

User Avatar Drop-down

USER INITIALS

View the user initials in the User Avatar to the right of the Help Center icon.

| | Opportunities | Applications | Grants | |
|--------------------------------------|----------------------------------|--------------|--------|--|
| Figure 1: Global Navigation bar with | user initials in the User Avatar | | | |

USER FUNCTIONS

To access additional user functions and personal customization options, click the User Avatar dropdown to the right of the user initials.



Figure 2: Global Navigation bar with User Avatar drop-down

The user's first and last name appear at the top of the drop-down, and additional functions appear in a list below.

| Q Update Profile Change Password | | |
|--|---|--|
| User Roles Notification Preferences User Account Managemen Online Data Collection Provide Feedback Pending Grants | ~ | |
| Switch Back to Classic | | |

Figure 3: User Avatar drop-down with name and additional functions

Update Profile

Click the Update Profile button to update profile information (see Figure 14). Users are routed to the "Profile Update" screen in the GrantSolutions GMM.



| Profile Update for | Innan, Bunan |
|------------------------------------|--------------------------|
| r indicates a required field. | |
| Prefix * | × |
| | If other, specify |
| Position Title * | Grantee - Position Title |
| Work Phone 🗙 | |
| Fax | |
| Mobile | |
| Carrier(Carrier charges may apply) | Select one Test SMS |
| Other Phone | |
| Email 🗙 | |
| Enable Two Factor Authentication | Ves No |
| Primary Address Information | |
| Division/Department | |
| Country * | UNITED STATES |
| Street Address * | |
| Mail Stop | |
| City 🗙 | |
| State * | T |
| County: | |
| Zip Code 🗙 | |

Figure 4: GrantSolutions GMM Profile Update screen

Change Password

Click the **Change Password** button to change the user password (see Figure 14). Users are routed to the "Change Password" screen in the GrantSolutions GMM.

| Funding Opportunity | Angligghings | Orente | Online Data Collection |
|---|-------------------|--------|----------------------------|
| ccount Management 🤝 Funding Opportunity | Applications | Grants | Online Data Collection |
| elp/Support 🤝 | | | |
| | | | |
| hange Password | | | |
| indicates a required field. | | | |
| indicates a required field. | | | |
| GrantSolutions Password Policy | | | |
| asswords must: | | | |
| be at least 8 characters | | | |
| contain at least 1 uppercase letter | | | |
| contain at least 1 lowercase letter | | | |
| contain at least 1 number | | | |
| contain at least 1 special character(!, @, #, \$, e | tc) | | |
| Passwords should not: | | | |
| be the same from your last 6 passwords | | | |
| contain dictionary words | | | |
| contain common names | | | |
| contain all or part of your username | | | |
| contain consecutive character strings(abcdefg, | 12345678) | | |
| contain simple keyboard(qwerty) | | | |
| use special characters to replace letters to spell | a word(P@ssword1) | | |
| | | | |
| Current Password 🜟 | | | |
| New Password * | | | |
| | | | |
| Confirm New Password * | | | |
| | | | |
| | | | |
| SUBMIT | CANCEL | | |

Figure 5: GrantSolutions GMM Change Password screen



User Roles

Click the **User Roles** button to view roles (see Figure 14). Users are routed to the "Your Roles in Grants Management" screen in the GrantSolutions GMM.

| Grant Solu | tio | ns.gov | | | |
|--|-----|---------------------------------------|------------------|--------|---|
| Account Management Online Data Collection | ▽ | Funding Opportunity Help/Support 🖙 | Applications | Grants | ▽ |
| Your Roles in Grants | | nagement icial / Grantee Authorize | d Representative | | |
| Grantee Principal Inve | | | u Representative | | |
| | | | | | |
| | | | | | |
| | | | | | |

Figure 6: GrantSolutions GMM Your Roles in Grants Management screen

Notification Preferences

Click the **Notification Preferences** button to setup notification preferences (see Figure 14). Users are routed to the "Notification Preferences" screen in the GrantSolutions GMM. All checkboxes are selected by default.

| Account Management 🤝 Funding Op | portunity | Applications | Grants | Online Data Collection | Help/Support | |
|--|-----------|--------------|--------|------------------------|--------------|--|
| Grantor Experience | | | | | | |
| lotification Preference | S | | | | | |
| Global Notifications | | | | | | |
| Select/Unselect ALL | • | | | | | |
| Correspondence Application Note Added | | | | | | |
| Correspondence Grant Note Added | 1 | | | | | |
| Internal Application Note Added | 1 | | | | | |
| Internal Grant Note Added | • | | | | | |
| Award Notifications | | | | | | |
| Select/Unselect ALL | 1 | | | | | |
| Application Not Funded | 1 | | | | | |
| Application Not Selected for Review | 1 | | | | | |
| Award Finalized | 1 | | | | | |
| Grantee Award Acceptance | • | | | | | |
| Pre-Award Notifications | | | | | | |
| Select/Unselect ALL | • | | | | | |
| Application Funded | 1 | | | | | |
| Application Returned | 1 | | | | | |
| Competing Continuation Announcement A | vailable | | | | | |
| New Announcement Available | | | | | | |
| Non-Competing Announcement Available | • | | | | | |
| Supplemental Announcement Available | 4 | | | | | |
| Post-Award Notifications | | | | | | |
| Select/Unselect ALL | • | | | | | |
| Amendment Application Returned | | | | | | |
| Federal Financial Report Notifications | | | | | | |
| Select/Unselect ALL | | | | | | |
| Federal Financial Report Approved | | | | | | |
| Federal Financial Report Overdue | | | | | | |
| Federal Financial Report Rejected | • | | | | | |
| Federal Financial Report Reminder | | | | | | |

