

Assigning Roles in Ohio Educational Directory System (OEDS) for access to Ohio Child Licensing & Quality System (OCLQS)

All programs must use the Ohio Child Licensing and Quality System (OCLQS) to complete all program licensing and quality rating (Step Up To Quality) work. These instructions will assist in setting up organizational access roles in the Ohio Educational Directory system (OEDS). **Individuals should only be set up in one access role. Multiple individuals can share the same role.**

E-mails for OCLQS users must be set as *Primary* and *Public* in OEDS.

OEDS Access Role options	Explanation of role access in the OCLQS system
<p>OCLQSOwner *</p> <p>*Required role per organization</p>	<p>This role will have full access to all preschool and SACC licensing and Step Up To Quality (SUTQ) rating functions. This role must be assigned to someone in order to sign and submit applications, change of location, closure requests and update publicly funded childcare agreements. This role is typically for a superintendent, someone with CEO signatory authority or delegated signatory responsibility.</p>
<p>OCLQSAdministrator</p> <p>*A secondary role must be added</p> <p>One or both are options: + OCLQSPS + OCLQSSACC</p>	<p>The individuals assigned with this combination of roles will have full access to all preschool and/or SACC licensing and SUTQ information. This person may submit change of capacity amendments, corrective action plans, program updates and SUTQ applications and begin a licensing application or change of location amendment. Only the OCLQSOwner role may sign and submit these transactions.</p>
<p>OCLQSLicensing</p> <p>*A secondary role must be added</p> <p>One or both are options: + OCLQSPS + OCLQSSACC</p>	<p>The individuals assigned with this combination of roles will have full access to all preschool and/or SACC licensing information. This person may submit change of capacity amendments, corrective action plans, and program updates and begin a licensing application and change of location amendment. Only the OCLQSOwner role may sign and submit these transactions.</p>
<p>OCLQSSUTQ</p> <p>*A secondary role must be added</p> <p>One or both are options: + OCLQSPS + OCLQSSACC</p>	<p>The individuals assigned with this combination of roles will have full access to all preschool and/or SACC SUTQ information. This person may begin and submit a SUTQ registration.</p>

Instructions on how to log in and all OCLQS job aids can be found on this [OCLQS resource page](#).

For questions regarding OCLQS or setting OEDS roles, please email OELSR.licensing@education.ohio.gov