



Owner Dashboard

Owner Dashboard: contains information about an organization including staffing and enrollment. Owners using this dashboard will be able to approve additional employees to have access to the Organization Dashboard. An owner is the person identified by The Ohio Department of Job & Family Services licensing data.

Access to this dashboard is determined by your role as named owner on the program's ODJFS license.

1. Sign in to your Registry Profile

- a. Go to www.occrra.org and sign in
- b. If you as the owner do not have a Registry Profile, use of this dashboard requires you to create a profile
- c. If you have access you will see Owner Dashboard in the dropdown menu under your name and also as an available option on the left navigation menu
- d. If you believe you should have access to the organization, check with ODJFS
- e. Questions can be directed to Registry@occrra.org

2. Click on Owner Dashboard

- a. You are an owner and have administrator access over all of your facilities
 - i. The facilities that you associated with you will be included in the listing the screen
 - ii. As the owner you may add administrative rights to the organization dashboard by clicking on 'Organization Dashboard Access'
 - iii. If you are owner of multiple programs, administrative access rights are specific to the individual organizations
- b. You will select an organization to access their profile which will take you to the program's organization dashboard
- c. The owner dashboard gives you a snapshot of all programs in your ownership in one place in the Registry

If you have questions, comments or need more information, please refer to the Who To Call list.