

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

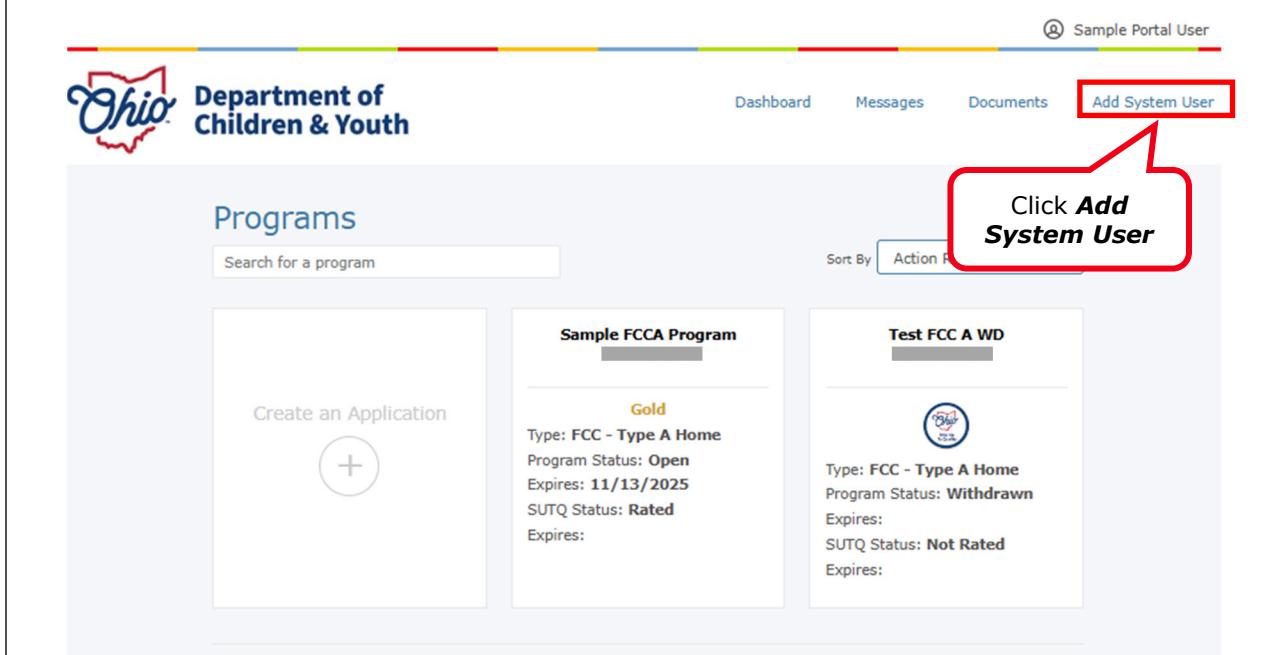
- 1) Enter **Email** address and **Password**
- 2) Click **Log In**

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**



Sample Portal User

Dashboard Messages Documents **Add System User**

Programs

Search for a program

Sort By Action P

Create an Application

Sample FCCA Program

Gold

Type: FCC - Type A Home
Program Status: Open
Expires: 11/13/2025
SUTQ Status: Rated
Expires:

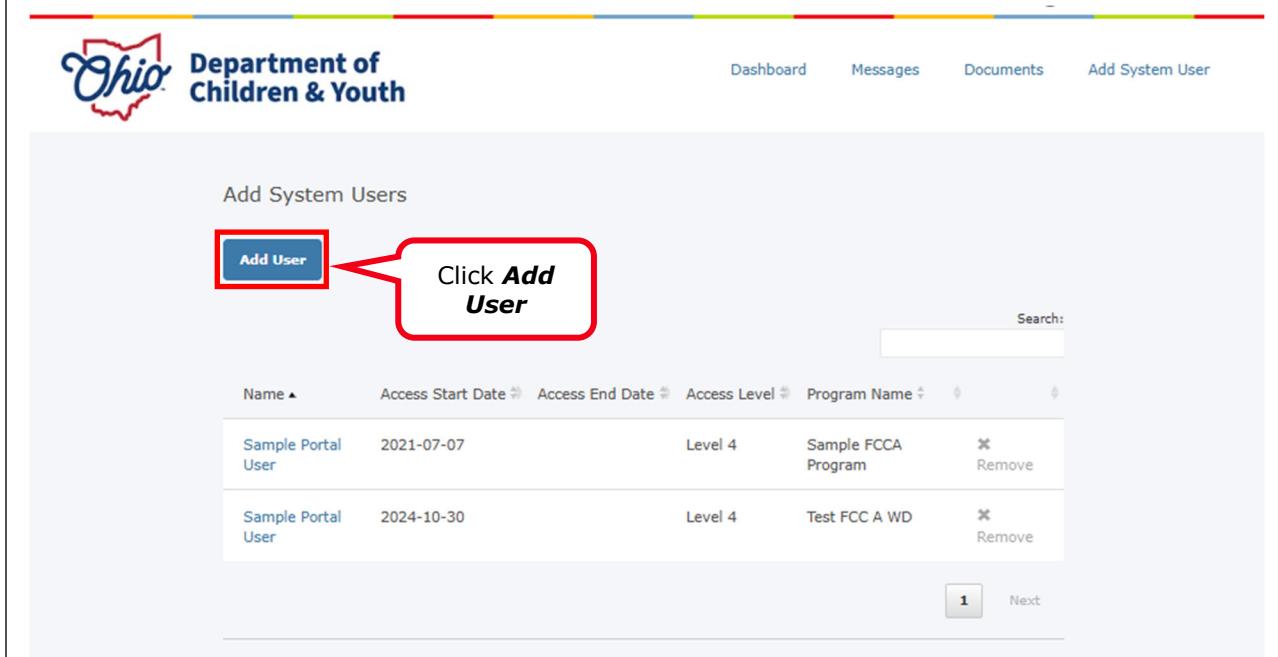
Test FCC A WD



Type: FCC - Type A Home
Program Status: Withdrawn
Expires:
SUTQ Status: Not Rated
Expires:

