Ohio Child Licensing and Quality System Web Portal Job Aid

ODJFS Program: Requesting User Access to a Program

Instructions

OCLQS Landing Page

1. Login to the Web Portal using the link for ODJFS Licensed Child Care Programs.
2. After successfully logging into the Web Portal, to go to the Program Access Request screen, you may either use the ‘Request Access’ link on the left side of the landing page or you may click the ‘My Account’ tab at the top of the page and click ‘Request Access’ on the left side of the page.

Click to login to the Web Portal

Click the link to request access to a licensed program. (You may also request access from the ‘My Account’ tab).
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Program Access Request Screen

1. Type the license number for your program in the ‘License #/IRN’ field and click ‘Search’.
2. The program information should populate based on the License number entered.
3. Create and enter a security keyword in the ‘Keyword’ field.
4. If you will not be designated as Security Coordinator for the program associated with the license number you entered, click ‘No’. (The role of the Security Coordinator is to manage requests for users to be provisioned to licensed programs).
   Once all of the fields on this screen have been entered, click ‘Submit Request’ to forward your request to your program’s Security Coordinator for approval. Otherwise, click ‘Cancel’ to discard any changes you made.
5. You will be notified via e-mail whether your request has been approved or denied.
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E-Mail Notification

1. A system-generated e-mail will be sent advising whether your request for user access was approved or denied.
2. A link will be provided to route you back to the web portal.