

OCLQS Portal – Text Messaging Opt Out/Phone Number Change

Description:

This Job Aid describes the process for Text Messaging Opt Out/Phone number change in the OCLQS Portal.

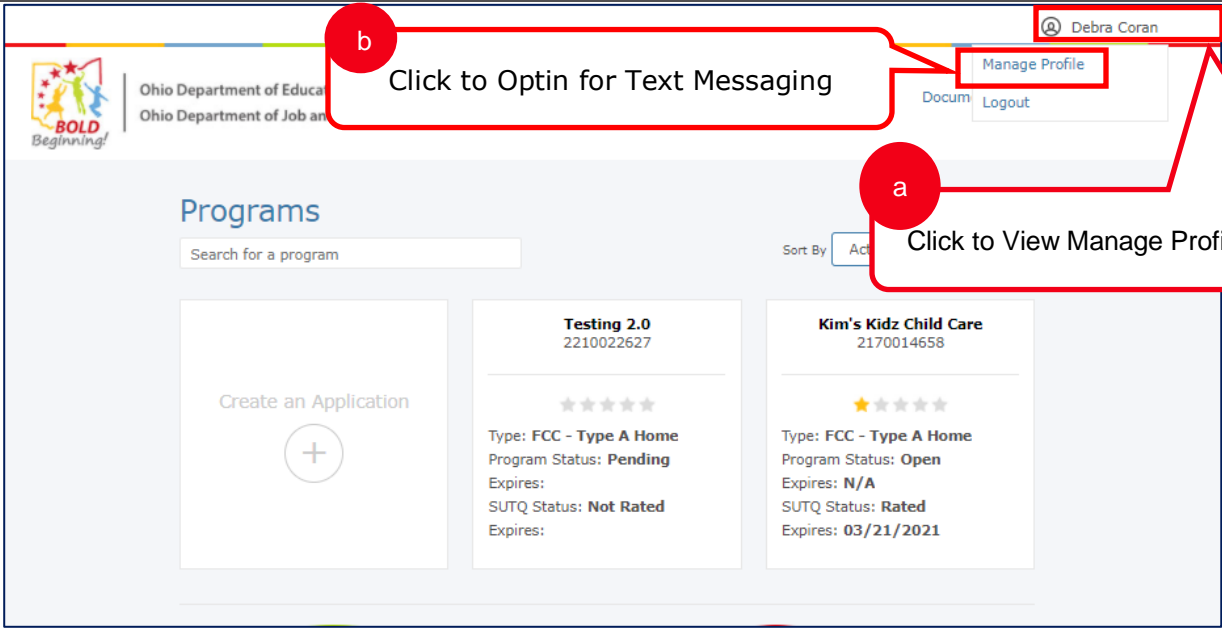
Related Job Aid(s):

- OCLQS Portal – Add System User
- OCLQS Portal – Account Management

Step 1: Select the Contact

On Program Portal

- Click on **Contact**
- Click **Manage Profile**



The screenshot shows the OCLQS Portal interface. At the top right, the user profile 'Debra Coran' is visible. Below it, there are buttons for 'Manage Profile', 'Logout', and 'Docum'. In the main content area, there is a 'Programs' section with a search bar and a 'Sort By' dropdown. Below the search bar, there are three program cards: 'Create an Application' (with a plus icon), 'Testing 2.0' (ID: 2210022627), and 'Kim's Kidz Child Care' (ID: 2170014658). The 'Testing 2.0' card shows a 5-star rating, Type: FCC - Type A Home, Program Status: Pending, Expires: (blank), SUTQ Status: Not Rated, and Expires: (blank). The 'Kim's Kidz Child Care' card shows a 5-star rating, Type: FCC - Type A Home, Program Status: Open, Expires: N/A, SUTQ Status: Rated, and Expires: 03/21/2021.



Step 2: Manage Profile

On **Manage Profile** Detail Page.

Scroll down to **Text Messaging Settings**

The screenshot shows the 'Manage Profile' page for Josh Pella. The page includes a header with the logo and navigation links (Dashboard, Messages, Documents). The main content area is titled 'Manage Profile' and contains a 'User Profile' section with fields for First Name (Josh), Last Name (Pella), E-mail Address (rolandekundayo@gmail.com), and Confirm E-mail Address. Below this is the 'Text Messaging Settings' section, which includes a 'Save' button, a 'Text Messaging Settings' label, and several opt-in questions with radio buttons. The 'Text Messaging Settings' label is highlighted with a red box, and a red callout bubble points to it with the text 'Text messaging Settings Section'.

