Description:

This Job Aid describes the process of submitting a License Closure 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 Closure

Click **Request Closure**
Step 4: Enter Closure Information

1) Enter Closure Information
2) Click Submit

Step 5: Return to Dashboard

Click Go back to Dashboard

The process of submitting a License Closure Request is complete.