

Quick Sheet: Log into OLDC from GrantSolutions

Audience: Grant Recipients with OLDC and GMM Access

Purpose

The purpose of this Quick Sheet is to provide step-by-step instructions for accessing the Online Data Collection (OLDC) system from the GrantSolutions Login screen.

Steps

To access OLDC from GrantSolutions if you have GMM access:

1. From an Internet browser (such as Edge, Mozilla Firefox, or Google Chrome), go to www.grantsolutions.gov and click the **Login** button.

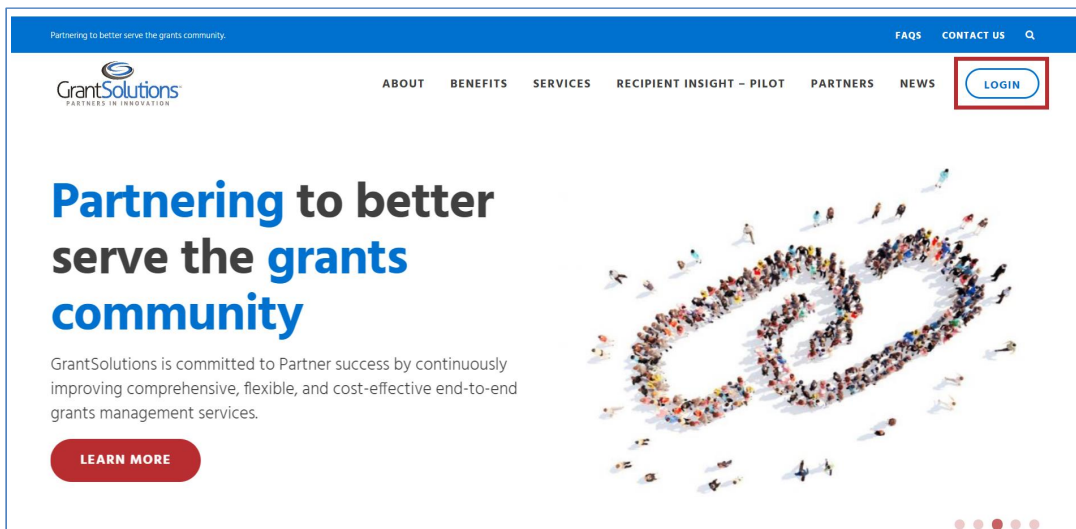