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Manage Profile

User Profile

To submit a child care application for a child care center, family child care home, day camp, in-home aide or out of state program, you must create an OCLQS portal account.

To create your account, enter the following information. All fields with an asterisk (*) are required.

Your email address will serve as your user name.

First Name*
Josh

Last Name*
Pella

E-mail Address*
rolandekundayo@gmail.com

Confirm E-mail Address*
om
as your username

OPIN
43013344

Save

Text Messaging Settings

ODIFS will send general text messages to programs regarding rule changes, technical assistance documentation, professional development training, etc. Please note, that text messaging will not replace any current communication methods from the department and receiving text messages is optional.

To receive text messages, you must agree to the terms and conditions and privacy policy.

Do you wish to OPT-IN to receive text messages from ODIFS?
 Yes No

Do you agree to the [Terms and Conditions](#)? (You must click on the link to be able to complete the Optin Process.)
 Yes No

Do you agree to the [Privacy Policy](#)? (You must click on the link to be able to complete the Optin Process.)
 Yes No

Please enter the cell phone number at which you would like to receive text messages. (317)-205-5151

Save Text Messaging Settings



Step 3: Manage Profile

On **Text Messaging Settings** Section

- 1) Review All Opt-In options are defaulted to “Yes”
- 2) Review Phone Number field is grayed Out

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Manage Profile

User Profile

To submit a child care application for a child care center, family child care home, day camp, in-home aide or out of state program, you must create an OCLQS portal account.

To create your account, enter the following information. All fields with an asterik (*) are required.

Your email address will serve as your user name.

First Name*
Josh

Last Name*
Pella

E-mail Address*
rolandekundayo@gmail.com

Confirm E-mail Address*
rolandekundayo@gmail.com

Your E-mail address will serve as your username

Provider Type*
FCC - Type B Home

OPIN
43013344

Save

Text Messaging Settings

ODJFS will send general text messages to programs regarding rule changes, technical assistance documentation, professional development training, etc. Please note, that text messaging will not replace any current communication methods from the department and receiving text messages is optional.

To receive text messages, you must agree to the terms and conditions and privacy policy.

Do you wish to OPT-IN to receive text messages from ODJFS?
Yes No

Do you agree to the [Terms and Conditions](#)? (You must click on the link to be able to complete the Optin Process.)
Yes No

Do you agree to the [Privacy Policy](#)? (You must click on the link to be able to complete the Optin Process.)
Yes No

Please enter the cell phone number at which you would like to receive text messages.
(317)-205-5151

Save Text Messaging Settings



Step 4: Manage Profile

On Text Messaging Settings Section

- 1) Select **“No”** to **“Do you wish to OPT-IN to receive text from ODJFS”**
- 2) Click **“Save Text Messaging Settings”** to Save

Note: in order to change your phone Number to receive text, first Opt out and then Opt In with the new number

The screenshot shows the 'Manage Profile' page for the Ohio Department of Education and Job and Family Services. The page includes a header with the logo and navigation links for 'Dashboard', 'Messages', and 'Documents'. The main content area is titled 'Manage Profile' and contains a 'User Profile' section with instructions and a form. The form fields include: First Name* (Josh), Last Name* (Pella), E-mail Address* (rolandekundayo@gmail.com), Confirm E-mail Address* (rolandekundayo@gmail.com), Provider Type* (FCC - Type B Home), and OPIN (43013344). A 'Save' button is located below the OPIN field. Below the 'Save' button is the 'Text Messaging Settings' section, which includes the question 'Do you wish to OPT-IN to receive text messages from ODJFS?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. A 'Save Text Messaging Settings' button is located below the radio buttons. Two red callout boxes with numbers 1 and 2 are overlaid on the page. Callout 1 points to the 'No' radio button with the text 'Click No to Opt-Out'. Callout 2 points to the 'Save Text Messaging Settings' button with the text 'Click Save Text Messaging Settings button to Save'.

