



OCLQS Portal – ODJFS Add/Remove a System User

Description:

This Job Aid describes the process of Adding or Removing a System User on the OCLQS Portal. In order to edit an existing system user, first remove the system user's role(s) and then add a new system user with the correct information.

Alternate Flow A of the Job Aid describes the process of Removing a Role from an Existing System User.

Alternate Flow B of the Job Aid describes the process of Adding a Role to an Existing System User.

Appendix: The appendix at the end of this document includes a table of the key activities that each ODJFS system user role has permission to do in the OCLQS Portal.

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Log In to the OCLQS Portal

Click **Log in as ODJFS User**

Note: If you do not have an OCLQS account, refer to the OCLQS Portal - Account Management Job Aid for the steps to create an account.





Step 2: Enter Log In Information

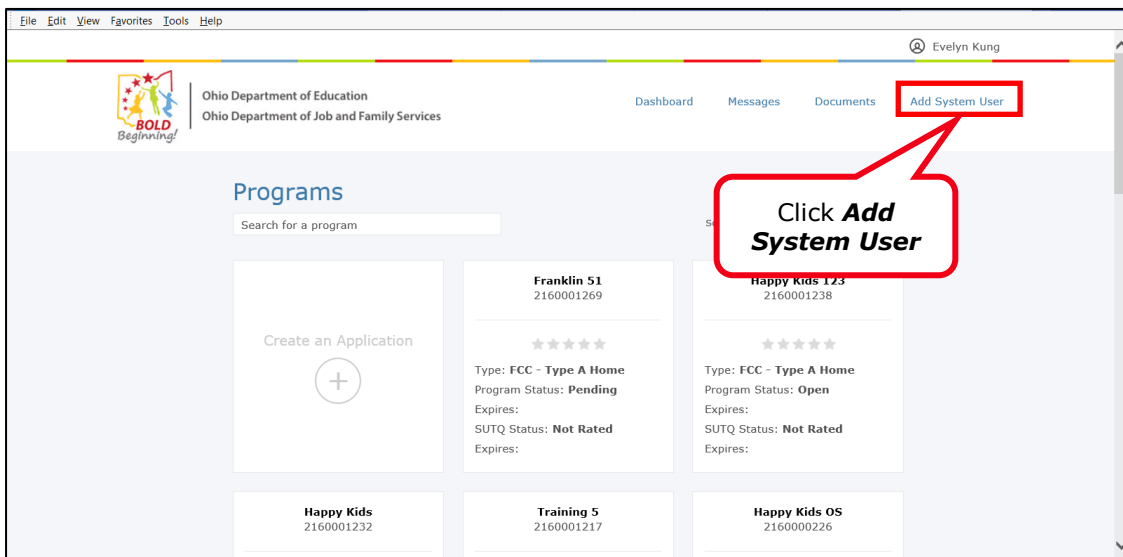
- 1) Enter **Email** address and **Password**
- 2) Click **Log In**

*Note: If you do not remember your **Email** address and/or **Password**, refer to the OCLQS Portal - Account Management Job Aid for information on how to get log in information.*



Step 3: Click Add System User

Click **Add System User**





Step 4: Add User

Click **Add User**

The screenshot displays the 'Add System Users' page. At the top right, the user 'Mallory Sparks' is logged in. The page header includes the department logos and navigation links: Dashboard, Messages, Documents, and Add System User. The main content area is titled 'Add System Users' and features a blue 'Add User' button, which is highlighted with a red box and a callout bubble containing the text 'Click Add User'. Below the button is a search bar and a table of existing users.

Name	Access Start Date	Access End Date	Access Level	Program Name	
Mallory Sparks	2019-10-04		Level 4	Cutie Pie's DayCare	✕Remove
Mallory Sparks	2019-10-08		Level 4	Grade A DayCare	✕Remove



Step 5: Enter Information

Enter appropriate information for the user

*Note 1: Each program that the user needs access to must be checked in the **Programs** section.*

Note 2: Each user in OCLQS must have a unique email address, so if an email address is already in use by a OCLQS user a new email address must be entered.