Step 4: Add User

Click **Add User**



Ohio Department of Children & Youth

Dashboard Messages Documents Add System User

Add System Users

Add User

Click **Add User**

Name	Access Start Date	Access End Date	Access Level	Program Name	Action
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

Search:

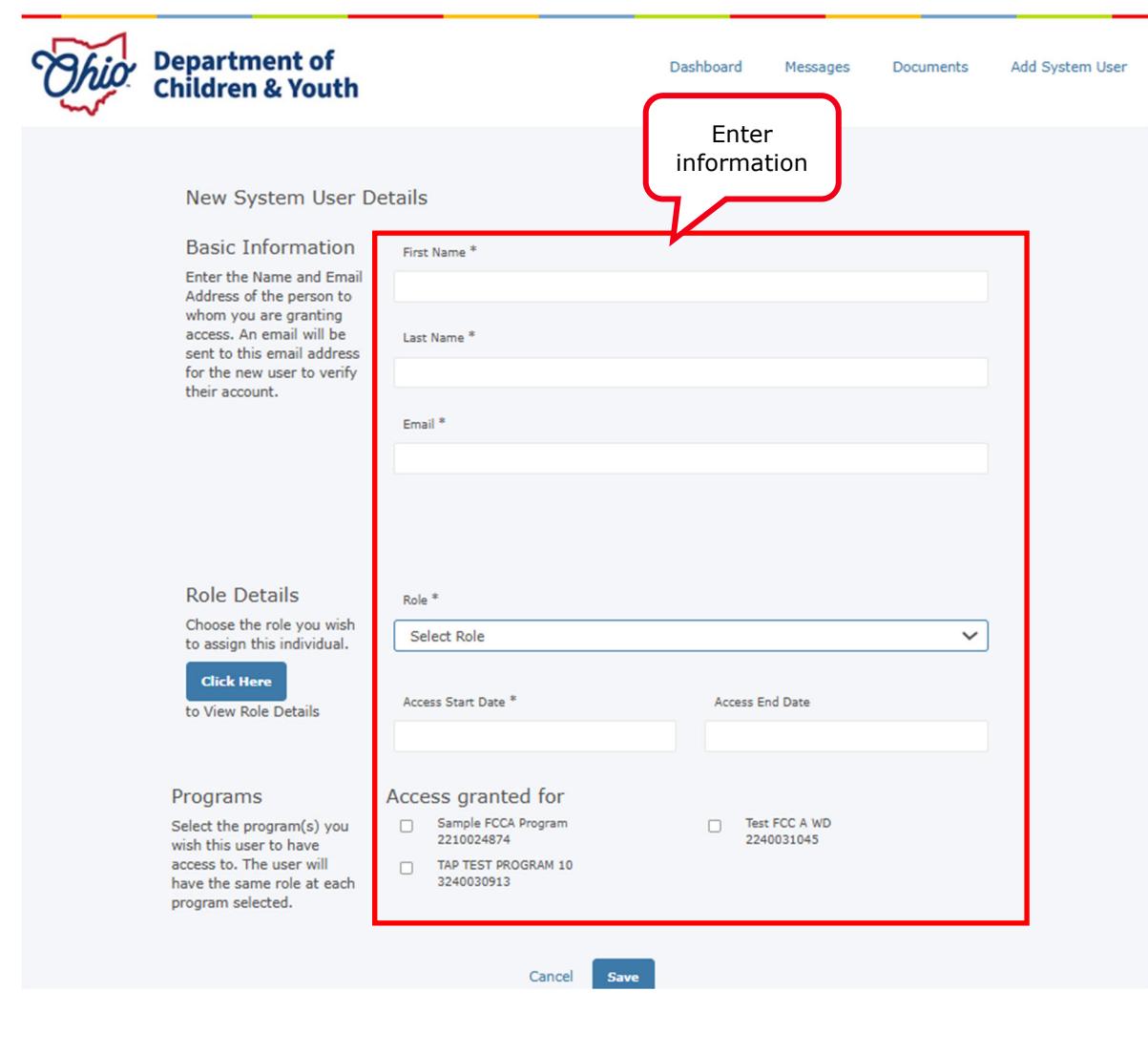
1 Next

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.



Ohio Department of Children & Youth

Dashboard Messages Documents Add System User

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.

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.

First Name *

Last Name *

Email *

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**



Dashboard Messages Documents Add System User

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

Cancel

Save

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.

