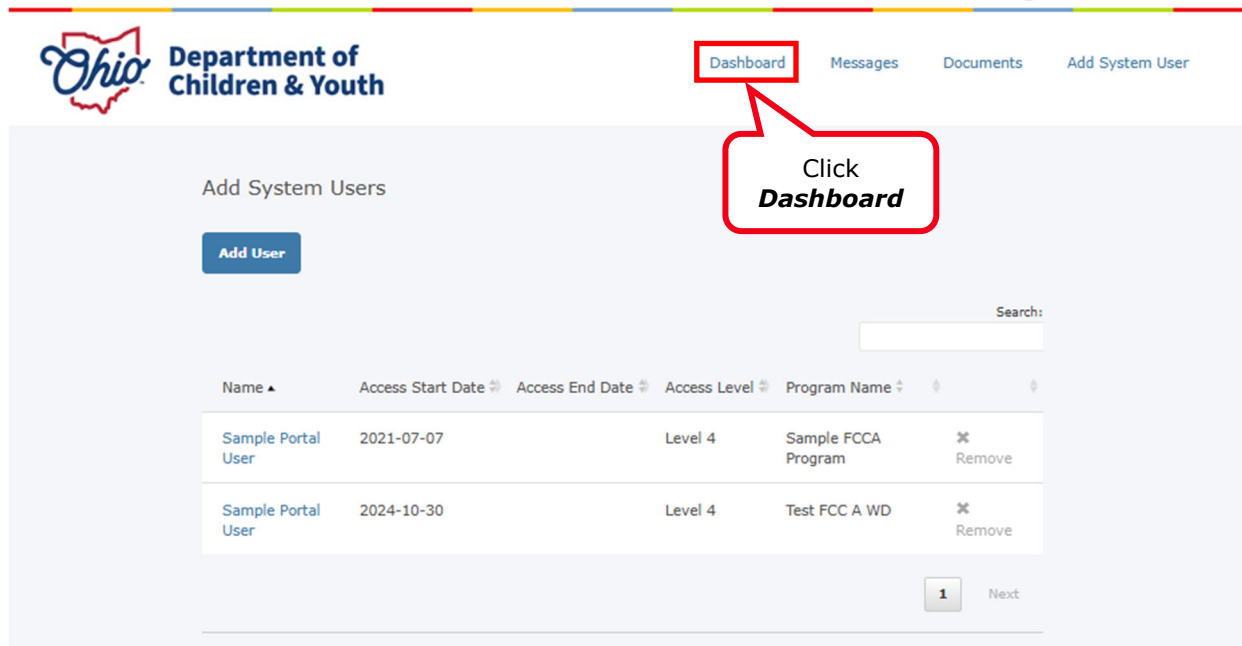
Click **OK**

Note: Repeat Steps B-1 to B-5 to add multiple roles for the system user.



Step B-6: Return to Dashboard

Click **Dashboard** to return to the Dashboard



The process of Adding a Role for an Existing System User is complete.

Appendix: Roles for DCY System Users

Description:

The table below describes the key activities that each DCY system user role has permission to do in the OCLQS Portal.

Level 4 – Owner	Level 3 - Director (Child Care Centers)	Level 2 – Licensing Admin	Level 1 – SUTQ Consultant
<ul style="list-style-type: none"> Respond to Corrective Action Plans Serious Incidents Amendments Updates 	<ul style="list-style-type: none"> Respond to Corrective Action Plans Serious Incidents Amendments Updates 	<ul style="list-style-type: none"> Respond to Corrective Action Plans Serious Incidents Amendments Updates 	
<ul style="list-style-type: none"> Initiate Licensing Applications Fill Licensing Applications Submit Licensing Applications Initiate SUTQ Registrations Fill SUTQ Registrations Submit SUTQ Registrations 	<ul style="list-style-type: none"> Initiate Licensing Applications Fill Licensing Applications Submit Licensing Applications Initiate SUTQ Registrations Fill SUTQ Registrations Submit SUTQ Registrations 	<ul style="list-style-type: none"> Fill Licensing Applications Fill SUTQ Registrations 	<ul style="list-style-type: none"> Fill SUTQ Registrations
<ul style="list-style-type: none"> Create system users – can create users of any role except owner 	<ul style="list-style-type: none"> Create system users – can create Licensing Admin and SUTQ Consultant role users 		