New System User Details

Basic Information

Enter the Name and Email Address of the person to whom you are granting access. An email will be sent to this email address for the new user to verify their account.

Role Details

Choose the role you wish to assign this individual.

Programs

Select the program(s) you wish this user to have access to. The user will have the same role at each program selected.

First Name *

Last Name *

Email *

Role *

Select Role ▼

Access Start Date *

Access End Date

Access granted for

NO-0904-CC-PRG-1
2180018559

Cancel

Enter information



Step 6: Save User

Click **Save**

New System User Details

Basic Information
Enter the Name and Email Address of the person to whom you are granting access. An email will be sent to this email address for the new user to verify their account.

First Name *

Last Name *

Email *

Role Details
Choose the role you wish to assign this individual.

Role *

Access Start Date *

Access End Date

Programs
Select the program(s) you wish this user to have access to. The user will have the same role at each program selected.

Access granted for

- NO-0904-CC-PRG-1
2180018559

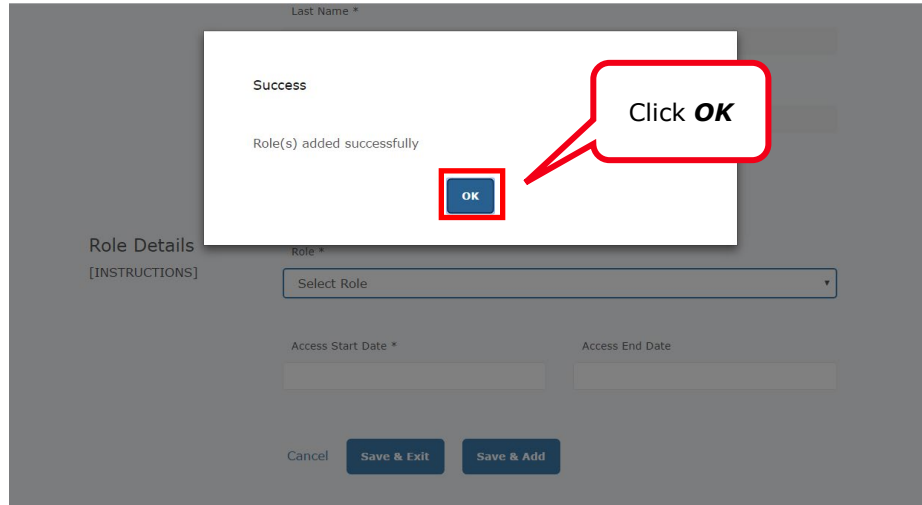
Cancel

Click **Save**

Step 7: Click OK

Click **OK**

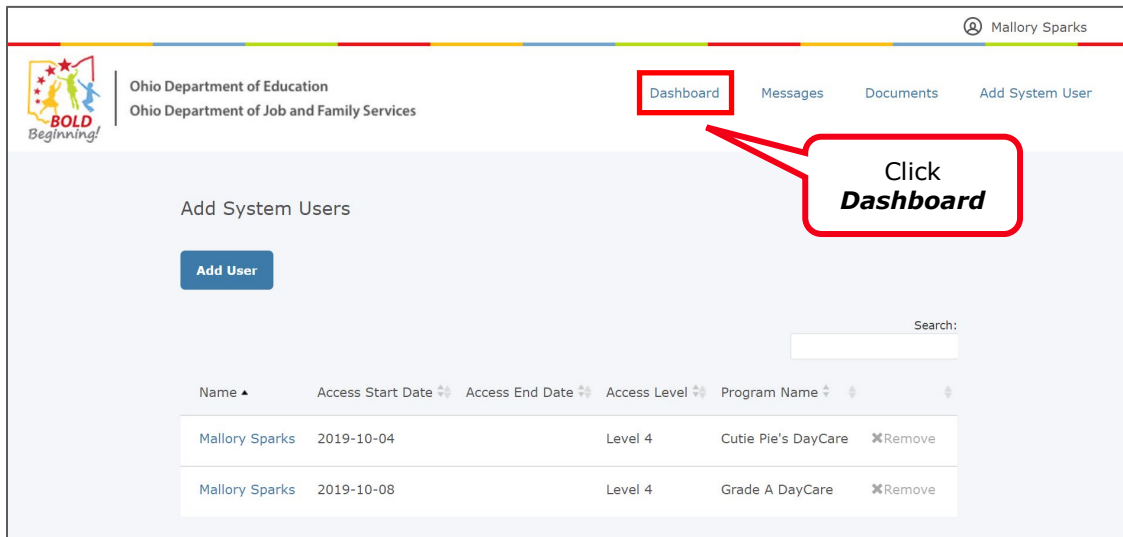
Repeat Steps 4 to 7 to add multiple system users.