Access granted for

Sample FCCA Program
2210024874

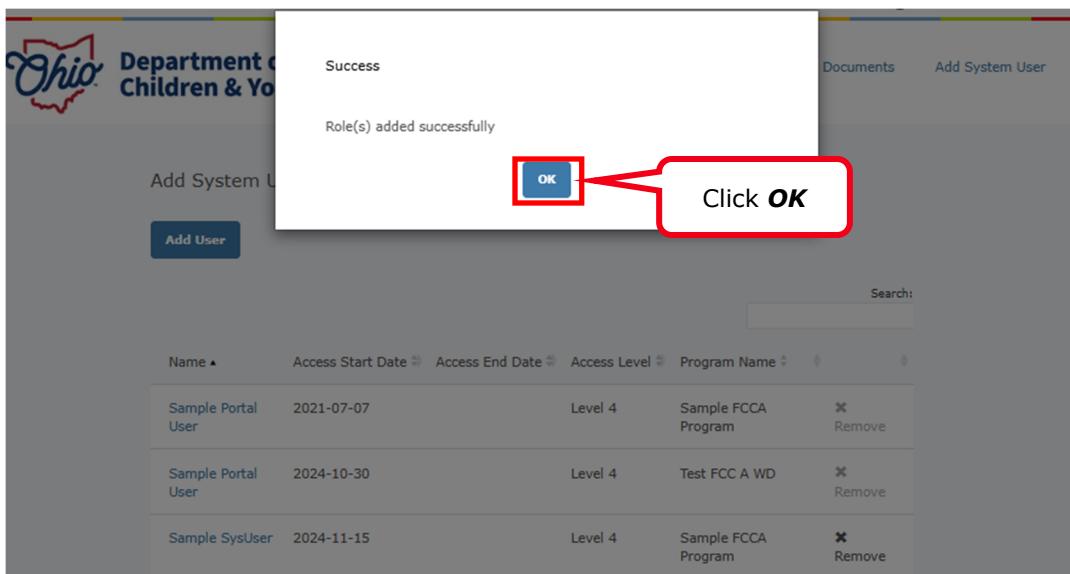
Test FCC A WD
2240031045

TAP TEST PROGRAM 10
3240030913

Step 7: Click OK

Click **OK**

Repeat Steps 4 to 7 to add multiple system users.

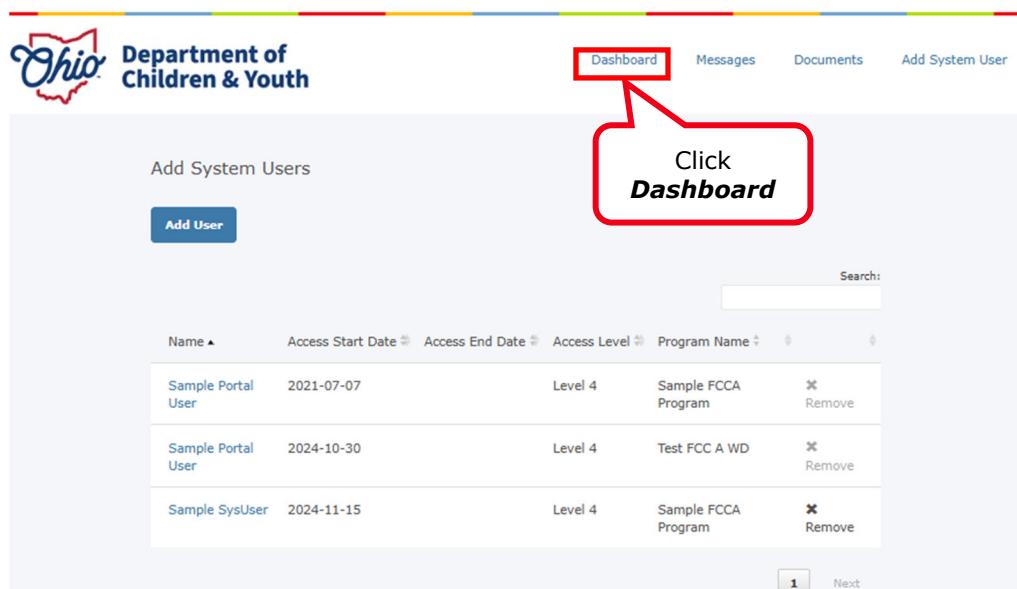


Name	Access Start Date	Access End Date	Access Level	Program Name	
Sample Portal User	2021-07-07		Level 4	Sample FCCA Program	 Remove
Sample Portal User	2024-10-30		Level 4	Test FCC A WD	 Remove
Sample SysUser	2024-11-15		Level 4	Sample FCCA Program	 Remove

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.



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
Sample SysUser	2024-11-15		Level 4	Sample FCCA Program	 Remove

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

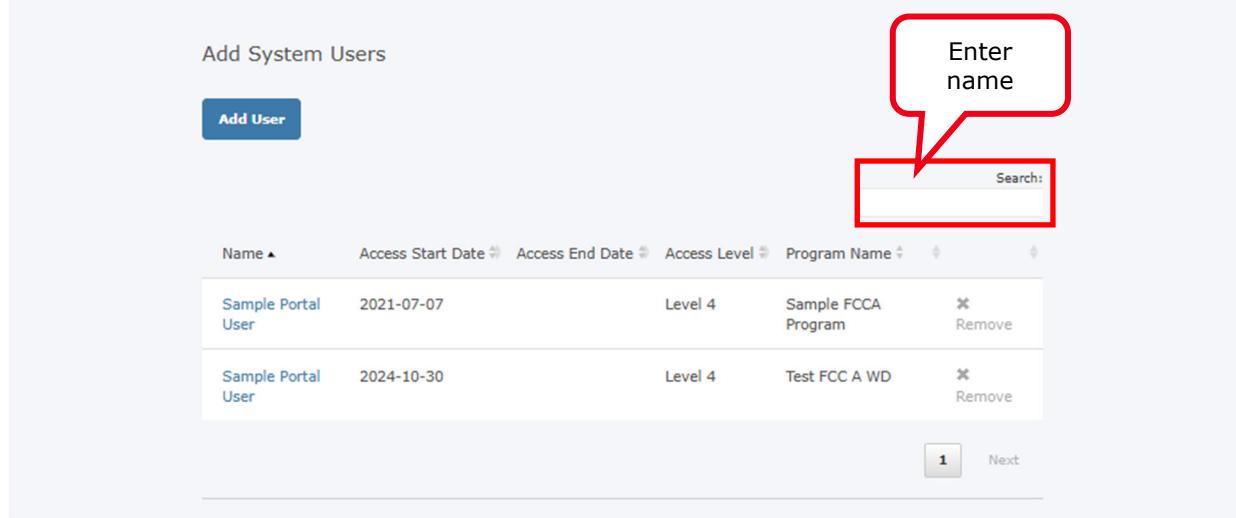
Alternate Flow A: Removing a Role for an Existing System User

