

How to log on to the Ohio Licensing and Quality System

ALL preschool and school-age child care licensing and Step Up To Quality functions must be done in the [Ohio Child Licensing and Quality System \(OCLQS\)](#).

LOGGING IN TO OCLQS AS AN ODE USER:

1. Use a [Chrome browser](#) for OCLQS.
2. *Before you can log in to [OCLQS](#) as an ODE User, you must create or have a [valid SAFE account](#).*
 - Mark your email as primary and not private.
 - Your SAFE account username may not include the following special characters or spaces: comma (,), left angle bracket (<), right angle bracket (>), or backslash (\). If your username for SAFE does contain special characters, contact (614) 995-1267 for support.
2. Then, as an ODE User, you *also* must have new [OCLQS access](#) roles in the [Ohio Educational Directory System \(OEDS\)](#). **Your local OEDS administrator or superintendent must set up those roles for staff members who will be working in OCLQS.** See [Assigning Role Instructions in OEDS](#) for detailed step-by-step directions.
 - Each staff member should only be set to **one** primary role.
 - In addition, OCLQS administrators, staff in OCLQS licensing and OCLQSSUTQ roles must have secondary roles (either OCLQSPS or OCLQSSACC or both, depending on the requirement of the local organization).
 - Secondary roles customize access to be only Preschool (PS) or only school-age child care (SACC);
 - ◇ The OCLQSowner role **does not** need a secondary ODE User role and by default has access to all preschool or SACC programs.
 - ◇ For ODE User licensing applications and change of location requests, only the person assigned to the OCLQSOWNER has access to the Submit button. All other roles can fill in the application.
3. Finally, [click here to log in to OCLQS](#).
 - Click "Log in as an ODE User"
 - If you are unable to log in to OCLQS after following all of these steps, call (877) 302-2347 for support.
4. Once logged in to OCLQS, use [OCLQS Job Aids](#) to assist navigation.