Step 8: Add a User

Click **Dashboard** to return to the **Dashboard**

Note: The roles that have been added for this user will display in the list of users.



Name	Access Start Date	Access End Date	Access Level	Program Name	
Mallory Sparks	2019-10-04		Level 4	Cutie Pie's DayCare	Remove
Mallory Sparks	2019-10-08		Level 4	Grade A DayCare	Remove

The process of Adding a System User is complete. The new user will receive an email with an activation link for the OCLQS account.



Alternate Flow A: Removing a Role for an Existing System User

Description:

This Job Aid describes the process of Removing a Role for an Existing System User on the OCLQS Portal. Complete Steps 1 to 3 of the main flow of this Job Aid and then start with Step A-1.

Step A-1: Search for Existing System User

Enter the name of the existing user in the **Search** field

The screenshot shows the 'Add System Users' interface. At the top left is a blue 'Add User' button. To the right is a search field containing 'Mallory Sparks' with a 'Search' button. A red callout box labeled 'Enter name' points to the search field. Below the search field is a table with columns: Name, Access Start Date, Access End Date, Access Level, Program Name, and a 'Remove' button with an 'x' icon. The table contains two rows for 'Mallory Sparks'. The first row is for '24 HOUR CHILD CARE FROM THE HEART' and the second row is for 'Happy Bee'. At the bottom right of the table is a pagination control showing '1' and 'Next'.

Name ▲	Access Start Date ↕	Access End Date ↕	Access Level ↕	Program Name ↕	
Mallory Sparks	2019-12-10		Level 4	24 HOUR CHILD CARE FROM THE HEART	✕ Remove
Mallory Sparks	2019-12-10		Level 4	Happy Bee	✕ Remove

Step A-2: Click Name

Click the name of the existing system user in the **Name** column

Add System Users

[Add User](#)

Search: Mallory Sparks

Name	Access Start Date	Access End Date	Access Level	Program Name	
Mallory Sparks	2019-12-10		Level 4	24 HOUR CHILD CARE FROM THE HEART	✕ Remove
Mallory Sparks	2019-12-10		Level 4	Happy Bee	✕ Remove

1 Next

Step A-3: Click Remove

Click **Remove** for the role that you would like to remove

[+ Add Role](#)

Existing Roles

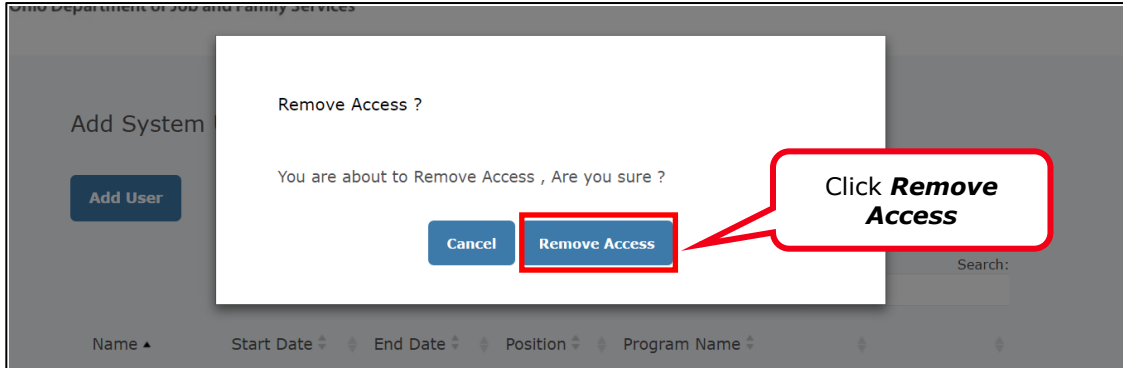
Role ID	Access Start Date	Access End Date	Access Level	Program Name	
00106010	2019-12-10		Level 4	24 HOUR CHILD CARE FROM THE HEART	✕ Remove
00106009	2019-12-10		Level 4	Happy Bee	✕ Remove

