Login to GrantSolutions and Access the SF-429

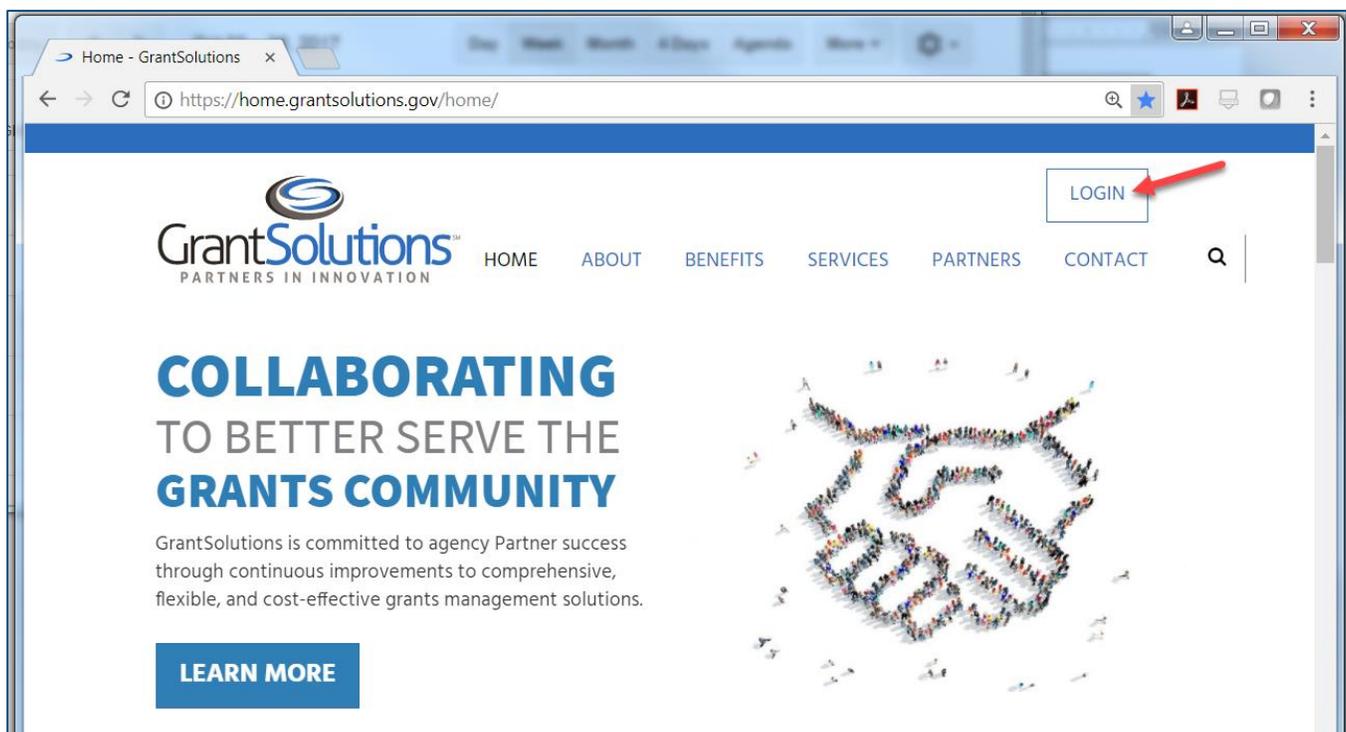**Audience**: Grantee Staff

LOGIN TO GRANTSOLUTIONS

Introduction

GrantSolutions consists of a suite of products including the Online Data Collection (OLDC) system, the Grants Management Module (GMM), and more. Grantees access the SF-429 from the GrantSolutions Online Data Collection (OLDC) system.

