

## 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.

#### Table of Contents:

Action	Title	Description	
Action - 1	Log in as DCY (ODE) program	Logging in to an account as Preschool or School Age Child Care program	
Action - 2	Log out	Logging out of an account	
Action – 3	View Dashboard	Viewing the account Dashboard	
Action – 4	View Messages	Viewing account messages	
Action – 5	View Documents	Viewing documents	
Action – 6	Search for a Program	Searching for a specific Program in your account	
Action – 7	View Licensing Inspections, SUTQ Onsites, and Serious Incidents	Viewing information concerning Licensing Inspections, Step Up To Quality (SUTQ) Onsite Visits, and Serious Incidents	
Action – 8	Continue/Revise Application	Accessing an application started in an earlier session to continue or revise the application	
Action – 9	Update/Withdraw Amendment	Accessing an amendment started in an earlier session to update or withdraw the amendment	
Action – 10	Save Information and Download Summary Reports	Saving information in the OCLQS Portal and downloading summary reports of applications and amendments entered in OCLQS	



### 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 3: OHID Login						
<ol> <li>Enter <b>OHID</b> and <b>Password</b></li> <li>Click <b>Login</b></li> </ol>						
	⊖OHID	() Log In				
Secure and Password State of Ohio	OHID Password					
services		Ø				
2 Click <i>Login</i> Create OHID Account	← Log In Forgot your OHID or password?	Get login help				
Step 4: Click OCLQS App						
Click on OCLQS App on <b>My Apps</b> page in OHID						
⊖ OH   ID Home User Account Management ∨ Help Cer	nter 🗸	*				
You are currently subscribed to the apps below - clicking the "X" on the Click OCLQS Tile and Records (CORE) Apply, renew, and maintain licenses	Chio Childcare Licensing and Quality System (OCLQS) Licensing & Step Up to Quality support	scription may require additional approval.				



# 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							
Sample Portal Us							
Ohio 8	Department of Children & Youth		Dashboard Messag	es Documents			
	Programs Search for a program		Sort By Action Required 🗸	]			
	Sample ODE Program		Sample Pre School				
	Create an Application	Type: Pre School Program Status: Withdrawn Expires: SUTQ Status: Not Rated Expires:	Type: Pre School Program Status: Open Expires: N/A SUTQ Status: Rated Expires:				
	Ste	p 2: Click Logout	t				
Click <i>Logout</i>				ample Portal Liser			
Department of Children & Youth Dashboard Messages Docum							
	Programs						
	Search for a program		Sort B				
		Sample ODE Program	Sample Pre School				
	Create an Application	Type: Pre School Program Status: Withdrawn Expires: SUTQ Status: Not Rated Expires:	Gold Type: Pre School Program Status: Open Expires: N/A SUTQ Status: Rated Expires:				