[Back](#)

Step A-4: Remove Access User

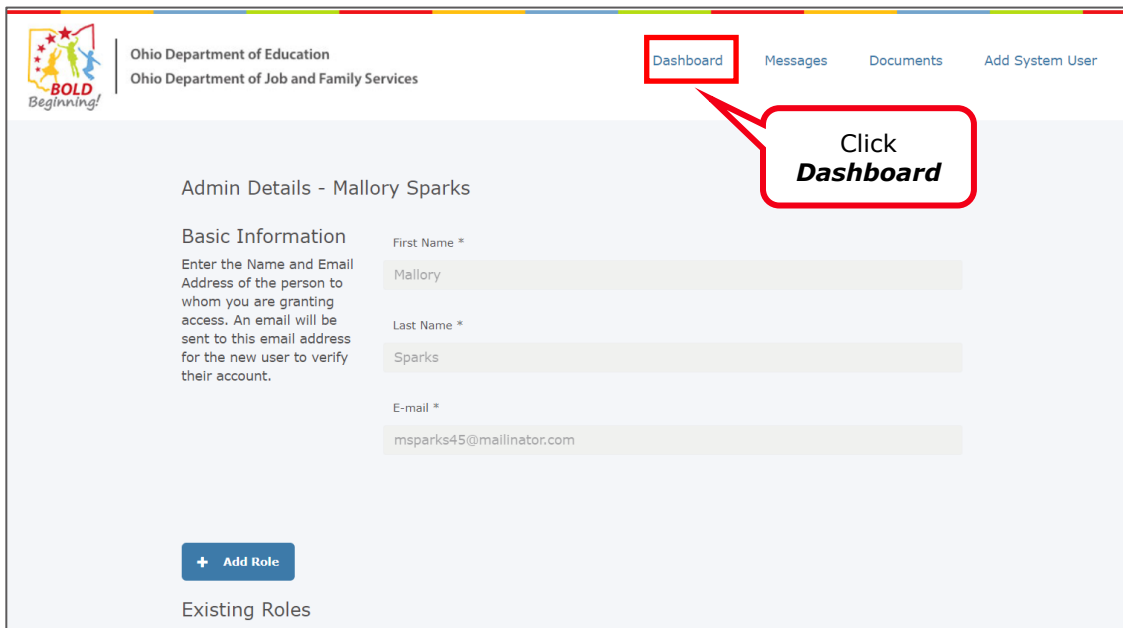
Click **Remove Access**

Note: Repeat Steps A-3 to A-4 to remove multiple roles for the system user.



Step A-5: Return to Dashboard

Click **Dashboard** to return to the **Dashboard**



The process of Removing a Role for an Existing System User is complete.



Alternate Flow B: Adding a Role for an Existing System User

Description:

This Job Aid describes the process of Adding a Role for an Existing System User on the OCLQS Portal. Complete Steps 1 to 3 of the main flow of this Job Aid and then start with Step B-1.

