Description:

This Job Aid describes the process of submitting a closure request for an ODJFS Day Camp on the OCLQS Portal.

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Log In to the OCLQS Portal

Click Log in as ODJFS 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: Select the Program

Click anywhere on the program card
Step 4: Select Manage Programs

Click *Manage Programs*

Step 5: Select Request Closure

Click *Request Closure*
Step 6: Enter Closure Information

1) Enter details for **Closure Information** section
2) Click **Submit**

Step 7: Return to Dashboard

Click **Go back to Dashboard**

The process of submitting a request for closure for an ODJFS Day Camp is complete.