OCLQS Portal – ODJFS Add/Remove a System User

Description:
This Job Aid describes the process of Adding or Removing a System User on the OCLQS Portal. In order to edit an existing system user, first remove the system user’s role(s) and then add a new system user with the correct information.

Alternate Flow A of the Job Aid describes the process of Removing a Role from an Existing System User.

Alternate Flow B of the Job Aid describes the process of Adding a Role to an Existing System User.

Appendix: The appendix at the end of this document includes a table of the key activities that each ODJFS system user role has permission to do in 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: Click Add System User

Click Add System User
Step 4: Add User

Click **Add User**
Step 5: Enter Information

Enter appropriate information for the user

*Note 1: Each program that the user needs access to must be checked in the Programs section.*
*Note 2: Each user in OCLQS must have a unique email address, so if an email address is already in use by a OCLQS user a new email address must be entered.*
Step 6: Save User

Click **Save**

New System User Details

**Basic Information**
Enter the Name and Email Address of the person to whom you are granting access. An email will be sent to this email address for the new user to verify their account.

**Role Details**
Choose the role you wish to assign this individual.

**Programs**
Select the program(s) you wish this user to have access to. The user will have the same role at each program selected.

Click **Save**
Step 7: Click OK

Click **OK**

*Repeat Steps 4 to 7 to add multiple system users.*

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Step 8: Add a User

Click **Dashboard** to return to the **Dashboard**

*Note: The roles that have been added for this user will display in the list of users.*

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The process of Adding a System User is complete. The new user will receive an email with an activation link for the OCLQS account.
Alternate Flow A: Removing a Role for an Existing System User

Description:

This Job Aid describes the process of Removing a Role for an Existing System User on the OCLQS Portal. Complete Steps 1 to 3 of the main flow of this Job Aid and then start with Step A-1.

Step A-1: Search for Existing System User

Enter the name of the existing user in the Search field
Step A-2: Click Name
Click the name of the existing system user in the Name column

Step A-3: Click Remove
Click Remove for the role that you would like to remove
Step A-4: Remove Access User

Click **Remove Access**

*Note: Repeat Steps A-3 to A-4 to remove multiple roles for the system user.*

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Step A-5: Return to Dashboard

Click **Dashboard** to return to the **Dashboard**

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The process of Removing a Role for an Existing System User is complete.
Alternate Flow B: Adding a Role for an Existing System User

Description:
This Job Aid describes the process of Adding a Role for an Existing System User on the OCLQS Portal. Complete Steps 1 to 3 of the main flow of this Job Aid and then start with Step B-1.

Step B-1: Search for Existing System User
Enter the name of the existing user in the **Search** field
Step B-2: Click Name

Click the name of the existing system user in the Name column.

Step B-3: Add User Role

Click Add Role.
Step B-4: Enter Role Information

Enter appropriate information for the user

Note: Each program that the user needs access to must be checked in the Programs section.

Enter information
Step B-5: Click Save

Click **Save**
Step B-6: Click OK

Click **OK**

Note: Repeat Steps B-1 to B-6 to add multiple roles for the system user.

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Step B-7: Return to Dashboard

Click **Dashboard** to return to the **Dashboard**

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The process of Adding a Role for an Existing System User is complete.
## Appendix: Roles for ODJFS System Users

### Description:

The table below describes the key activities that each ODJFS system user role has permission to do in the OCLQS Portal.

<table>
<thead>
<tr>
<th>Owner</th>
<th>Director (Child Care Centers)</th>
<th>Licensing Admin</th>
<th>SUTQ Consultant</th>
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<tbody>
<tr>
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<td>• Respond to Corrective Action Plans</td>
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<td>• Respond to Corrective Action Plans</td>
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<td>• Fill SUTQ Registrations</td>
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<td>• Submit Licensing Applications</td>
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<td>• Submit SUTQ Registrations</td>
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<tr>
<td></td>
<td>• Create system users – can create users of any role except owner</td>
<td>• Create system users – can create Licensing Admin and SUTQ Consultant role users</td>
<td></td>
</tr>
</tbody>
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