Figure 1: GrantSolutions home page with login button

2. The GrantSolutions “Login” screen appears. Click the **Login.gov** button.

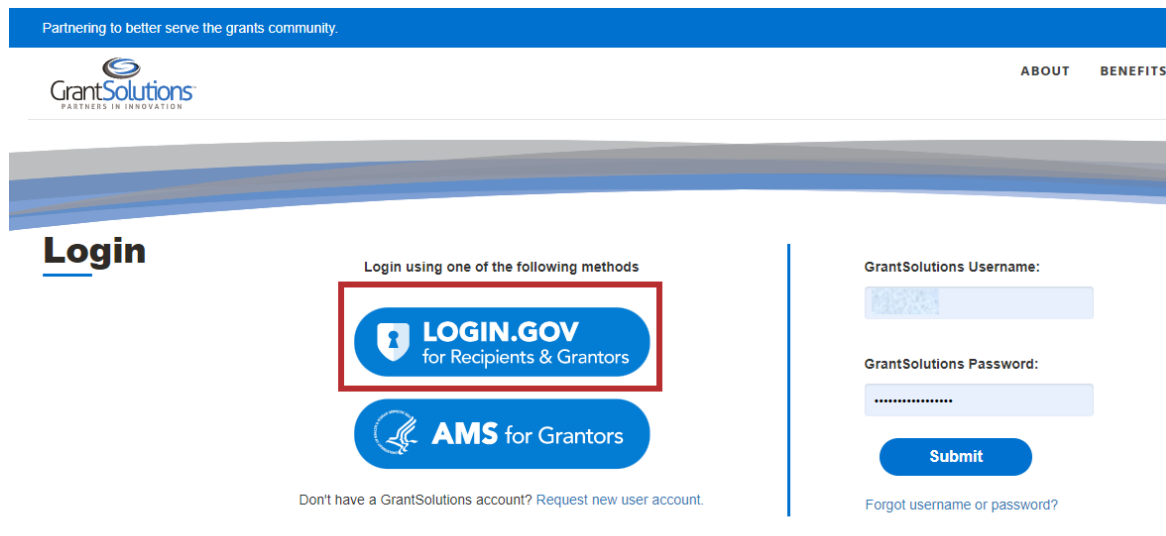
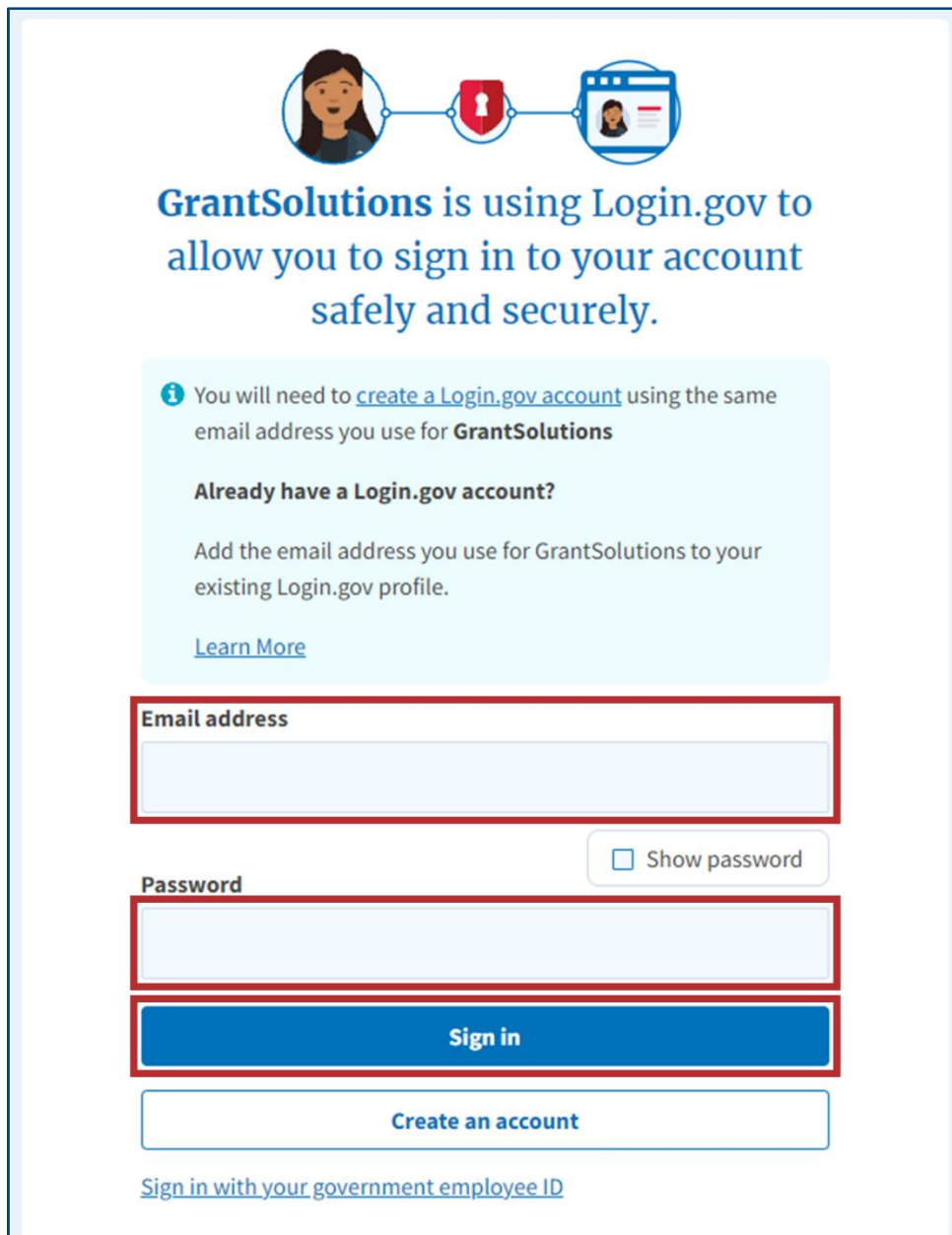





Figure 2: Login page with Login.gov button

- The Login.gov “Sign in” screen appears, this time linked to GrantSolutions. Enter the email address associated with the GrantSolutions account in the **Email address** field and enter the Login.gov password in the **Password** field. Click the **Sign in** button.