Depending on their system access, some Grantees navigate to OLDC from the GrantSolutions GMM while others launch OLDC from the GrantSolutions Portal screen. The following sections detail both login scenarios.
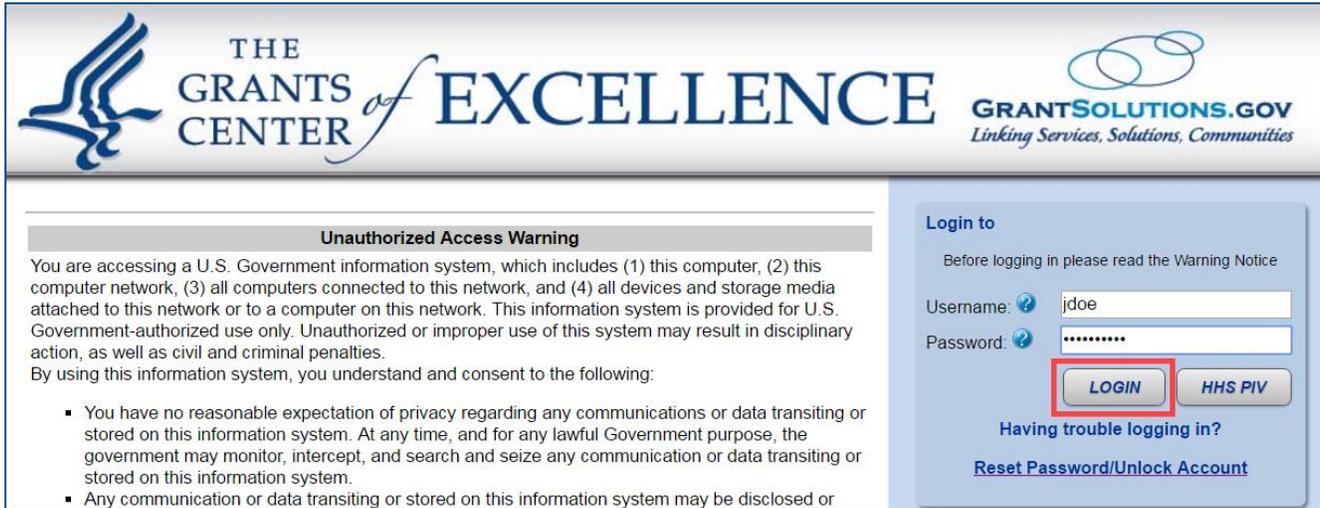
Grantees with Access to the GrantSolutions GMM

Grantees that use the GrantSolutions GMM log in as follows:

1. From an Internet browser (such as Internet Explorer, Mozilla Firefox, or Google Chrome), go to www.grantsolutions.gov.
2. The "GrantSolutions" Home page appears. Click the **Login** button.