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Manage Profile

User Profile
To submit a child care application for a child care center, family child care home, day camp, in-home aide or out of state program, you must create an OCLQS portal account.
To create your account, enter the following information. All fields with an asterik (*) are required.
Your email address will serve as your user name.

First Name*
Josh

Last Name*
Pella

E-mail Address*
rolandekundayo@gmail.com

Confirm E-mail Address*
rolandekundayo@gmail.com
Your E-mail address will serve as your username

Provider Type*
FCC - Type B Home

OPIN
43013344

Save

Text Messaging Settings
ODJFS will send general text messages to

Do you wish to OPT-IN to receive text messages from ODJFS? Yes No

Save Text Messaging Settings

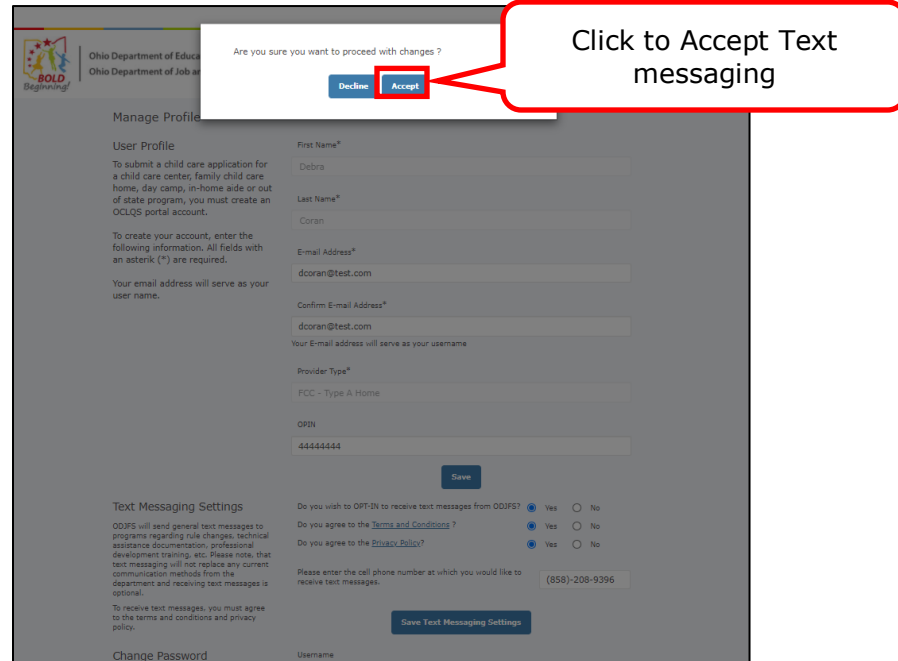
1
Click **No** to Opt-Out

2
Click **Save Text Messaging Settings** button to Save

Step 5: Opt Out Process

Click **Accept** or **Deny** to complete Text Messaging Opt Out Process.

Note: If you want to Opt Out of text messaging you can stop at this step, if you are changing your phone number continue on to the next step and repeat Step 1-4 from the Opt In Job Aid to Opt back in



Are you sure you want to proceed with changes?

Decline Accept

Click to Accept Text messaging

Manage Profile

User Profile

To submit a child care application for a child care center, family child care home, day camp, in-home aide or out of state program, you must create an OCLQS portal account.

To create your account, enter the following information. All fields with an asterisk (*) are required.

Your email address will serve as your user name.

First Name*
Debra

Last Name*
Coran

Email Address*
dcoran@test.com

Confirm E-mail Address*
dcoran@test.com

Your E-mail address will serve as your username

Provider Type*
FCC - Type A Home

ORIN
44444444

Save

Text Messaging Settings

ODJFS will send general text messages to programs regarding rule changes, technical assistance documentation, professional development training, etc. Please note, that text messaging will not replace any current communication methods from the department and receiving text messages is optional.

To receive text messages, you must agree to the terms and conditions and privacy policy.

Do you wish to OPT-IN to receive text messages from ODJFS? Yes No

Do you agree to the [Terms and Conditions](#)? Yes No

Do you agree to the [Privacy Policy](#)? Yes No

Please enter the cell phone number at which you would like to receive text messages.
(858)-208-9396

Save Text Messaging Settings

Change Password Username

The process to Opt Out for Text Messaging in the OCLQS Portal is complete.