OCLQS Portal – Outdoor Space Update

Description:

This Job Aid describes the process of submitting an Outdoor Space Update on the OCLQS Portal. This Job Aid includes steps to add or delete an Outdoor Space.

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: Update Program Information**

Click **Update Program Information**
Step 4: Update Outdoor Space Information

Click **Update Outdoor Space Information**

---

Update Information

**Update Authorized Representatives**
Use Update Authorized Representatives to add a new authorized representative, edit an existing authorized representative, or end date an existing authorized representative.

[Update Authorized Representatives]

**Update Facility Information**
Use Update Facility Information to edit age groups served, attendance options, services offered, schedule information, or to indicate if you currently have or plan to enter into a Provider Agreement to serve families receiving Publicly Funded Child Care (PFCC).

[Update Facility Information]

**Update Licensing and Contact Information**
For ODIFS programs, use Update Licensing and Contact Information to edit the program name, email address, mailing address, or phone.
For ODE programs, use Update Licensing and Contact Information to edit the on-site contact, alternate on-site contact, mailing address, or phone.

[Update Licensing and Contact Information]

**Update Outdoor Space Information**
Use Update Outdoor Space Information to add, update, or remove outdoor space.

[Update Outdoor Space Information]
Step 5: Edit/Add Outdoor Space

Click the 
 icon to edit the existing **Outdoor Space**

*Note: To add a new outdoor space click the blue Add Item button in the Update Outdoor Space section. To delete an outdoor space click the button near the icon and skip to Step 7.*
Step 6: Enter Outdoor Space Information

1) Enter outdoor space information or update the information as appropriate.
2) Click Save.

Note: The Save button must be clicked in order for the information to be saved. If Save and Continue is clicked, then the information will not be saved.

To add/edit additional outdoor spaces repeat Steps 5 and 6.
Step 7: Submit Update

1) Enter **Comments** if applicable
2) Click **Submit**

Step 8: Return to Dashboard

Click **Go back to Dashboard**

The process of submitting an Outdoor Space Update is complete.