



OCLQS Portal – License Re-Open Request

Description:

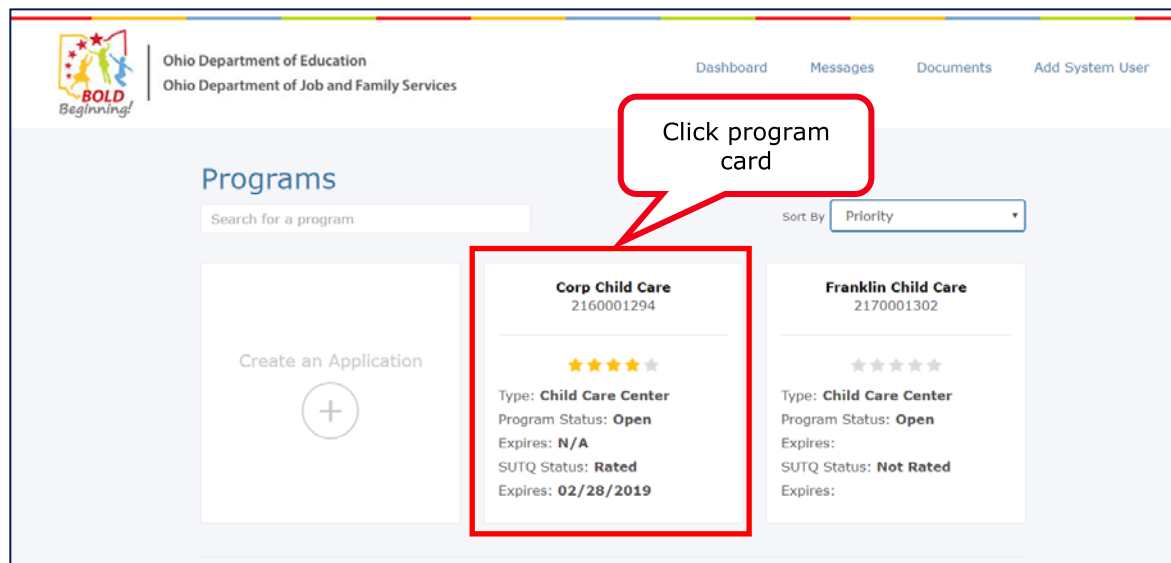
This Job Aid describes the process of submitting a License Re-Open Request on the OCLQS Portal.

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Select the Program

- Log in to the OCLQS Portal
 - For information on OCLQS Portal log in refer to the OCLQS 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. There are two main panels. The left panel is titled 'License' and contains the following information: 'Corp Child Care', '123 Main', 'Columbus, OH', '43214', 'Status: Licensed', and 'Expires: N/A'. A blue button labeled 'Manage Programs' is at the bottom of this panel, highlighted with a red box. A red callout bubble with the text 'Click **Manage Programs**' points to this button. The right panel is titled 'Step Up To Quality Summary' and contains the 'step up to quality' logo, 'Status: Rated', and 'Expires: 02/28/2019'. A blue button labeled 'Manage SUTQ' is at the bottom of this panel.