Step B-1: Search for Existing System User

Enter the name of the existing user in the **Search** field

The screenshot shows the 'Add System Users' interface. At the top left is a blue 'Add User' button. To the right is a search field containing 'Mallory Sparks', with a red callout bubble pointing to it that says 'Enter name'. Below the search field is a table with columns: Name, Access Start Date, Access End Date, Access Level, Program Name, and a 'Remove' button with an 'x' icon. The table contains two entries for 'Mallory Sparks'. At the bottom right, there is a pagination control showing '1' and 'Next'.

Name ▲	Access Start Date ↕	Access End Date ↕	Access Level ↕	Program Name ↕	
Mallory Sparks	2019-12-10		Level 4	24 HOUR CHILD CARE FROM THE HEART	✕ Remove
Mallory Sparks	2019-12-10		Level 4	Happy Bee	✕ Remove

Step B-2: Click Name

Click the name of the existing system user in the **Name** column

Add System Users

[Add User](#)

Search: Mallory Sparks

Name ▲	Access Start Date ↕	Access End Date ↕	Access Level ↕	Program Name ↕	
Mallory Sparks	2019-12-10		Level 4	24 HOUR CHILD CARE FROM THE HEART	✕ Remove
Mallory Sparks	2019-12-10		Level 4	Happy Bee	✕ Remove

1 Next

Step B-3: Add User Role

Click **Add Role**

[+ Add Role](#)

Click **Add Role**

Existing Roles

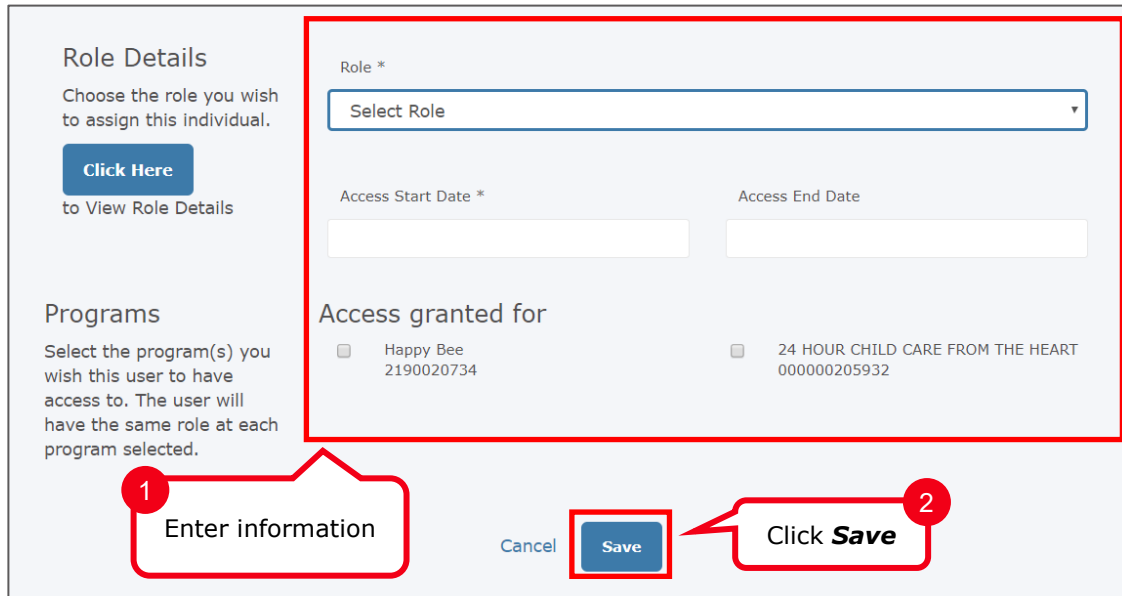
Role ID ↕	Access Start Date ↕	Access End Date ↕	Access Level ↕	Program Name ↕	
00106010	2019-12-10		Level 4	24 HOUR CHILD CARE FROM THE HEART	✕ Remove

[Back](#)

Step B-4: Enter Role Information

- 1) Enter appropriate information for the user
- 2) Click **Save**

*Note: Each program that the user needs access to must be checked in the **Programs** section.*

