

# **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 *	<b>T</b>
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:			
<ul> <li>be at least 8 characters</li> </ul>			
<ul> <li>contain at least 1 uppercase letter</li> </ul>			
<ul> <li>contain at least 1 lowercase letter</li> </ul>			
<ul> <li>contain at least 1 number</li> </ul>			
<ul> <li>contain at least 1 special character(!, @, #, \$, e</li> </ul>	tc)		
Passwords should not:			
<ul> <li>be the same from your last 6 passwords</li> </ul>			
<ul> <li>contain dictionary words</li> </ul>			
<ul> <li>contain common names</li> </ul>			
<ul> <li>contain all or part of your username</li> </ul>			
<ul> <li>contain consecutive character strings(abcdefg,</li> </ul>	12345678)		
<ul> <li>contain simple keyboard(qwerty)</li> </ul>			
<ul> <li>use special characters to replace letters to spell</li> </ul>	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 <b>Solu</b>	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						

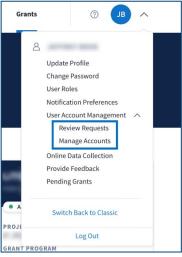
Figure 7: GrantSolutions GMM Notification Preferences screen



#### **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.

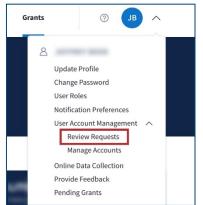


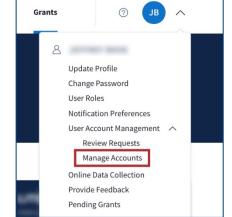
Figure 9: User Avatar drop-down with Review Requests button

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