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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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.
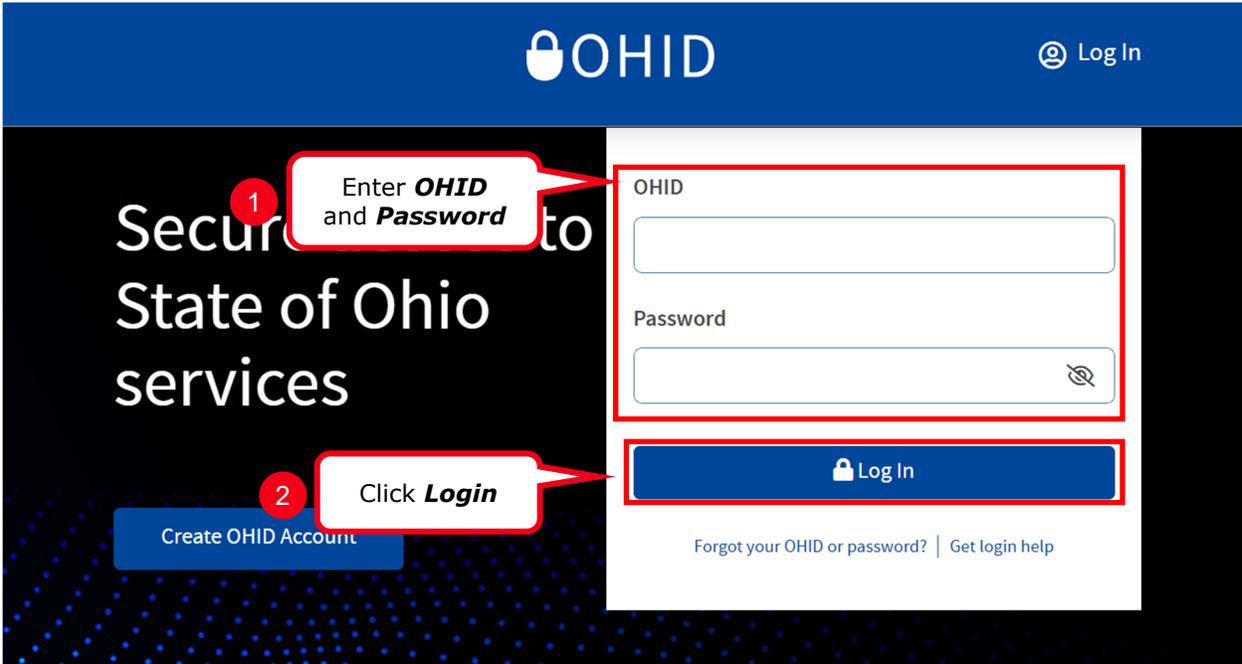

Step 2: CliCk ODX Login

Click ***ODX Login*** hyperlink

Step 3: OHID Login
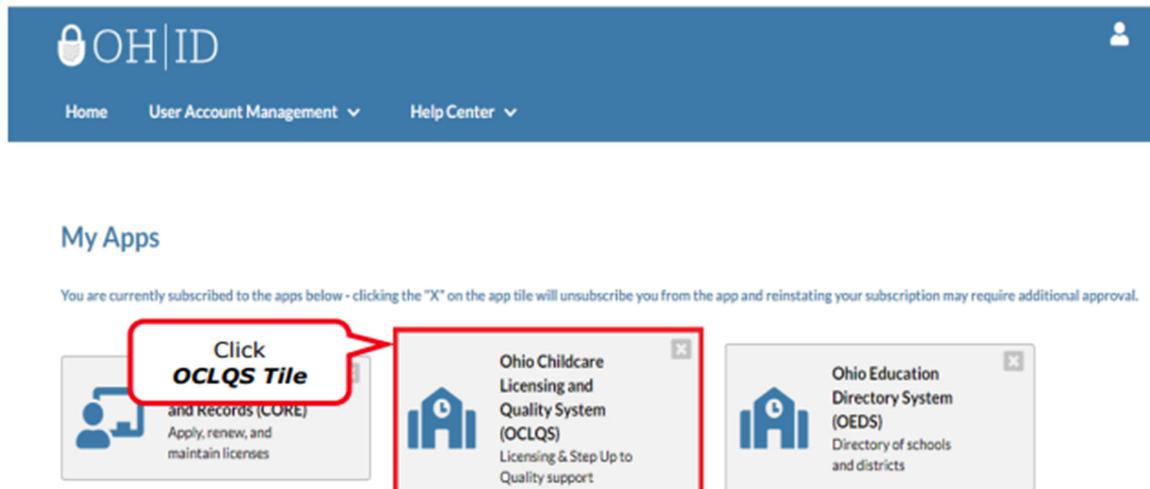
1) Enter **OHID** and **Password**
2) Click **Login**

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
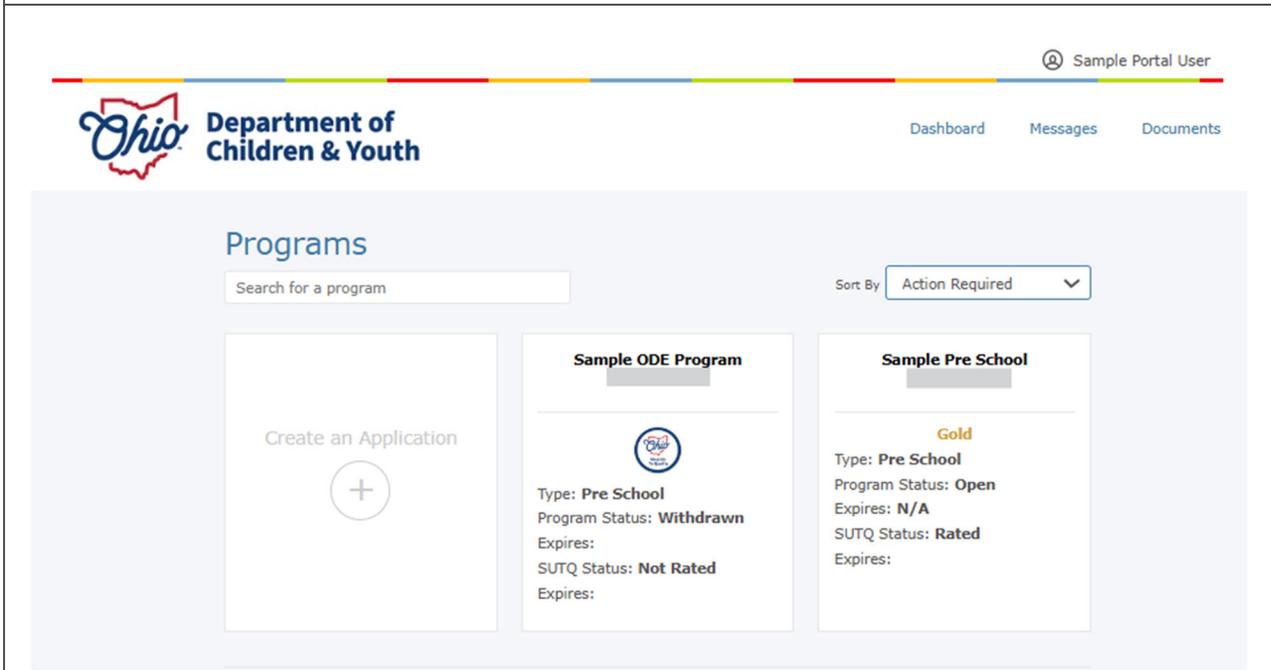
Action – 2: Log out

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**