



OCLQS Portal – Reset Password (ODJFS)

Description:

This Job Aid describes the process of resetting an account password Ohio Child Licensing and Quality System (OCLQS) Portal.

If you do not know the email address for your account please call 1-877-302-2347, option 1.

Step 1: Log In to the OCLQS Portal

Click **Log in as ODJFS User**



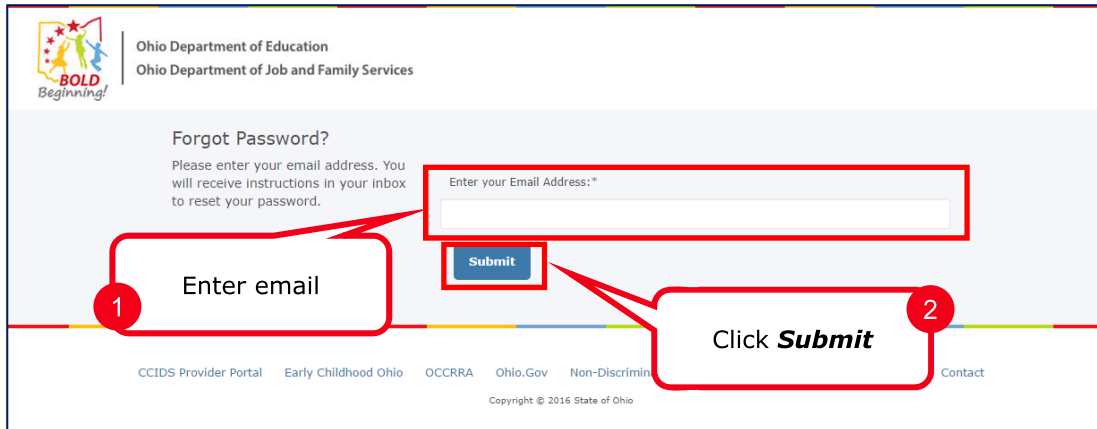
Step 2: Click Forgot Password

Click **Forgot Password**



Step 3: Submit Reset Password Request

- 1) **Enter your Email Address**
- 2) Click **Submit**



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Ohio Department of Job and Family Services

Forgot Password?
Please enter your email address. You will receive instructions in your inbox to reset your password.

Enter your Email Address:*

1 Enter email

2 Click **Submit**

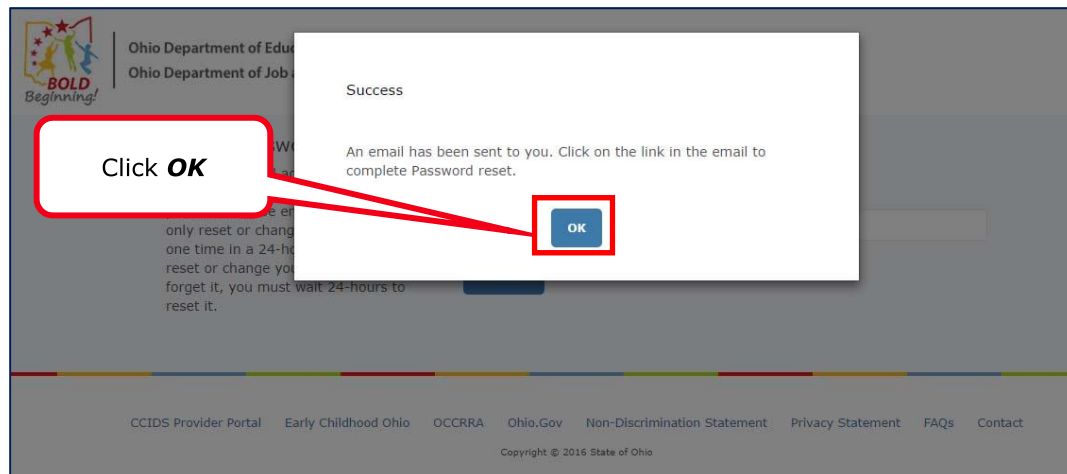
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Step 4: Success Message

Click **OK**

Note: You will be sent an email to reset your password. Click the link in that email to reset your password.



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Success

An email has been sent to you. Click on the link in the email to complete Password reset.