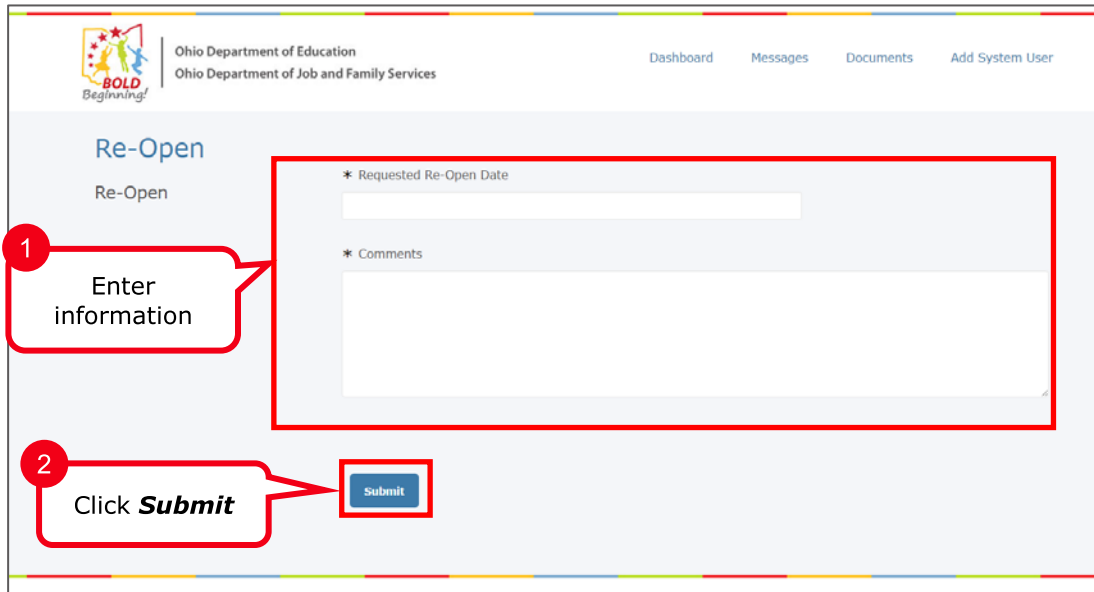
Step 3: Request to Re-Open Program

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 is titled 'Request to Re-Open Program' and contains a 'FLIP' icon. There are 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 with the text 'Click **Request to Re-Open Program**' points to this button.

Step 4: Enter Closure Information

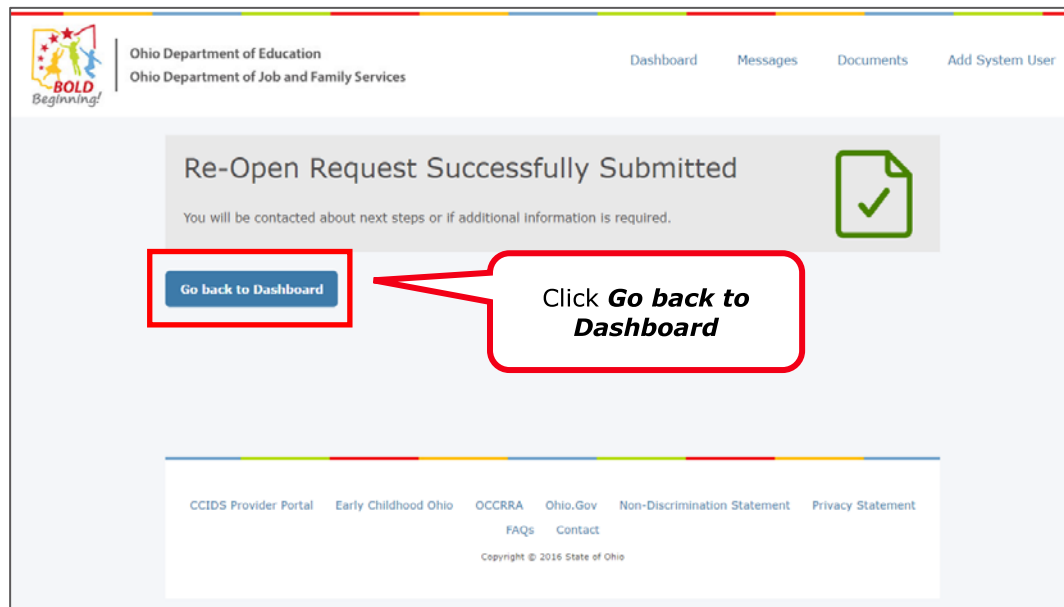
- 1) Enter **Re-Open** information
- 2) Click **Submit**



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'. To the right are navigation links: '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, which include 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'. Below the message is the text 'You will be contacted about next steps or if additional information is required.' and a green checkmark icon. 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', along with 'FAQs' and 'Contact'. The footer text reads 'Copyright © 2016 State of Ohio'.

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