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

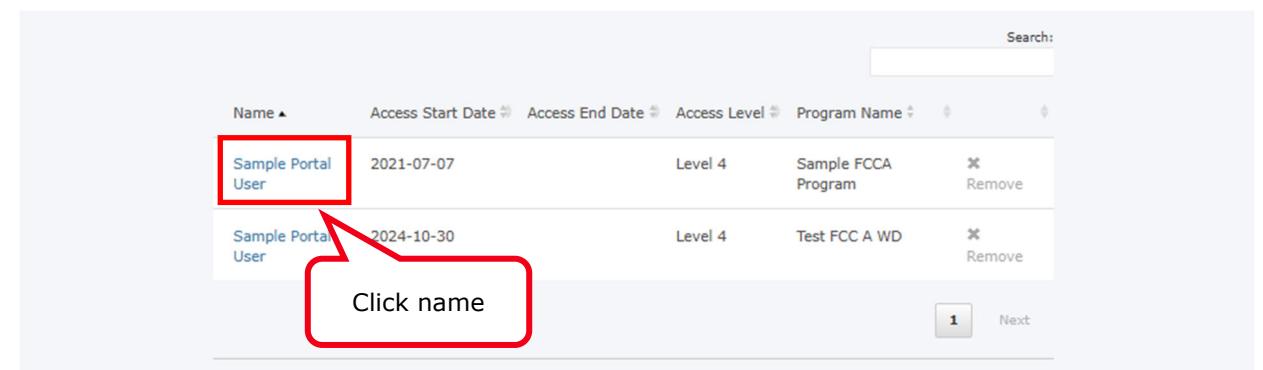


The screenshot shows the 'Add System Users' page of the OCLQS Portal. At the top, there is a navigation bar with the Ohio Department of Children & Youth logo, Dashboard, Messages, Documents, and Add System User options. Below the navigation, there is a search bar with the placeholder 'Search:' and a red box highlighting it. A callout bubble with the text 'Enter name' points to the search bar. The main content area displays a table of system users with columns: Name, Access Start Date, Access End Date, Access Level, Program Name, and Remove. Two rows are visible: 'Sample Portal User' with access from 2021-07-07 to 2024-10-30, and 'Test FCC A WD' with access from 2024-10-30 to 2024-10-30. Each row has a 'Remove' button. At the bottom of the table, there is a page number '1' and a 'Next' button.

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

Step A-2: Click Name

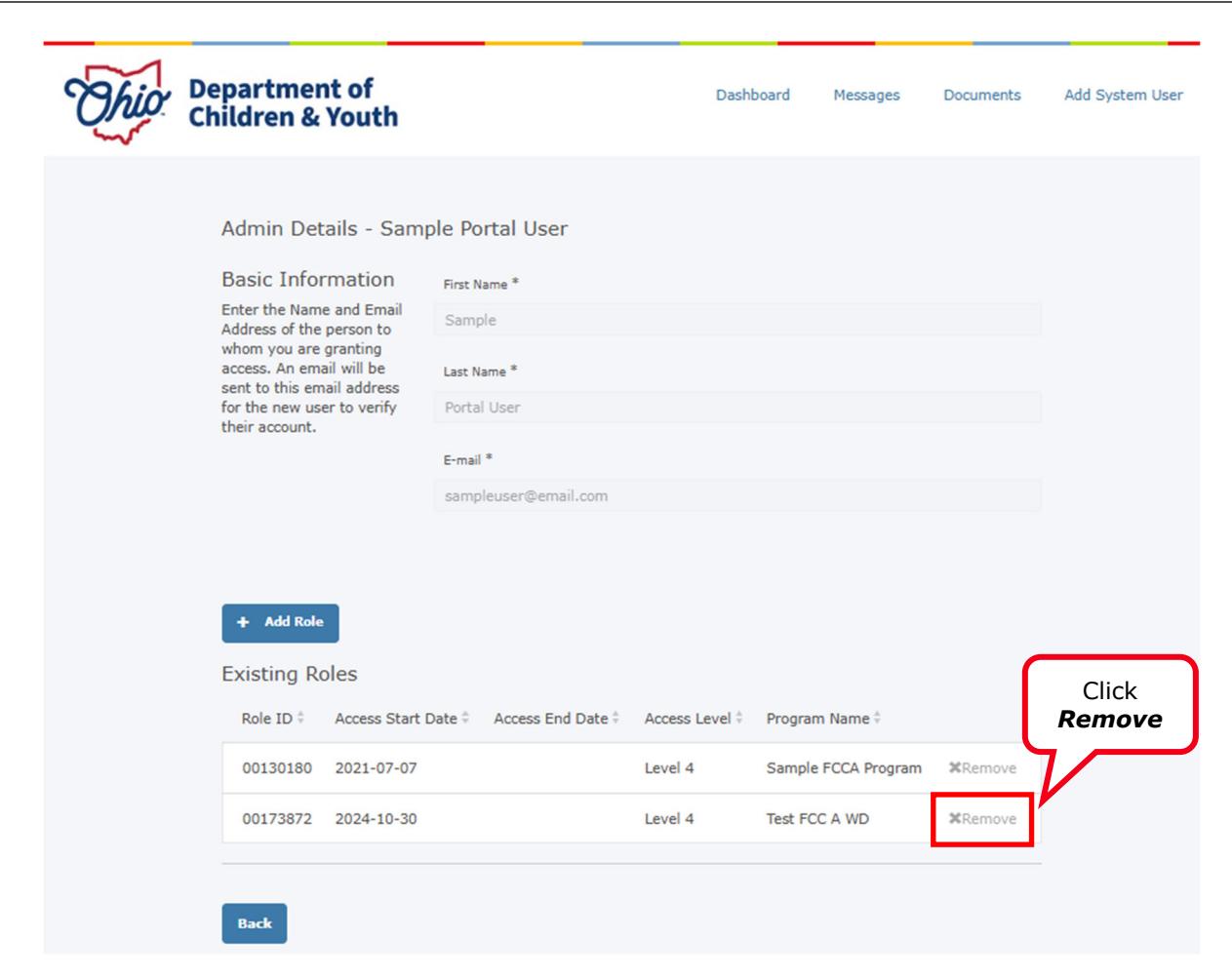
Click the name of the existing system user in the **Name** column