Note: On the Login.gov “Sign in” screen, an email address associated with the GrantSolutions account is necessary for the first log in only. Perform subsequent log ins using any email address associated with the Login.gov account.



GrantSolutions is using Login.gov to allow you to sign in to your account safely and securely.

i You will need to [create a Login.gov account](#) using the same email address you use for **GrantSolutions**

Already have a Login.gov account?

Add the email address you use for GrantSolutions to your existing Login.gov profile.

[Learn More](#)

Email address

Password Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

Figure 38: Login.gov Sign in screen with Sign in with your government employee ID link

4. The "Grants List" screen appears. From the menu bar, select the **User Avatar drop-down**.

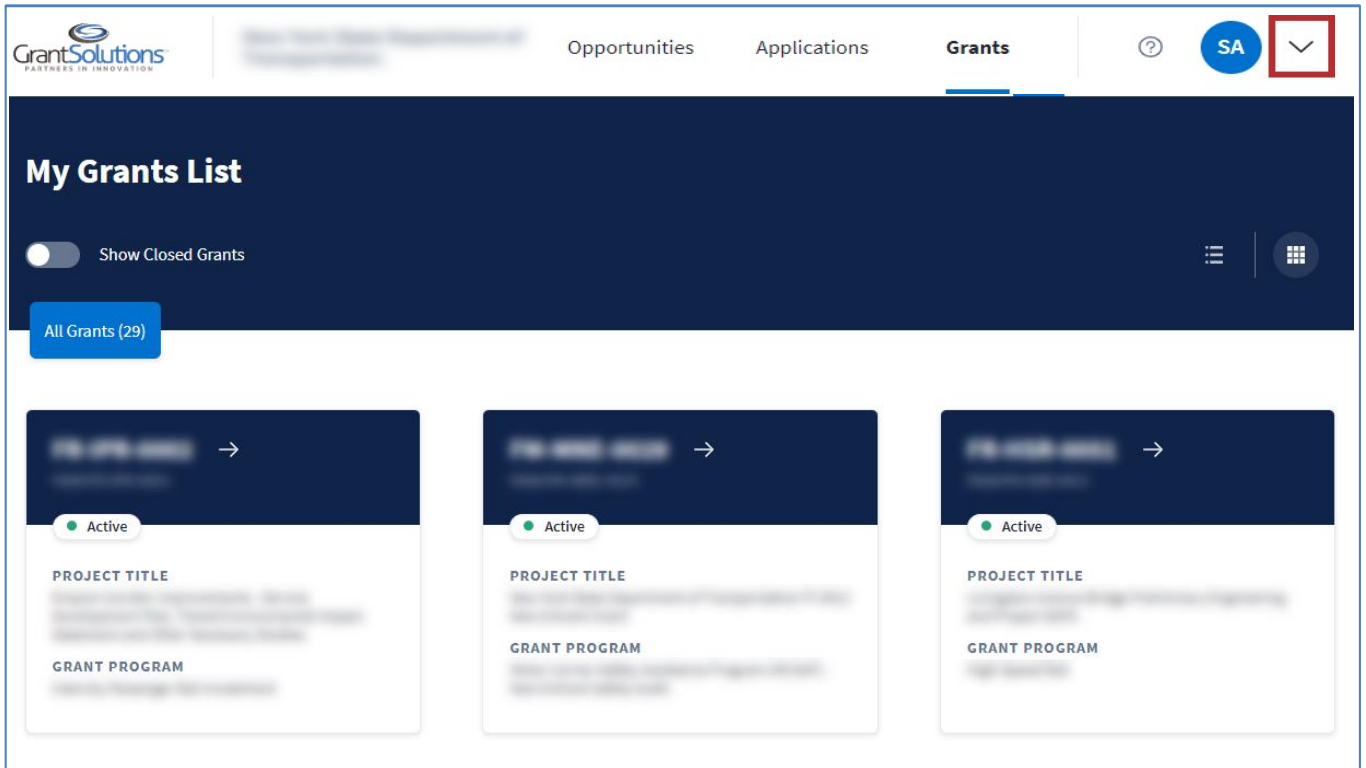


Figure 4: GrantSolutions My Grants List screen

