



OCLOS Portal – License Re-Open Request

Description:

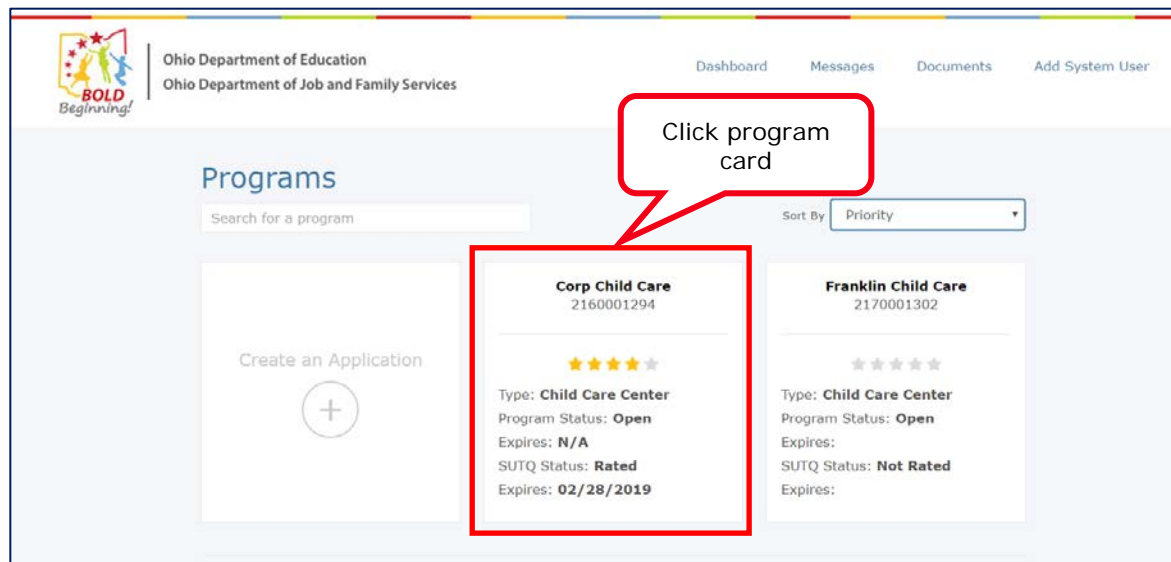
This Job Aid describes the process of submitting a License Re-Open Request on the OCLOS Portal.

Related Job Aid(s):

- OCLOS Portal – Account Management

Step 1: Select the Program

- Log in to the OCLOS Portal
 - For information on OCLOS Portal log in refer to the OCLOS Portal – Account Management Job Aid
- Click anywhere in the program card





Step 2: Manage Programs

Click **Manage Programs**

The screenshot shows the Ohio Department of Education website interface. At the top left is the BOLD Beginning! logo. The header includes the department names and navigation links: Dashboard, Messages, Documents, and Add System User. The main content area is titled 'Corp Child Care' with Program Number: 2160001294. Below this, there are two panels. The left panel, titled 'License', shows the program name 'Corp Child Care', address '123 Main, Columbus, OH 43214', status 'Licensed', and expiration 'Expires: N/A'. A blue button labeled 'Manage Programs' is highlighted with a red box. A red callout bubble points to this button with the text 'Click **Manage Programs**'. The right panel, titled 'Step Up To Quality Summary', shows the 'step up to quality' logo, status 'Rated', and expiration 'Expires: 02/28/2019'. A blue button labeled 'Manage SUTQ' is visible at the bottom of this panel.