Name	Access Start Date	Access End Date	Access Level	Program Name	
Sample Portal User	2021-07-07		Level 4	Sample FCCA Program	<input type="button" value="Remove"/>
Sample Portal User	2024-10-30		Level 4	Test FCC A WD	<input type="button" value="Remove"/>

Step A-3: Click Remove

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



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 *: Sample

Last Name *: Portal User

E-mail *: sampleuser@email.com

+ Add Role

Existing Roles

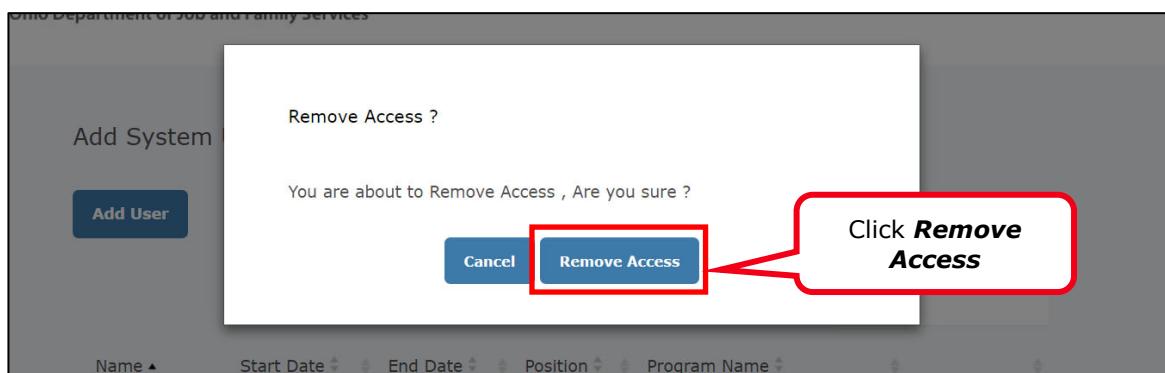
Role ID	Access Start Date	Access End Date	Access Level	Program Name	
00130180	2021-07-07		Level 4	Sample FCCA Program	<input type="button" value="Remove"/>
00173872	2024-10-30		Level 4	Test FCC A WD	<input type="button" value="Remove"/>

Back

Step A-4: Remove Access User

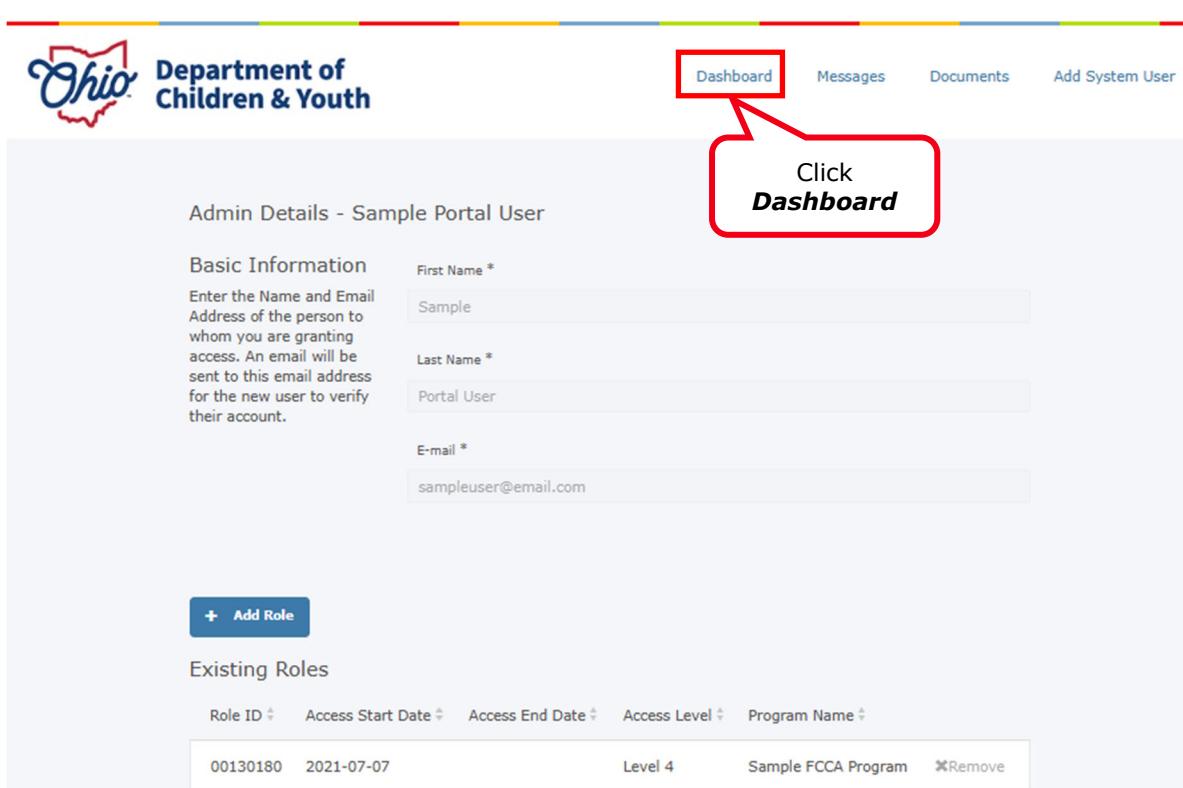
Click **Remove Access**

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.