3. The "GrantSolutions" login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Click the **Login** button.

4. The "My Grants List" screen appears. From the menu bar, select **Online Data Collection**.

5. The Online Data Collection "Home" page appears.
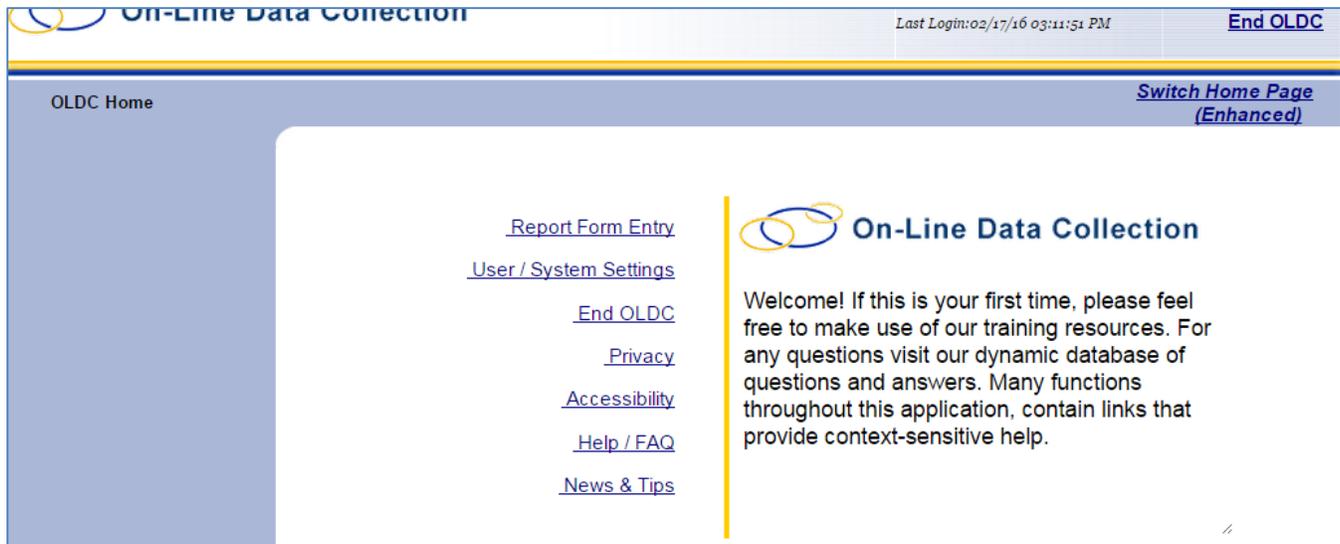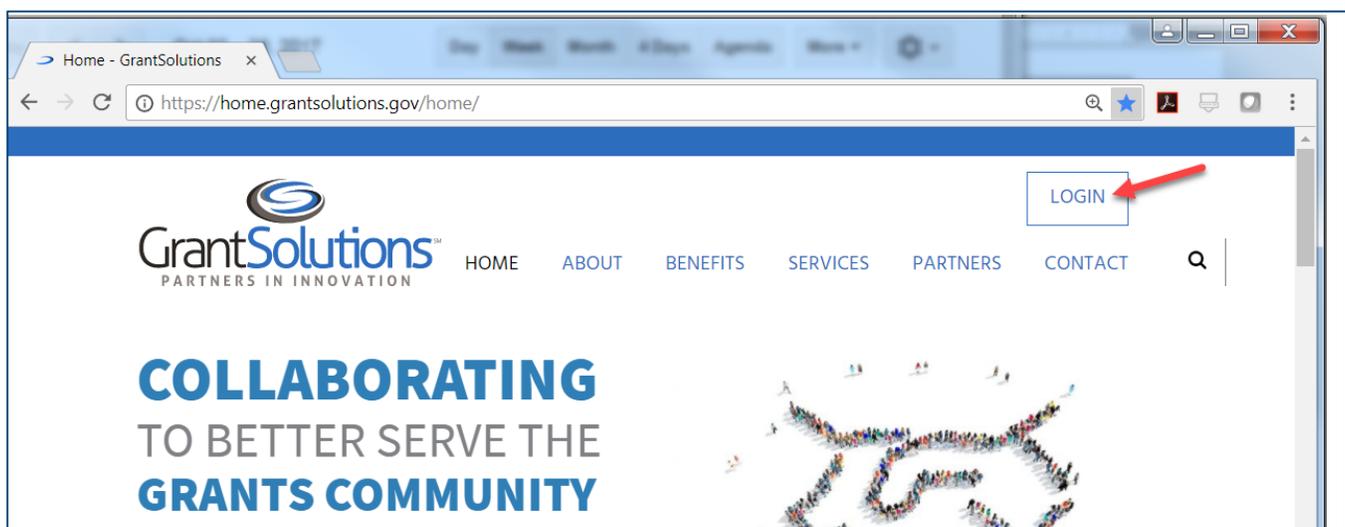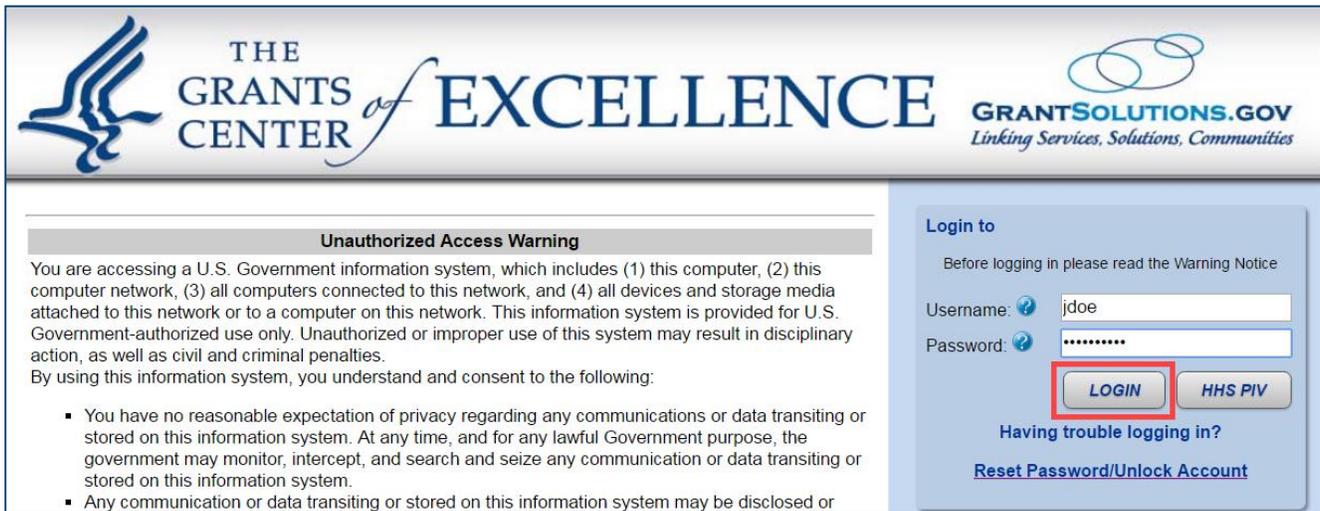