5. Select "Online Data Collection" from the the drop-down list

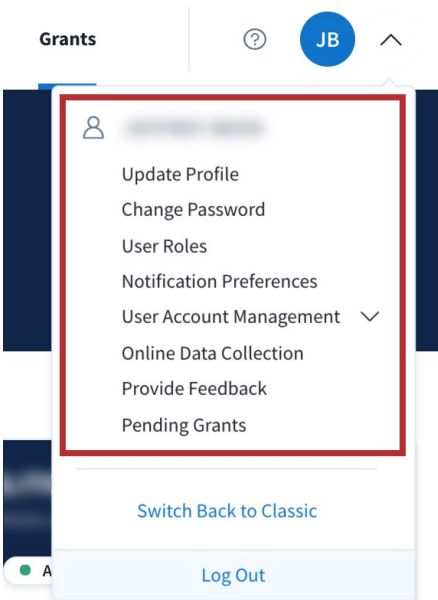
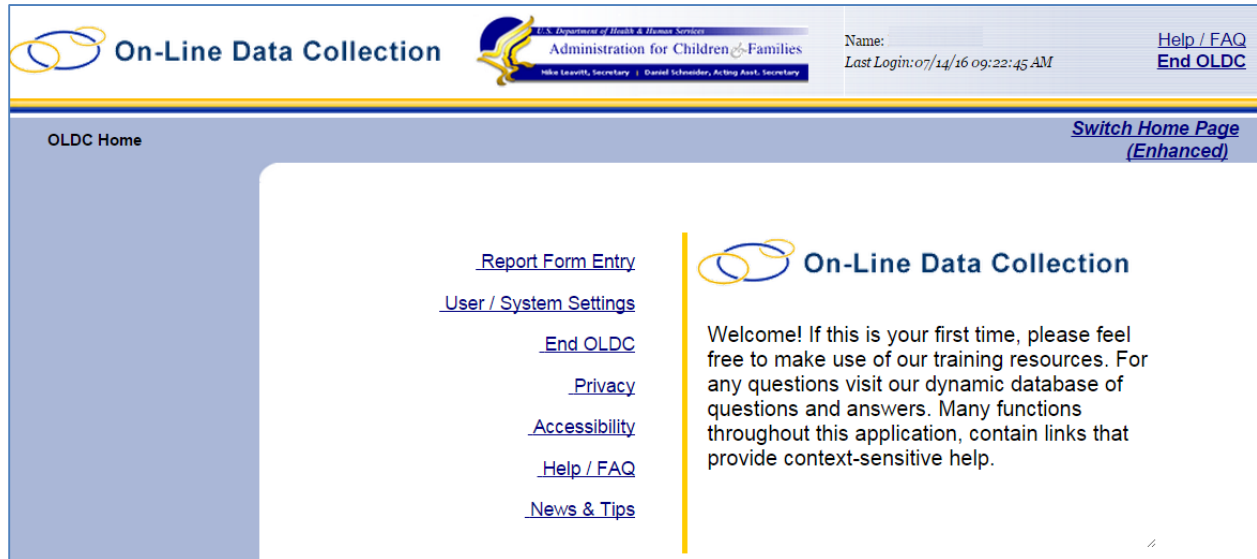


Figure 5: User Avatar Drop-down List

6. The “OLDC Home” screen opens in a new window.



The screenshot shows the OLDC Home page. At the top left is the "On-Line Data Collection" logo. To its right is the U.S. Department of Health & Human Services logo and the text "Administration for Children & Families". Further right, it displays "Name:" and "Last Login: 07/14/16 09:22:45 AM". On the far right are links for "Help / FAQ" and "End OLDC". Below the header, the page title "OLDC Home" is on the left, and a "Switch Home Page (Enhanced)" link is on the right. The main content area features a list of links on the left: "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". On the right, there is a "On-Line Data Collection" logo and a welcome message: "Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help."