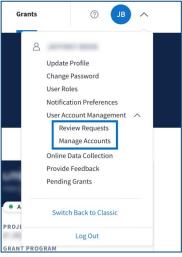
Figure 7: GrantSolutions GMM Notification Preferences screen



User Account Management

Click the User Account Management button to expand the user account management functions (see Figure 14). The Review Requests and Manage Accounts buttons appear.

Figure 8: User Avatar drop-down with Review Requests and Manage Accounts buttons



Review Requests: Click the Review Requests button.

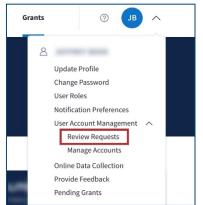


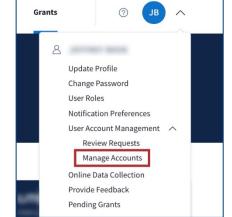
Figure 9: User Avatar drop-down with Review Requests button

Users are routed to the "User Registration | Administration Request List" screen in the Grantee Self Registration (GSR) module. This feature is only available to Grant Recipients with access to GSR based on partner settings.

| Grant Solutions User Registration Administration | ≡ Menu |
|--|--------|
| REQUEST LIST | |
| No Pending Requests | |
| No Completed Requests | |
| | |

Figure 10: GSR User Registration | Administration Request List screen





Manage Accounts: Click the Manage Accounts button.

Figure 11: User Avatar drop-down with Manage Accounts button

Users are routed to the "User Registration | Administration Manage Accounts" screen in the Grantee Self Registration (GSR) module. This feature is only available to Grant Recipients with access to GSR based on partner settings.

| GrantSolution | user Registratio | n Administration | ≡ Menu |
|---------------|-------------------|--------------------------------|-----------------|
| | MANAGE ACCOUNTS | | |
| | First Name | Last Name | |
| | Email | Username | |
| | Search | | |
| Elenna di | 0. CCD Llass Davi | atration I. Administration Mar | A a a a sure ta |

Figure 12: GSR User Registration | Administration Manage Accounts screen

Online Data Collection

Click the **Online Data Collection** button to access the Online Data Collection (OLDC) (see Figure 14). Users are routed to the "OLDC Home" screen in OLDC. This feature is only available to Grant Recipients with access to OLDC based on partner settings.

| On-Line Data | a Collection | Name: Last Login:07/17/2020 13:09:19 PM | Help / FAQ End OLDC | |
|---|---|--|------------------------|----------------------------|
| OLDC Home | | | Switch | <u>Home Page (Regular)</u> |
| Report Form Entry Report Data Upload User / System Settings Privacy. Accessibility. | Activity Report Report Due My Recent Activity Program : Grantee : | Select Program Select Grantee Enter | y y | Page Help |
| Help / FAQ News & Tips End OLDC | | No items to display | | |



Recipient View: Grants List & Details User AvatarDrop-down

Figure 13: OLDC Home screen



Provide Feedback

1. Click the **Provide Feedback** button to submit optional feedback in a survey for the New Experience (see Figure 14). The "GrantSolutions Feedback Survey" screen appears. Click the **Begin Survey** button to provide feedback.



Figure 14: Grantsolutions Feedback Survey screen with Begin Survey button

Pending Grants

Click the **Pending Grants** button to access pending grants (see Figure 14). Users are routed to the "Pending Grants" screen in the GrantSolutions GMM.

| Pending Gr | | | | | |
|--------------|-------------|---------------------|----------------|---------------|---------------------------------|
| Grant Number | Issued Date | Program | Program Office | Grant Program | Action |
| | 05/03/2018 | | | e.aeg.am | View Award Accept Decline |
| | 04/08/2019 | ter inner franker i | | | View Award Accept Decline |
| | 04/08/2019 | | | | View Award Accept Decline |
| | 05/01/2019 | | | | View Award Accept Decline |
| | 10/15/2019 | ter men hered i | | | View Award Accept Decline |
| | 04/21/2020 | | | | View Award Accept Decline |

Figure 15: GrantSolutions GMM Pending Grants screen