Grantees with OLDC Only Access

Grantees that <u>do not</u> use the GrantSolutions GMM launch OLDC from the "Portal" screen. To log in:

1. From an Internet browser (such as Internet Explorer, Mozilla Firefox, or Google Chrome), go to www.grantsolutions.gov.
2. The "GrantSolutions" Home page appears. Click the **Login** button.

3. The "GrantSolutions" login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Click the **Login** button.

4. The "Portal" screen appears. Click the **OLDC** link to open the "OLDC Home" page in a new window.
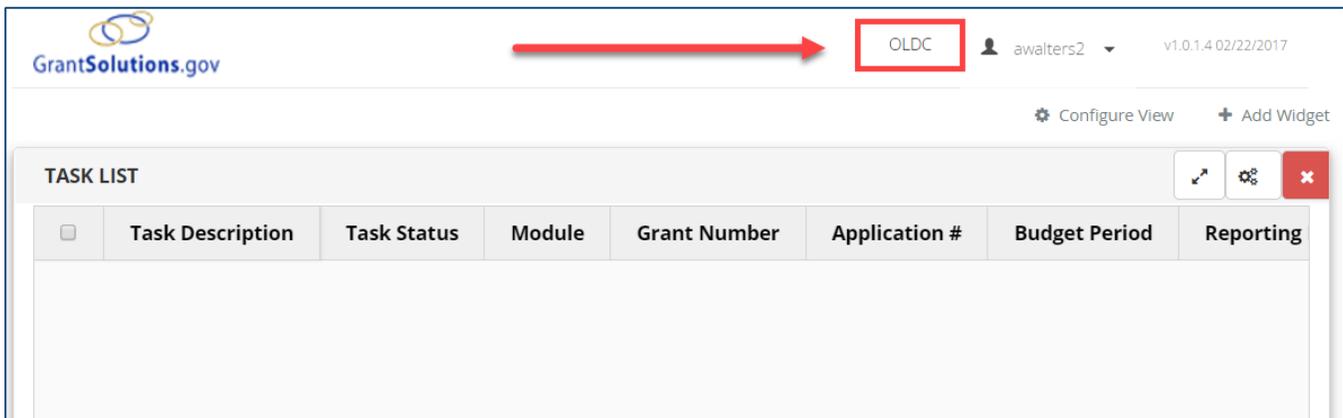
6. The "OLDC Home" page appears.