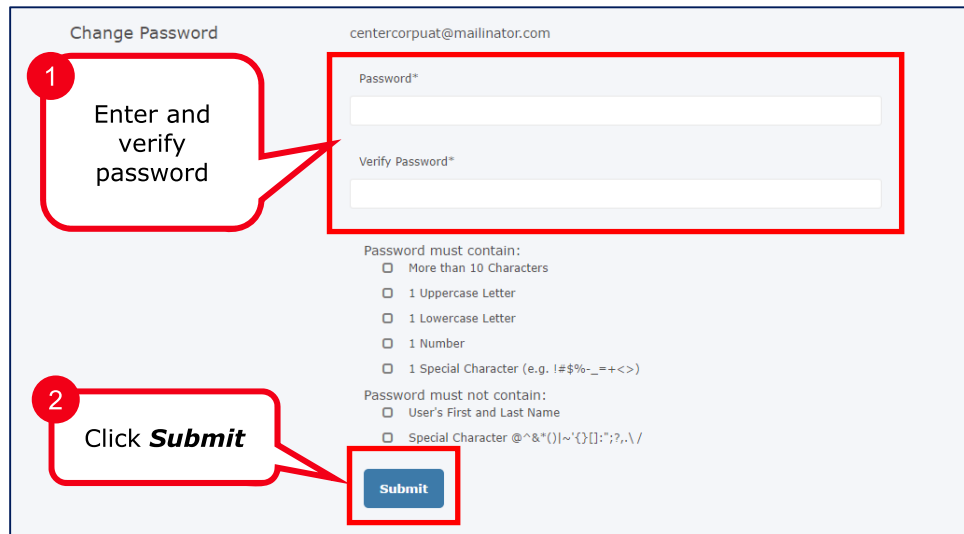
Click OK

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Step 5: Enter Password Information

- 1) Enter new **Password** and **Verify Password**
- 2) Click **Submit**



Change Password

centercorpuat@mailinator.com

1 Enter and verify password

Password*

Verify Password*

Password must contain:

- More than 10 Characters
- 1 Uppercase Letter
- 1 Lowercase Letter
- 1 Number
- 1 Special Character (e.g. !#\$%_+=<>)

Password must not contain:

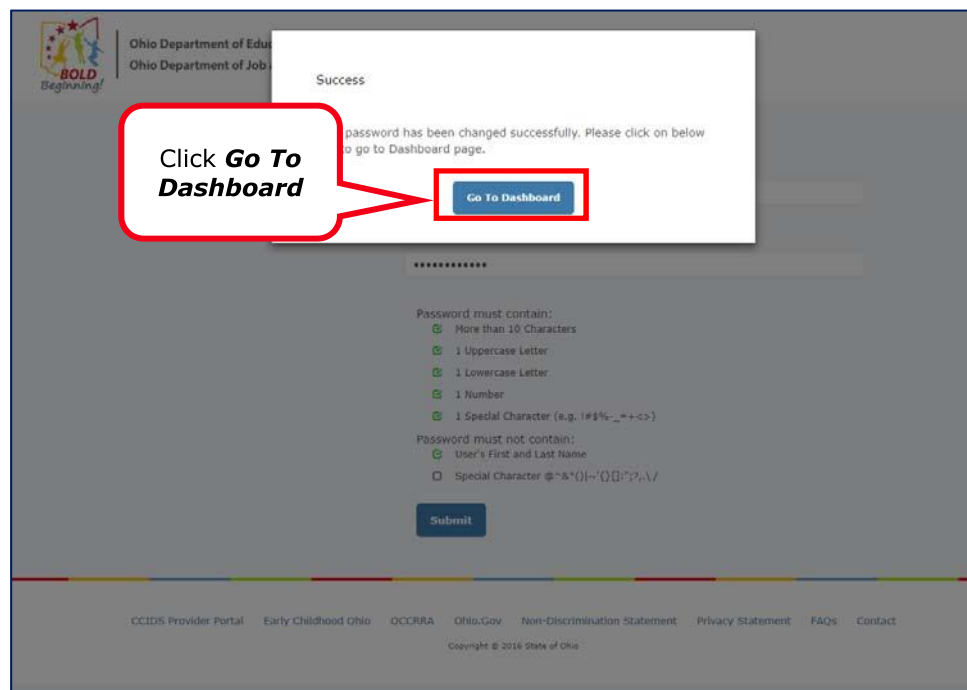
- User's First and Last Name
- Special Character @^&*()|~{}[]:;?.,\|

2 Click **Submit**

Submit

Step 6: Success Message

Click **Go To Dashboard**



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Success

password has been changed successfully. Please click on below to go to Dashboard page.

Click **Go To Dashboard**

Go To Dashboard

Password must contain:

- More than 10 Characters
- 1 Uppercase Letter
- 1 Lowercase Letter
- 1 Number
- 1 Special Character (e.g. !#\$%_+=<>)

Password must not contain:

- User's First and Last Name
- Special Character @^&*()|~{}[]:;?.,\|

Submit

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