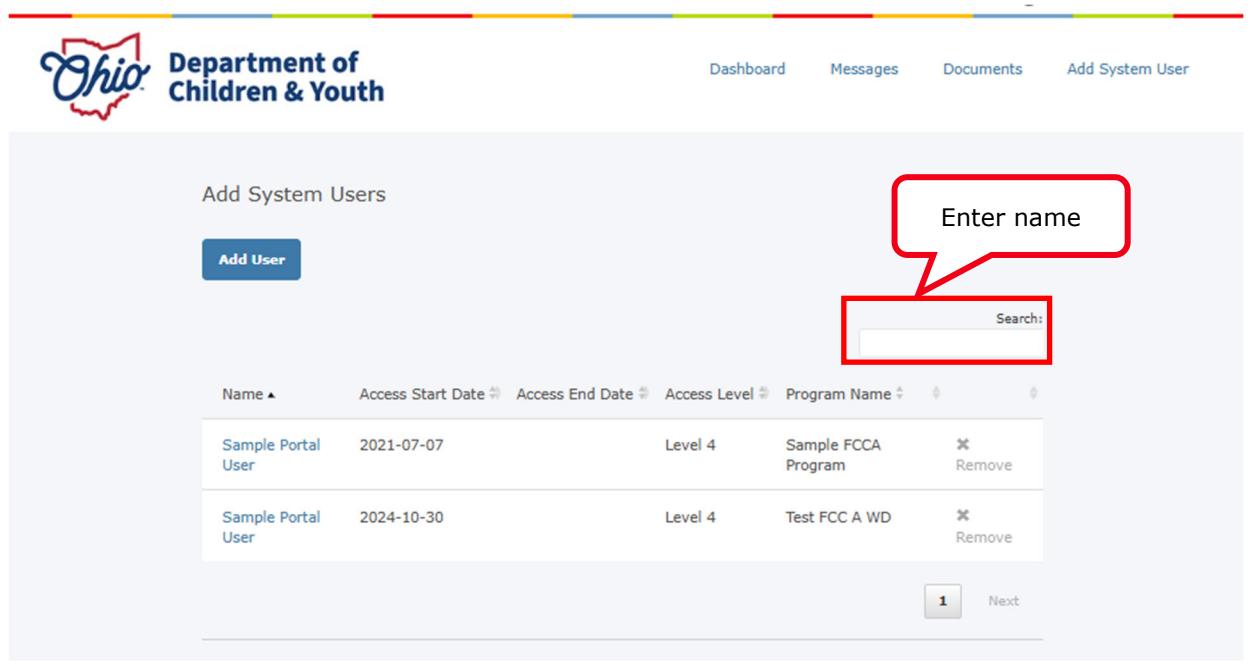
Alternate Flow B: Adding a Role for an Existing System User

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

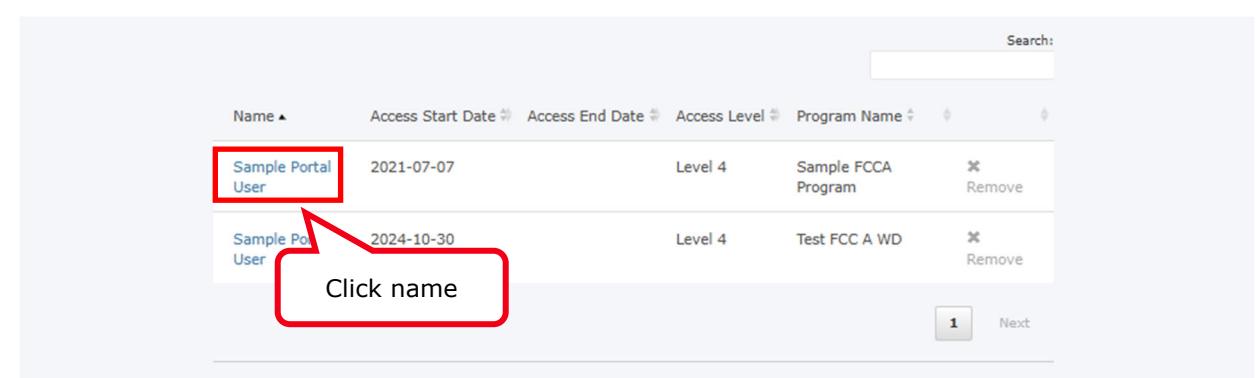


The screenshot shows the 'Add System Users' page. At the top, there is a navigation bar with the Ohio Department of Children & Youth logo, Dashboard, Messages, Documents, and an 'Add System User' button. Below the navigation, the page title 'Add System Users' is displayed, along with a 'Add User' button. A search bar with the placeholder 'Search:' is highlighted with a red box and a red speech bubble containing the text 'Enter name'. Below the search bar is a table listing system users. The columns are: Name, Access Start Date, Access End Date, Access Level, Program Name, and Remove. Two rows are shown: 'Sample Portal User' with access from 2021-07-07 to Level 4, and 'Sample Portal User' with access from 2024-10-30 to Level 4. Each row has a 'Remove' link. At the bottom of the table, there is a page number '1' and a 'Next' button.