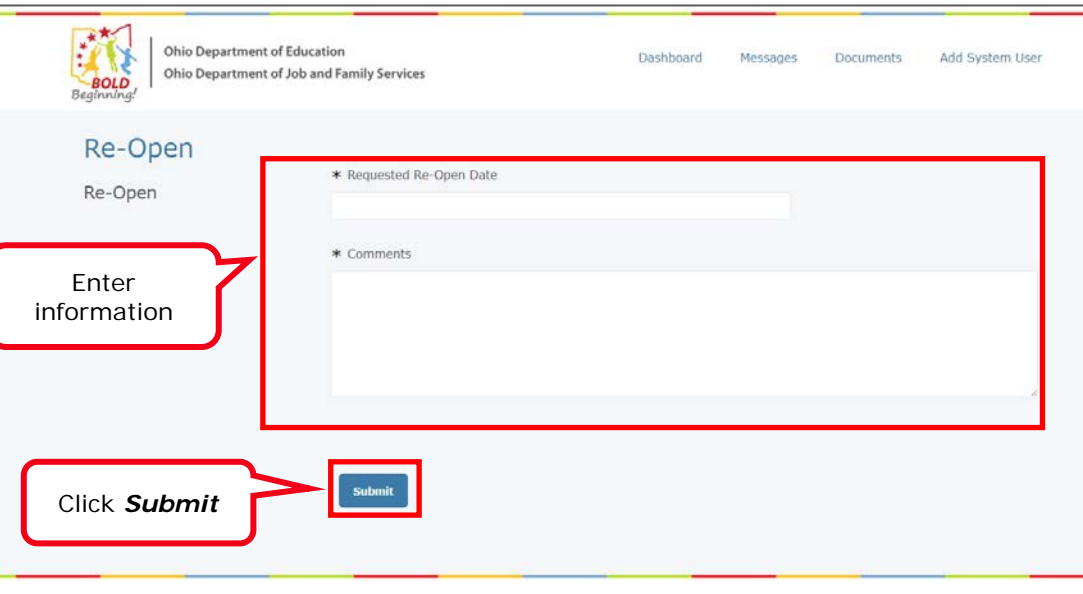
Step 3: Request to Re-Open Program

Click **Request to Re-Open Program**

The screenshot shows the Ohio Department of Education website interface. At the top left is the BOLD Beginning! logo. The header includes the department names and navigation links: Dashboard, Messages, Documents, and Add System User. The main content area features a 'FLIP' icon and two blue buttons: 'Request Closure' and 'Request to Re-Open Program'. The 'Request to Re-Open Program' button is highlighted with a red box. A red callout bubble points to this button with the text 'Click **Request to Re-Open Program**'.

Step 4: Enter Closure Information

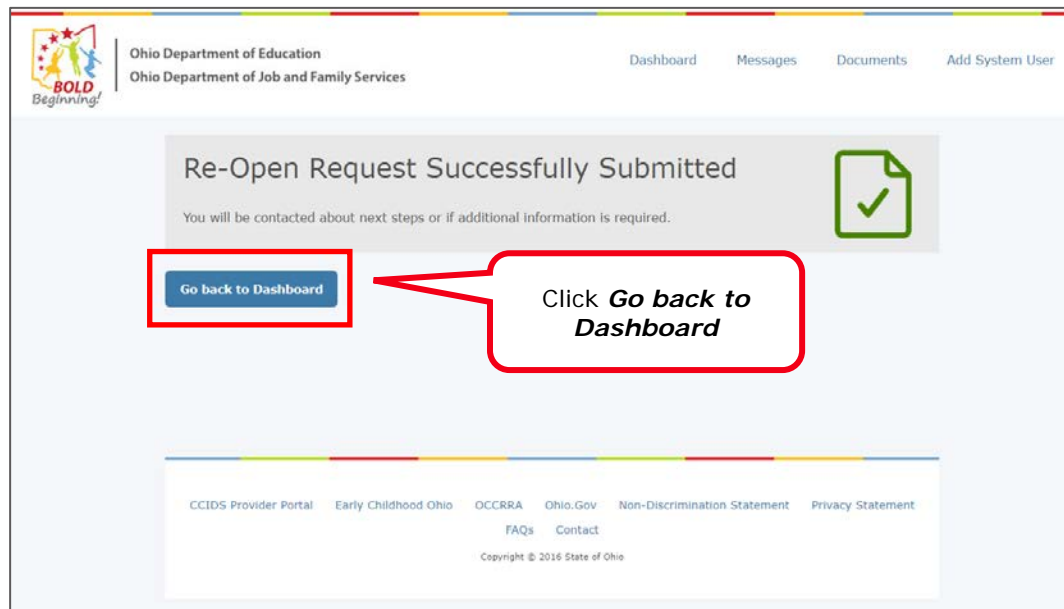
- 1) Enter **Re-Open** information
- 2) Click **Submit**



The screenshot shows the 'Re-Open' form interface. At the top left is the BOLD logo and the text 'Ohio Department of Education' and 'Ohio Department of Job and Family Services'. On the top right are links for 'Dashboard', 'Messages', 'Documents', and 'Add System User'. The main heading is 'Re-Open' with a sub-heading 'Re-Open'. A red box highlights the form fields: a text input for '* Requested Re-Open Date' and a larger text area for '* Comments'. A red callout bubble with the number '1' points to these fields with the text 'Enter information'. Below the form, a red box highlights the 'Submit' button, with a red callout bubble containing the number '2' and the text 'Click **Submit**'.

Step 5: Return to Dashboard

Click **Go back to Dashboard**



The screenshot shows a confirmation message: 'Re-Open Request Successfully Submitted' with a green checkmark icon. Below the message is the text 'You will be contacted about next steps or if additional information is required.' A red box highlights the 'Go back to Dashboard' button, with a red callout bubble containing the text 'Click **Go back to Dashboard**'. At the bottom of the page, there are links for 'CCIDS Provider Portal', 'Early Childhood Ohio', 'OCCRRA', 'Ohio.Gov', 'Non-Discrimination Statement', and 'Privacy Statement'. There are also links for 'FAQs' and 'Contact', and a copyright notice for '© 2016 State of Ohio'.

The process of submitting a License Re-Open Request is complete.