

## OCLQS Portal – Account Management - DCY(ODE)

### Description:

This Job Aid describes the process of performing various actions in the Ohio Child Licensing and Quality System (OCLQS) Portal.

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<b>Action - 8</b>	Continue/Revise Application	Accessing an application started in an earlier session to continue or revise the application
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## Action – 1: Log in as DCY (ODE) Program

This action describes the process of logging in to your account on the OCLQS Portal as a DCY (ODE) Program.

### Step 1: Log In to the OCLQS Portal

Click **Log in as School-Based PS/SA User**

Note: An account must be created in SAFE in order to log in to OCLQS.



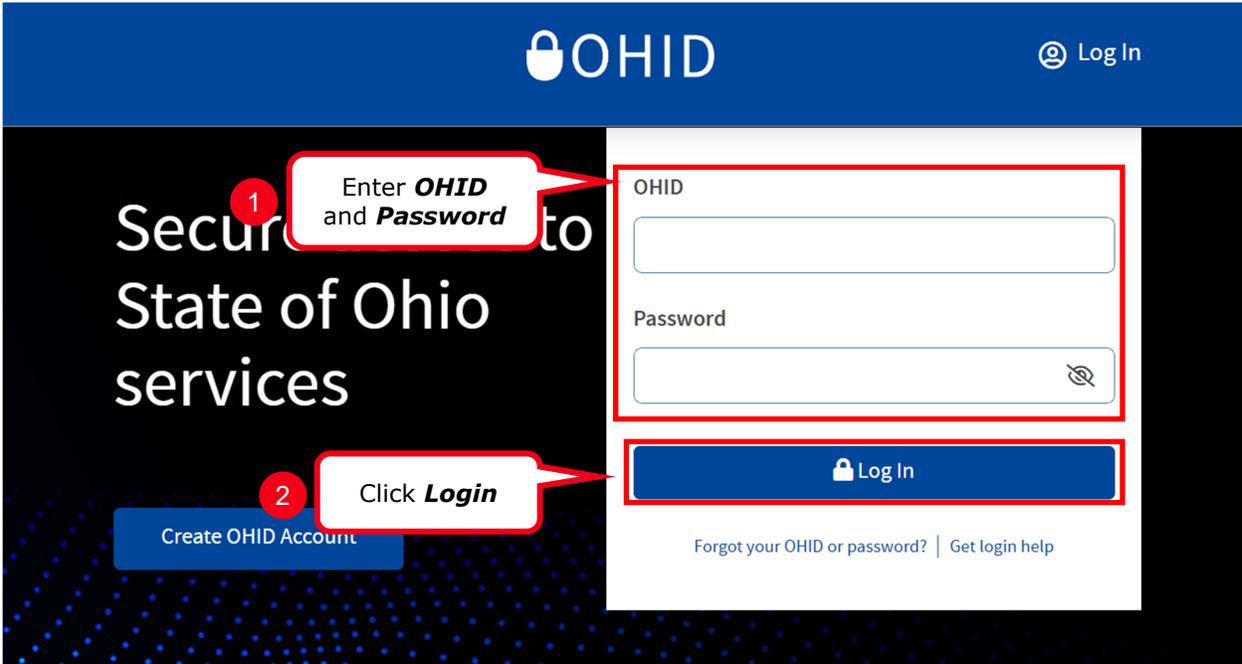
### Step 2: Click ODX Login

Click **ODX Login** hyperlink



### Step 3: OHID Login

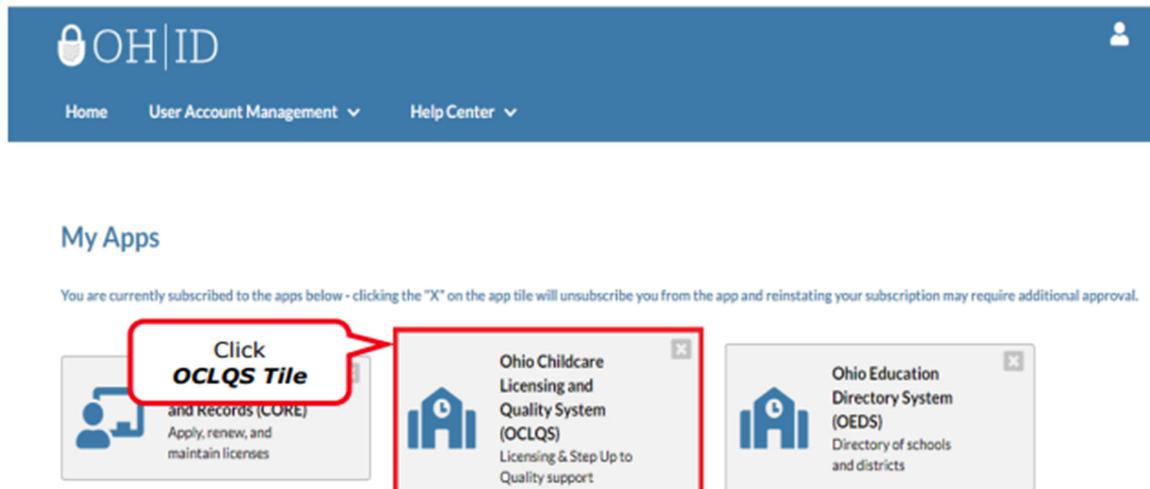
- 1) Enter **OHID** and **Password**
- 2) Click **Login**



### Step 4: Click OCLQS App

Click on OCLQS App on **My Apps** page in OHID

*Note: OCLQS Roles should have been established in OEDS to get access to OCLQS APP*

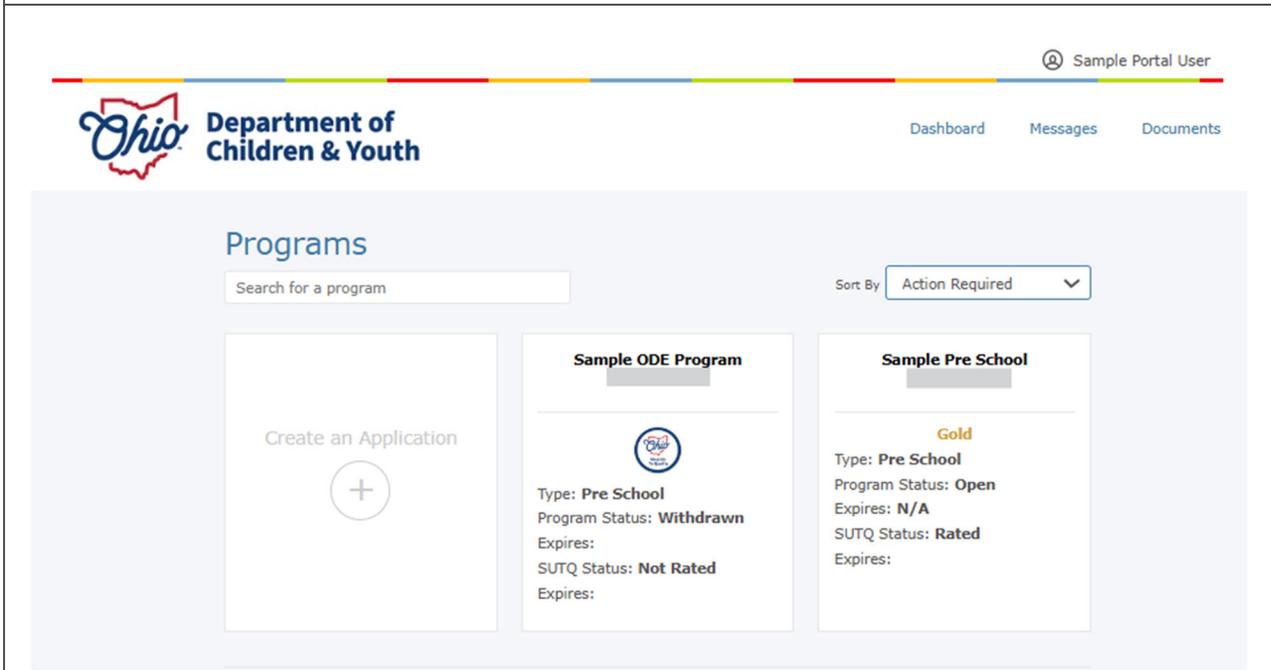


## Action – 2: Log out

This action describes the process of logging out of an account on the OCLQS Portal.

### Step 1: Hover Over Name

Hover over your name to the top right of the screen



### Step 2: Click Logout

Click **Logout**