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

Step B-2: Click Name

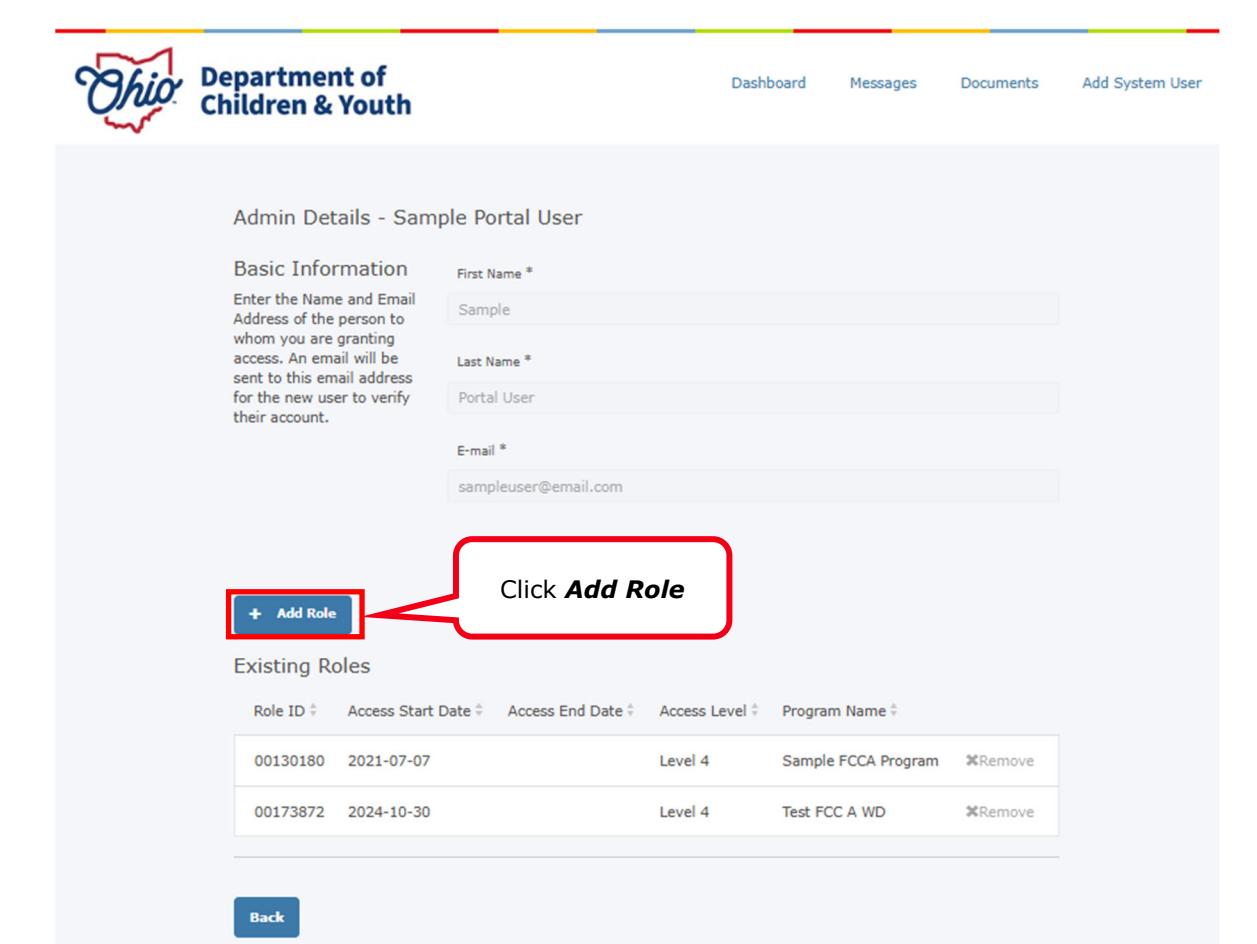
Click the name of the existing system user in the **Name** column



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

Step B-3: Add User Role

Click **Add Role**



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 *: Sample

Last Name *: Portal User

E-mail *: sampleuser@email.com

+ Add Role

Existing Roles

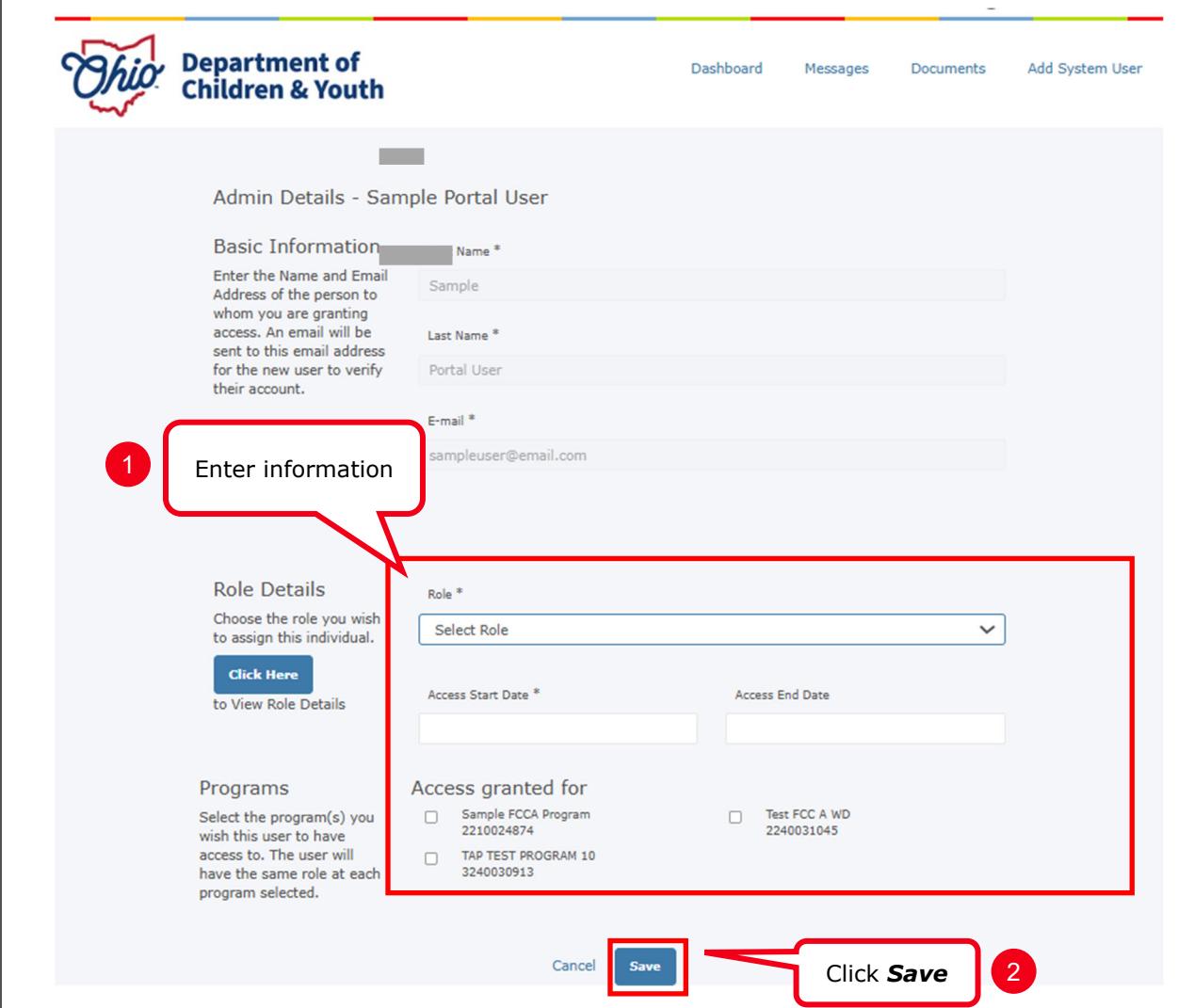
Role ID	Access Start Date	Access End Date	Access Level	Program Name	
00130180	2021-07-07		Level 4	Sample FCCA Program	 Remove
00173872	2024-10-30		Level 4	Test FCC A WD	 Remove

