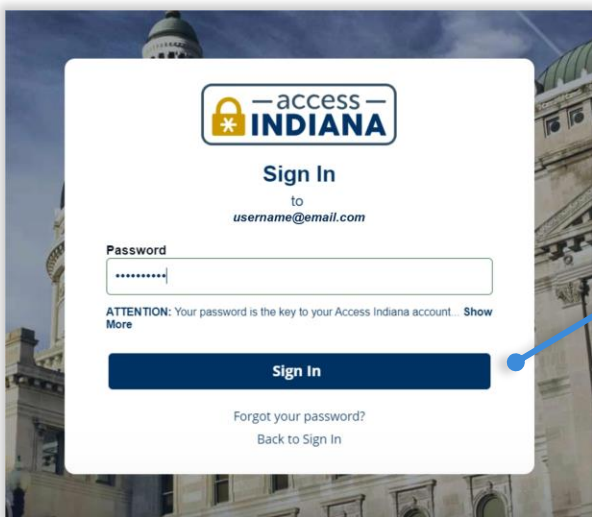




New Parent Portal User Guide

As of July 15, 2024, the Office of Early Childhood and Out-of-School Learning (OECOSL) has changed to a new parent portal. This change also means that you are no longer required to swipe for attendance, and your child will now have a maximum of 45 allowed absences across providers per enrollment year. You are not required to access the portal but are encouraged to do so to track absences and voucher reauthorization dates.

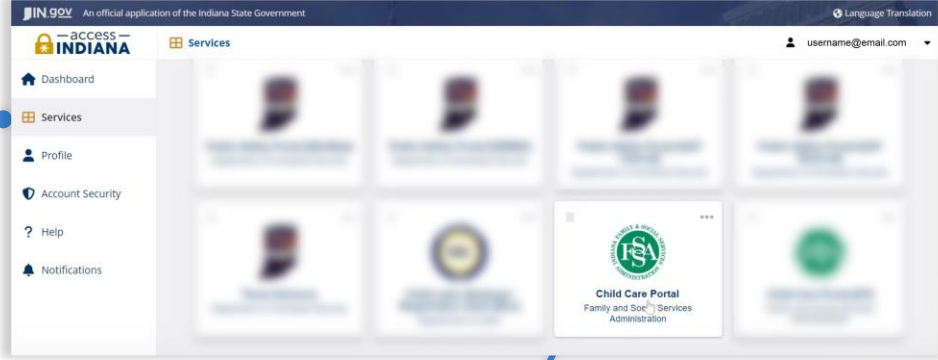


1

Go to <https://access.in.gov/signin/> and sign in to Access Indiana. (If you don't have an Access Indiana account you can create one at <https://access.in.gov/signup/>.)

2

After logging in, select 'Services' in the left column.



3

Scroll and then select the 'Child Care Portal' tile to proceed. After selecting this once, it should appear immediately after logging in moving forward.



4

Before viewing your child care voucher information, you must first link your voucher. Select the 'Link your Voucher Case(s)' tile.



5

To link your voucher, enter your case number, Applicant last name, Applicant date of birth and Parent Key and click Link. Only the Applicant will have access to this info. (If your voucher case was active prior to July 15, your parent key and case number will be sent via postal mail. If your case was created after July 15, your parent key and case number will be on the voucher report that was sent when your case was approved.)

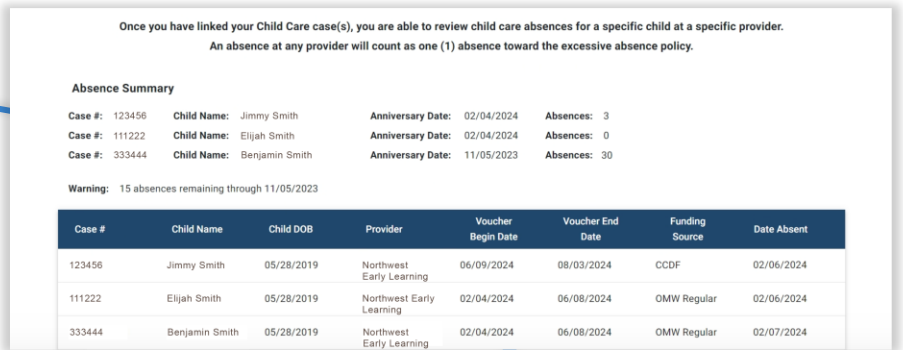


Once linked, your voucher case will appear here.

Select 'View Absences'.

7

View your voucher case details and total number of recorded absences per child.



8

View individual absence dates in this table.