Ohio Child Licensing and Quality System (OCLQS)

Create User Account
Login Procedure
Request Program Access
Create Web Portal User Account

• When you first enter the Ohio Child Licensing and Quality System at OCLQS.ohio.gov click the link on the left side of the screen for:

• ODJFS Programs: Portal Log in Link for ODJFS Licensed Child Care Programs

Or

• ODE Programs: Portal Log in Link for ODE Licensed Programs.
Create Web Portal
User Account

1. If you are an **ODJFS Program** and do **NOT** have a Web Portal User Account, click the ‘Create New Account’ button beneath “Don’t have a Web Portal ID?” to obtain a Web Portal ID. **ODJFS Programs are NOT to use a SAFE ID to access the Web Portal even if they have one.**

2. **ODE Programs** require a SAFE ID to access the Web Portal.
   - If you do **NOT** have a SAFE ID and password, please go to the Ohio Department of Education website: [http://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS/Web-Reporting-SAFE-Accounts-OEDS](http://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS/Web-Reporting-SAFE-Accounts-OEDS)
   - If you have a SAFE ID but are experiencing problems logging in, please contact the ODE Contact Center by e-mail at: [contact.center@education.ohio.gov](mailto:contact.center@education.ohio.gov) or call **877-644-6338**.

**NOTE:** **ODE Programs, please do NOT attempt to create a Web Portal ID.**
Create Web Portal

User Account

1. Enter all of the required fields (marked with an asterisk).
2. Enter the two typed words in ReCaptcha. (Words must have a space between them).
3. Click the ‘Create my account’ button. If your account is created successfully, you will receive a confirmation e-mail to the specified e-mail address.
Create Web Portal
User Account

1. If one or more of the required fields are incomplete or incorrect, your account will not be created and you will see an error message specifying what was omitted or incorrect.

2. Make the necessary corrections, retype the ReCaptcha words and click ‘Create My Account’.
1. If you successfully created your account, you will see this screen.
2. Print this screen or write down your Web Portal ID as it is shown on this screen. You will need it to log in to the Web Portal in the future.
3. Log into the e-mail account you provided on the account creation page, which is displayed on this page to obtain the confirmation e-mail.
4. Retain your Web Portal id, password and the e-mail account for your records.
1. When you open the e-mail confirming your successful account creation, you will be required to confirm your e-mail address in order to log in to the Web Portal. You will also find further instructions on how to request access to an existing program.

2. Click the link within the body of the e-mail to verify your e-mail address and return to the Web Portal.
Create Web Portal User Account

1. On the confirmation page, you will be required to verify your Web Portal ID and password.
2. Type the Web Portal ID and Password that you created and click ‘Confirm’. 
3. After successfully confirming your Web Portal account, you may log into the Web Portal to request access to a licensed program.

Ohio Child Licensing and Quality System

Re-enter your Web Portal ID and Password to confirm your account log into the Web Portal.

Upon confirming your Web Portal ID and Password (above) your new account will become active and you will be logged into the Web Portal.

To request access to an existing program follow the instructions below. The instructions are also included in your confirmation email:

Log into Web Portal,
   - Click the My Account tab at the top of the screen.
   - Select Request Access from the menu on the left.
   - Enter the License number and click ‘Search’ button.
   - Review the information to be sure that this is the correct program.
   - Enter user-created keyword for security purposes.
   - Click the box at the bottom that describes your role.
   - Click the ‘Submit Request’ button.
Login Procedure

**ODJFS Programs:**
- Click the ‘Portal Log in Link for ODJFS Licensed Child Care Programs’ link on the left side of the page to access the OCLQS.ohio.gov Web Portal.

**ODE Programs:**
- Click the ‘Portal Log in Link for ODE Licensed Programs’ link on the left side of the page to access the OCLQS.ohio.gov Web Portal.

**NOTE:** Please use the suggested browser (Internet Explorer 9 or above) or other supported browsers such as Firefox or Safari if you are experiencing viewing and/or printing problems.
Login Procedure

1. To access the Web Portal, you must log into the Ohio Child Licensing and Quality System.

2. **ODJFS Programs:**
   You must login with your Web Portal ID.

   **NOTE:** ODJFS Programs must use a Web Portal ID to log in, even if you have a SAFE ID. If you do not have a Web Portal ID, you will be required to create one. (See the Create Web Portal User Account section of this document for instructions).

3. **ODE Programs:**
   You must log in using your SAFE ID and password. If you do not have a SAFE ID and password, please go to the Ohio Department of Education website:
After successfully logging in to the Web Portal, you will be presented with the Portal Home Page.

From this page, you can:
- View news and information.
- Access links associated with the Web Portal and Step Up To Quality.
OCLQS Home Page
After successfully logging into the Web Portal, to go to the Program Access Request screen, you may either use the ‘Request Access’ link on the left side of the landing page or you may click the ‘My Account’ tab at the top of the page and click ‘Request Access’ on the left side of the page.

**NOTE:** This is only for ODJFS Programs. ODE Programs will be automatically associated with their program through their SAFE ID.
1. After successfully logging into the Web Portal, to go to the Program Access Request screen, you may either use the ‘Request Access to a Licensed Program’ link on the left side of the landing page or you may click the ‘My Account’ tab at the top of the page and click ‘Request Access’ on the left side of the page.

2. Type the License number of the program you are requesting access to in the field provided and click ‘Search’.
ODJFS Program Requesting User or Owner/Security Coordinator Access to a Licensed Program

Program Access Request Screen
1. Type the license number for your program in the ‘License #/IRN’ field and click ‘Search’.
2. The program information should populate based on the License number entered.
3. Create and enter a security keyword in the ‘Keyword’ field. This keyword will be verified by the CCIDS Help Desk to provision Owner/Security Coordinators.
4. If you will NOT be designated Owner/Security Coordinator for your program, click the ‘No’ radio button.
5. If you will be designated as Owner/Security Coordinator for the program associated with the license number you entered, click ‘Yes’.
6. Once all of the fields on this screen have been entered, click ‘Submit Request’ to forward your request to your program’s Owner/Security Coordinator for approval. Otherwise, click ‘Cancel’ to discard any changes you made.
7. You will be notified via e-mail whether your request has been approved or denied.

The role of the Owner/Security Coordinator is to manage requests for users to be provisioned to licensed programs.

Create a keyword (between 4 and 25 letters) that is easy for you to remember to be associated with your request for access and type it in the box.

The CCIDS help desk will contact you to verify this information.
1. The CCIDS Help Desk will contact the program associated with the license number regarding requests for owner/security coordinator access at the phone number associated with the program to verify;
   • The keyword that was created with the Web Portal account.
   • That the user is either the owner or the owner’s authorized representative.

2. You will receive a system-generated e-mail that will advise you whether the request for user or Owner/Security coordinator access was approved or denied.

3. A link will be provided within the e-mail to route you back to the Web Portal.