NAVIGATE TO THE SF-429

1. From the "OLDC Home" page, select the link **Report Form Entry**.

*Note: The **Report Form Entry** menu link may appear in the middle of the "OLDC Home" page or on the left side of the screen depending on the user's screen preference.*
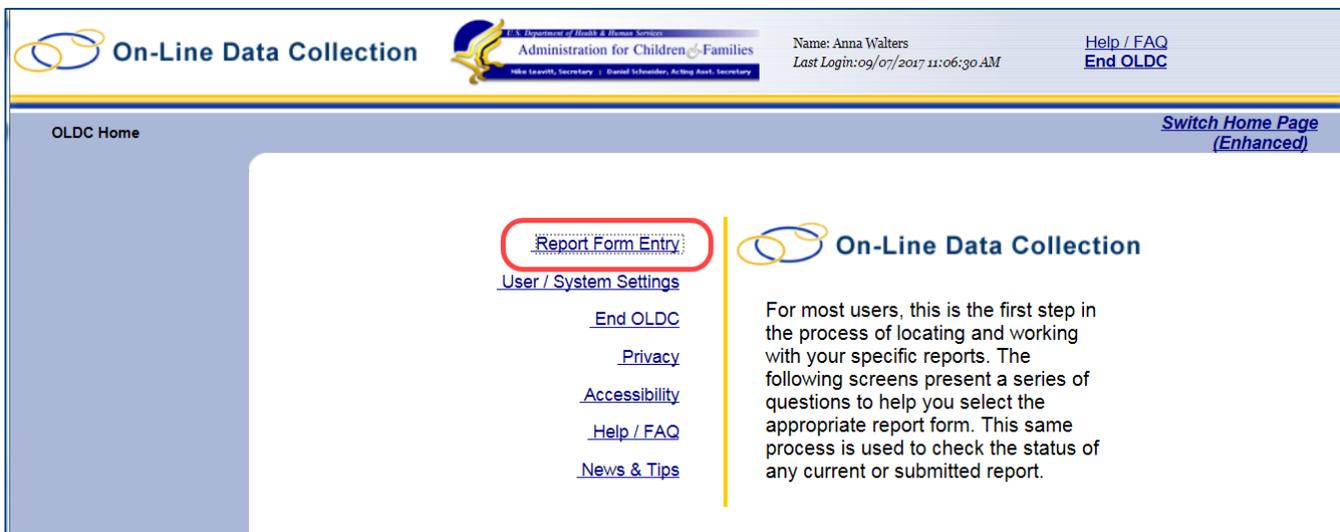
2. The "Form Selection" screen appears. Under Step 1, use the drop-down menu to select the **Program Name**.

3. Under Step 2 (if needed), use the drop-down list to select the **Grantee Name** (Grantee organization).

4. Under Step 3, use the drop-down list to select the **Status Report Attachment (A, B, or C)**.

5. The screen refreshes and additional steps appear for selection. The steps depend one which attachment is selected. The below example is for the SF-429A.

6. Under Step 4, use the drop-down list to select the **Grant**.

7. Under Step 5, use the drop-down list to select the **Budget Period/Year of Support**.

8. Under Step 6, selected the desired **Period Covered By This Report** radio button.

9. Under Step 7, use the drop-down list to select the action **New/Edit/Revise Report**.

10. Click the **Enter** button.

Information! Other selections from the Action drop-down list are:

- **New/Edit/Revise**: Initialize (start) a new report, edit an existing report, or create a revision for a completed report that is already approved by the Grantor.
- **View/Print/Status/Approve Report**: Navigate to the "Report Form Status" page where the report can be viewed, printed, and the report history is visible.
- **Print Latest Version (HTML)**: Open a printable version of the report in the browser window. Use the browser print option.
- **View Latest Report**: View a read-only version of the latest report.

11. The "Report Sections" screen appears.

.DC Home   Form Selection   **Report Sections**   Report Form Status

Report Sections

Program Name: CH - Head Start Projects
Grantee Name: Space Adventures, Ltd. - No. 09
Report Name: RPSR SF-429 A
Budget Period / Year of Support: 2 - From 07/01/2015 to 06/30/2016
Report Due Date: 07/30/2016

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

View/Add Attachments   **Validate**   **Print Full Report**

Section Name:	Perform Action:	Section Status:
Cover Page	Select Action: ▼ Go	Initialized
* ATTACHMENT A (General Reporting) 0	Select Action: ▼ Go	Initialized

View/Add Attachments   **Validate**   **Print Full Report**