



## Online Application Registration and Key Code User's Guide

Step Up To Quality, Ohio's voluntary quality rating system, utilizes an online application for programs applying for an initial Star Rating or for programs renewing their Star Rating.

Here are some step by step directions to assist programs with the Registration and Key Code set up and initial log-on instructions.

home profile resources exit

 **step up to quality**

### What Is Step Up To Quality?

- Ohio's Voluntary Quality Rating System for Licensed Early Care and Education Programs.
- Recognizes Early Care and Education Programs Exceeding Ohio's Licensing Standards.
- Provides Incentives and Supports to Star-Rated Programs.
- Assists Programs in Achieving and Maintaining Star Ratings.

### Login Here

Login to create or review your profile.  
New User? Click here to register.

Registration:

Key Code:

[GET RATED](#)

### Visit Readiness Indicator



Opening Screen: In the middle section under Login Here, go to New User? Click here to register. Click on the statement to be taken to the Registration Screen.

home profile resources exit



## HOW TO CREATE AN ACCOUNT

Enter the following information to create a Step Up To Quality Online account:  
your 6 or 12-digit License Number, a valid Email Address, and a personal Key Code.  
Your Key Code can be anything that is at least 6-characters long. Click SUBMIT.

**Please Enter the Following Information**

License Number:

Email Address:

Key Code:

[SUBMIT](#)

On this screen you will create your account. Enter your program's six digit ODJFS license number, a valid e-mail address and a key code. Your key code is a password. Write down your key code so that you will have it to log in.

home profile resources exit



## ELIGIBILITY NOTICE

Eligibility for an initial Star Rating in Step Up To Quality is determined automatically during the submission process. All programs (including those with an existing Star Rating) may create a program profile by clicking the Continue button below.

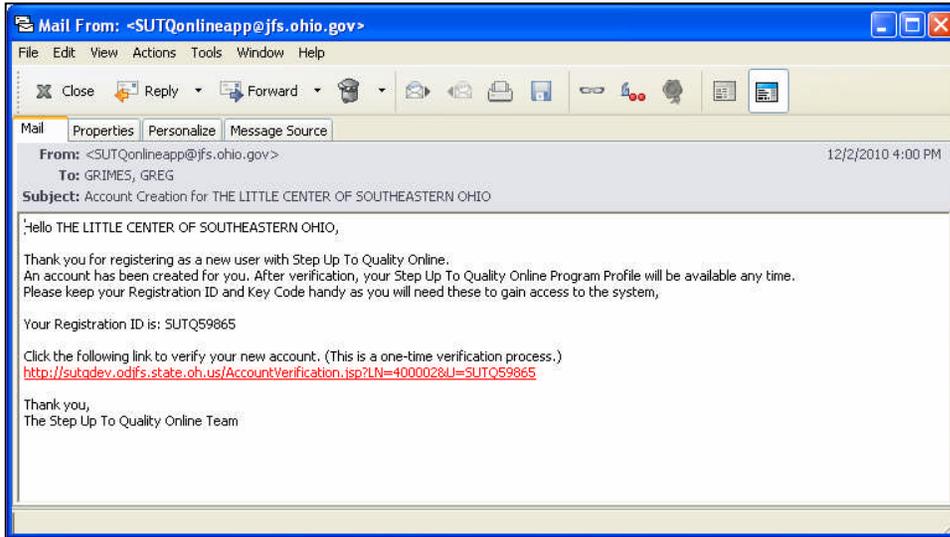
Program Name:	THE LITTLE CENTER OF SOUTHEASTERN OHIO
Street Address:	903 SHARDN AVENUE
City/ State/Zip:	ZANESVILLE, OH 43701
Phone:	740-455-3882
License:	400002
Administrator:	Jane Quinn

Your program's application to participate in Step Up To Quality is not eligible at this time, due to the following:

- The program had a Serious Risk Non-Compliance (SRNC) finding at the last regular licensing inspection
- The program is still in Provisional Licensing period and is not fully licensed
- The program has an expired license
- The program has received a notice of intent to revoke, signed by the Director of ODJFS, within the past 48 months
- The program applied within the past 6 months
- The program was removed from SUTQ less than 6 months ago

Click Continue to create your program profile [CONTINUE](#)  
Click to Close This Window [CLOSE](#)

You will then be directed to an Eligibility Notice screen. This screen will outline the program's eligibility to participate in SUTQ. Even if the program is ineligible at this time, you can still continue with the completion of the online application. **The system will not allow submission until the point in time when the program is eligible.**



Once registered, the program will receive an e-mail from [SUTQonlineapp@jfs.ohio.gov](mailto:SUTQonlineapp@jfs.ohio.gov). **You must then click the link in the e-mail to verify your account. If you do not, you will not be able to enter the online application.** Check your spam / quarantine for this e-mail.

A screenshot of a web page for account verification. At the top left is the "step up to quality" logo, which features a stylized figure and three stars. Below the logo is a blue header with the text "Please verify the following account information". The page displays the following information: "License Number: 303684", "Registration: SUTQ33778", and "Key Code: [input field with asterisks]". Below this information is the instruction: "Keep your Registration ID and Key Code handy as you will need these to access the system." At the bottom center is a blue "SUBMIT" button with a right-pointing arrow.

When you have verified the account by clicking on the link in the e-mail, you will be given an SUTQ Registration number and be asked to put in the key code again. This step is necessary to verify the account. This is a one time verification process. After this process you will go to the front page and log in each time you return to the application.

home profile resources exit



## THANK YOU FOR REGISTERING

A new user account has been created for you within Step Up To Quality Online. Please remember that your Program Profile is available at any time. Just keep your Registration ID and Key Code handy. You will need them to access the system.

Your Registration ID is: SUTQ33778.

Click Continue to be redirected to the Step Up To Quality Online login screen.

Thank you,  
The Step Up To Quality Online Team

CONTINUE

This screen confirms your registration and account verification.

home profile resources exit



### What Is Step Up To Quality?

- Ohio's Voluntary Quality Rating System for Licensed Early Care and Education Programs.
- Recognizes Early Care and Education Programs Exceeding Ohio's Licensing Standards.
- Provides Incentives and Supports to Star-Rated Programs.
- Assists Programs in Achieving and Maintaining Star Ratings.

### Login Here

Login to create or review your profile.  
New User? Click here to register.

Registration:  
SUTQ33778

Key Code:  
●●●●●●

GET RATED

### Visit Readiness Indicator



You will then go back to the main screen and log in with your SUTQ number and key code.