



OCLQS Portal – ODJFS Print License and SUTQ Certificate

Description:

This Job Aid describes the process of downloading License Face Certificate and SUTQ Face Certificate on the OCLQS Portal.

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Log In to the OCLQS Portal

Click **Log in as ODJFS User**

Note: If you do not have an OCLQS account, refer to the OCLQS Portal - Account Management Job Aid for the steps to create an account.





Step 2: Enter Log In Information

- 1) Enter **Email address** and **Password**
- 2) Click **Log In**

Note: If you do not remember your **Email** address and/or **Password**, refer to the OCLQS Portal - Account Management Job Aid for information on how to get log in information.

Step 3: Select the Program

Click anywhere on the program card



Step 4: Generate Program Report

- 1) Choose either the **License Face Certificate** or **SUTQ Face Certificate** to download
- 2) Click download icon  for the corresponding certificate to be downloaded

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Sweetwater Day Camp


Program Number: 2190018658

License

Sweetwater Day Camp
1 GT Road
Toledo, OH 43460
Status: **Licensed** Expires: **01/17/2020**



Manage Programs

Step Up To Quality Summary


Status: **Rated** Expires: **05/20/2019**

Manage SUTQ

Program Reports

Name of the Face Certificate	Report
License Face Certificate	
SUTQ Face Certificate	



Step 5: Download Program Report

Click **License Face Certificate.pdf** to download the certificate

Note: If a SUTQ Face Certificate is selected, then this will display as **SUTQ Face Certificate.pdf**

The screenshot shows the OCLQS Portal interface for the program 'Sweetwater Day Camp'. The page header includes the Ohio Department of Education and Job and Family Services logos, along with navigation links for Dashboard, Messages, Documents, and Add System User. The program details section shows the name 'Sweetwater Day Camp', address '1 GT Road, Toledo, OH 43460', and status 'Licensed Expires: 01/17/2020'. A 'Manage Programs' button is visible. The SUTQ Summary section shows a 'Rated' status and an expiration date of '05/20/2019', with a 'Manage SUTQ' button. Below this is a 'Program Reports' section with a table:

Name of the Face Certificate	Report
License Face Certificate	License Face Certificate.pdf Ready to Download
SUTQ Face Certificate	

A red callout box points to the 'License Face Certificate.pdf' entry with the text: 'Click **License Face Certificate.pdf**'.



Step 6: Open Downloaded Certificate

Click the downloaded certificate

Note: The display for the downloaded certificate will vary depending upon the browser being used

The screenshot displays a web interface with two main panels at the top:

- License Panel:** Displays "Sweetwater Day Camp" at "1 GT Road, Toledo, OH 43460". Status is "Licensed" and expires "01/17/2020". A "Manage Programs" button is present.
- Step Up To Quality Summary Panel:** Features the "step up to quality" logo. Status is "Rated" and expires "05/20/2019". A "Manage SUTQ" button is present.

Below these panels is a "Program Reports" section with a table:

Name of the Face Certificate	Report
License Face Certificate	License Face Certificate.pdf Ready to Download
SUTQ Face Certificate	Download

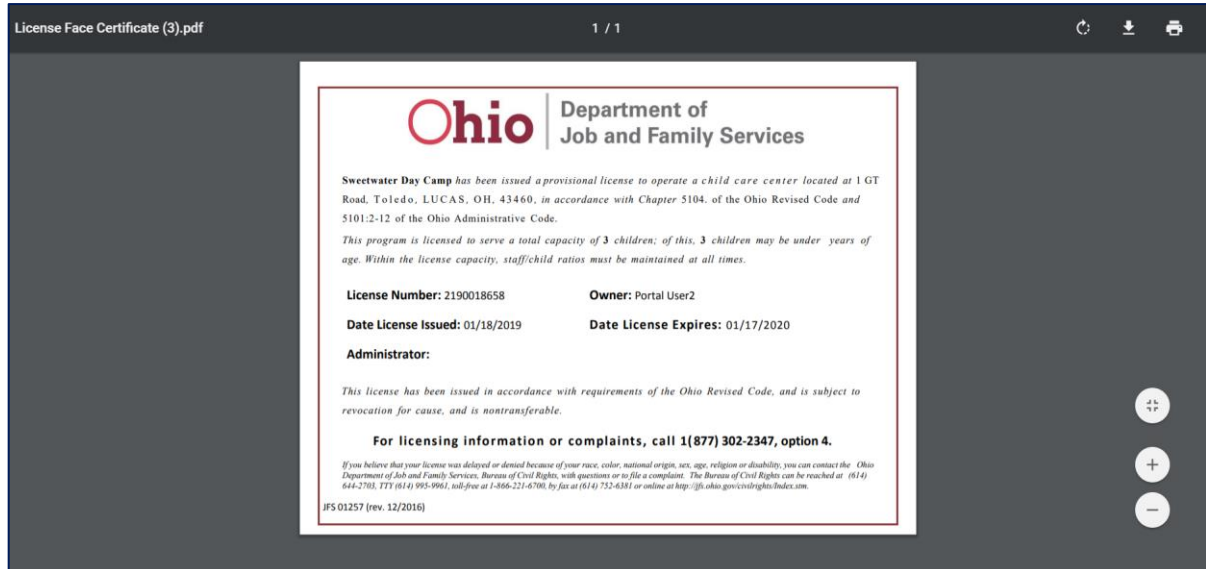
A red callout box with the text "Click the downloaded pdf" points to the "License Face Certificate.pdf" entry in the table. Below the table, a browser's download bar is visible, showing a file named "License Face Certifi....p..." with a download icon and an upward arrow.



Step 7: View the Certificate

View the downloaded certificate

Note: The display of the certificate will vary based on the browser



The process of downloading License Face Certificate and SUTQ Face Certificate is complete.