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.

**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.
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.

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. 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.

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.
This screen confirms your registration and account verification.

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