



New Parent Portal User Guide

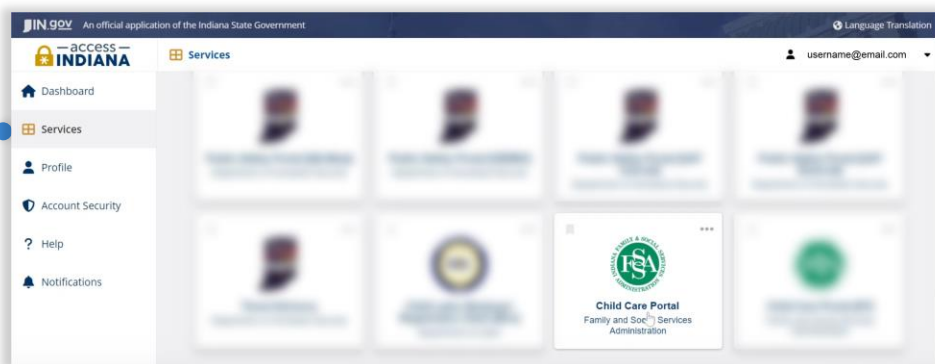
As of July 15, 2024, the Office of Early Childhood and Out-of-School Learning (OECOSL) has changed to a new parent portal. This change also means that you are no longer required to swipe for attendance, and your child will now have a maximum of 40 allowed absences across providers per enrollment year. 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.

Once you have linked your Child Care case(s), you are able to review child care absences for a specific child at a specific provider.
An absence at any provider will count as one (1) absence toward the excessive absence policy.

Absence Summary

Case #	Child Name	Child DOB	Provider	Voucher Begin Date	Voucher End Date	Funding Source	Date Absent
123456	Jimmy Smith	05/28/2019	Northwest Early Learning	06/09/2024	08/03/2024	CCDF	02/06/2024
111222	Elijah Smith	05/28/2019	Northwest Early Learning	02/04/2024	06/08/2024	OMW Regular	02/06/2024
333444	Benjamin Smith	05/28/2019	Northwest Early Learning	02/04/2024	06/08/2024	OMW Regular	02/07/2024

Warning: 15 absences remaining through 11/05/2023

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View individual absence dates in this table.