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**

Step 3: Request to Re-Open Program

Click **Request to Re-Open Program**
Step 4: Enter Closure Information

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

Step 5: Return to Dashboard

Click **Go back to Dashboard**