Back

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.*



Admin Details - Sample Portal User

Basic Information

Name * Sample

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.

Last Name * Portal User

E-mail * sampleuser@email.com

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

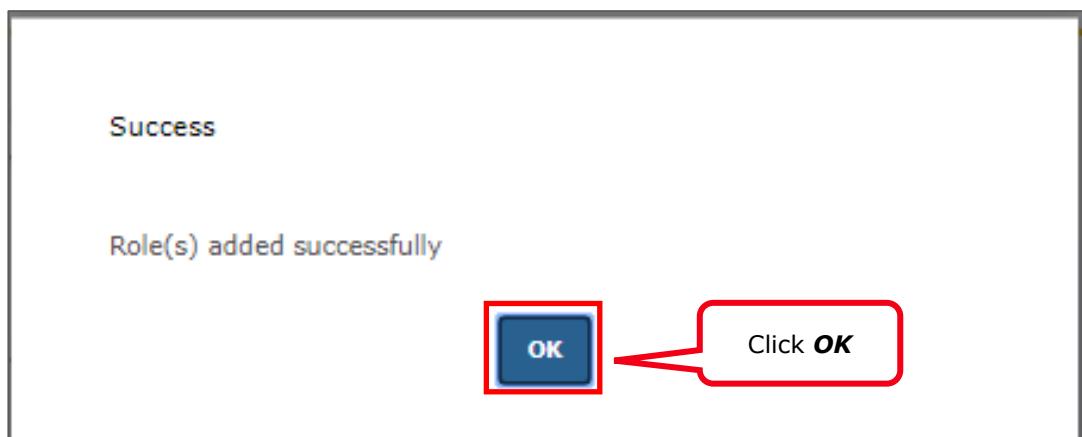
TAP TEST PROGRAM 10 3240030913

Cancel **Save** Click **Save**

Step B-5: Click OK

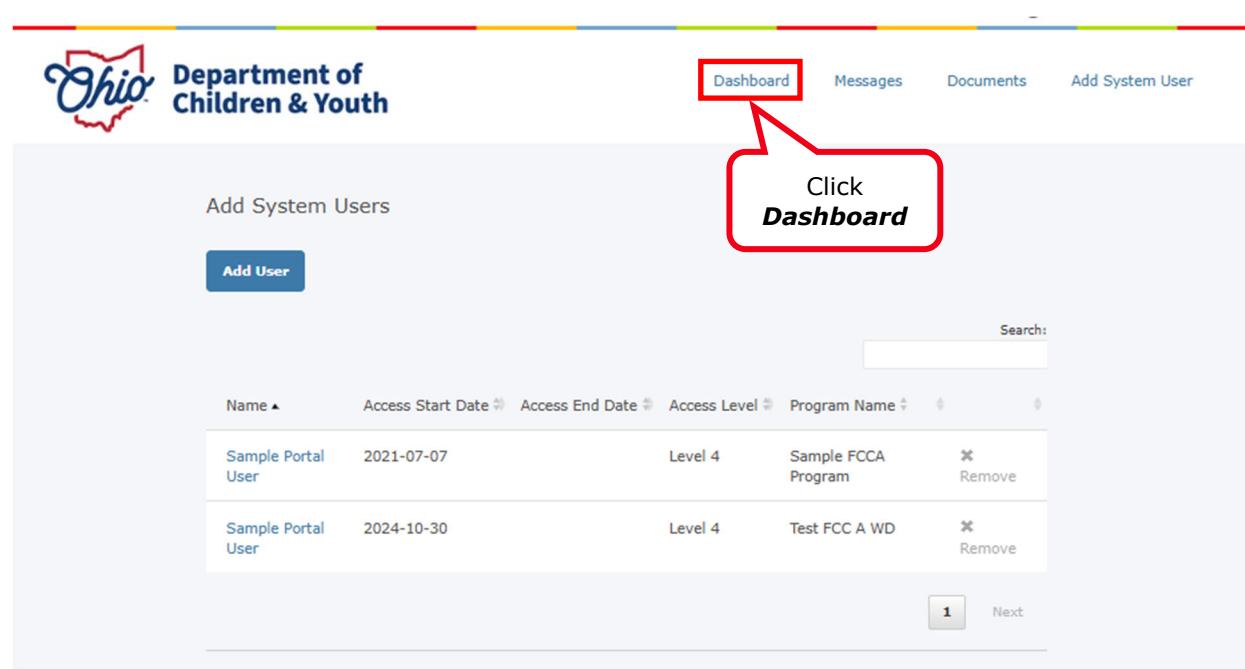
Click **OK**

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 		