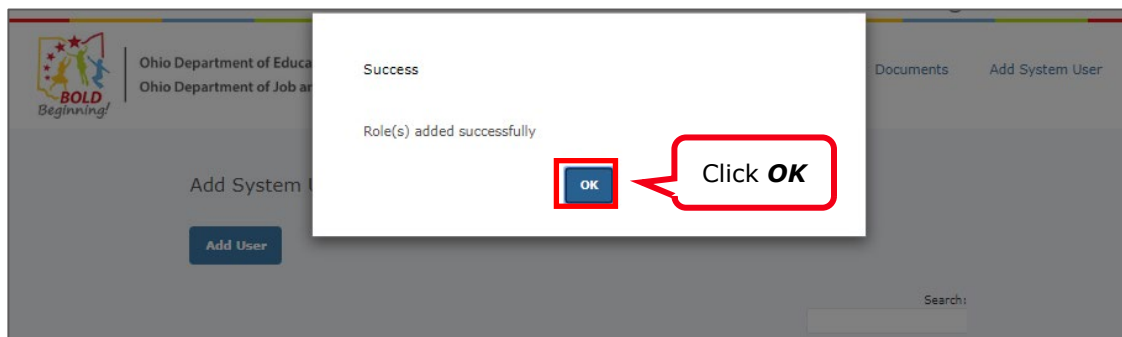


The screenshot shows a web form for adding a role. On the left, there is a 'Role Details' section with a 'Click Here' button to view details. Below that is a 'Programs' section with instructions to select programs. The main form area contains a 'Role *' dropdown menu, 'Access Start Date *' and 'Access End Date' input fields, and an 'Access granted for' section with two checkboxes: 'Happy Bee 2190020734' and '24 HOUR CHILD CARE FROM THE HEART 000000205932'. At the bottom, there are 'Cancel' and 'Save' buttons. A red callout box with the number '1' points to the form fields and is labeled 'Enter information'. Another red callout box with the number '2' points to the 'Save' button and is labeled 'Click **Save**'.

Step B-5: Click OK

Click **OK**

Note: Repeat Steps B-1 to B-5 to add multiple roles for the system user.





Step B-6: Return to Dashboard

Click **Dashboard** to return to the **Dashboard**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Add System Users

Add User

Search:

Name ▲	Access Start Date 🕒	Access End Date 🕒	Access Level 🕒	Program Name 📄	
Mallory Sparks	2019-12-10		Level 4	24 HOUR CHILD CARE FROM THE HEART	✕ Remove
Mallory Sparks	2019-12-10	2019-12-10	Level 4	Happy Bee	✕ Remove
Mallory Sparks	2019-12-10		Level 4	Happy Bee	✕ Remove

The process of Adding a Role for an Existing System User is complete.



Appendix: Roles for ODJFS System Users

Description:

The table below describes the key activities that each ODJFS system user role has permission to do in the OCLQS Portal.

Level 4	Level 3	Level 2	Level 1
<ul style="list-style-type: none"> Respond to Corrective Action Plans Serious Incidents Amendments Updates 	<ul style="list-style-type: none"> Respond to Corrective Action Plans Serious Incidents Amendments Updates 	<ul style="list-style-type: none"> Respond to Corrective Action Plans Serious Incidents Amendments Updates 	
<ul style="list-style-type: none"> Initiate Licensing Applications Fill Licensing Applications Submit Licensing Applications Initiate SUTQ Registrations Fill SUTQ Registrations Submit SUTQ Registrations 	<ul style="list-style-type: none"> Initiate Licensing Applications Fill Licensing Applications Submit Licensing Applications Initiate SUTQ Registrations Fill SUTQ Registrations Submit SUTQ Registrations 	<ul style="list-style-type: none"> Fill Licensing Applications Fill SUTQ Registrations 	<ul style="list-style-type: none"> Fill SUTQ Registrations
<ul style="list-style-type: none"> Create system users – can create users of any role except owner 	<ul style="list-style-type: none"> Create system users – can create Licensing Admin and SUTQ Consultant role users 		