

Quick Sheet: New Home Page My Profile and Roles & Responsibilities

Audience: Grantor

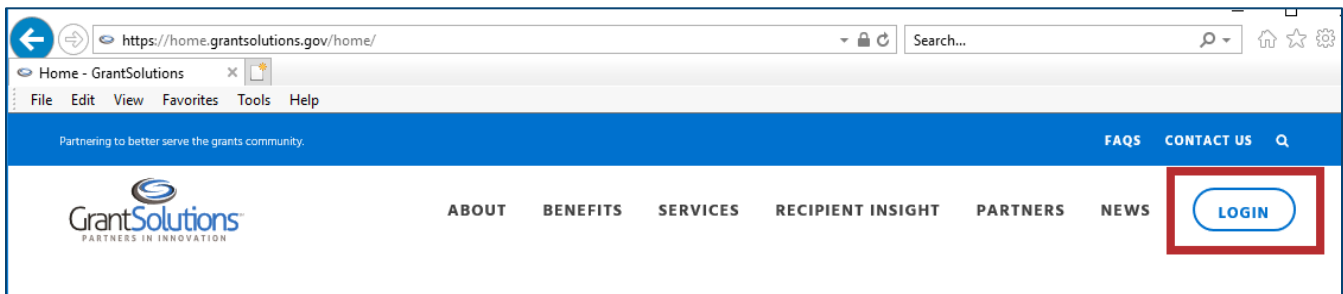
INTRODUCTION

The GrantSolutions “Homepage” allows users to view the GrantSolutions Services available to them. From the “Homepage” users can access the “My Profile” screen. The “My Profile” screen allows users to view and change profile information as well as view *Roles & Assignments* associated with the account.

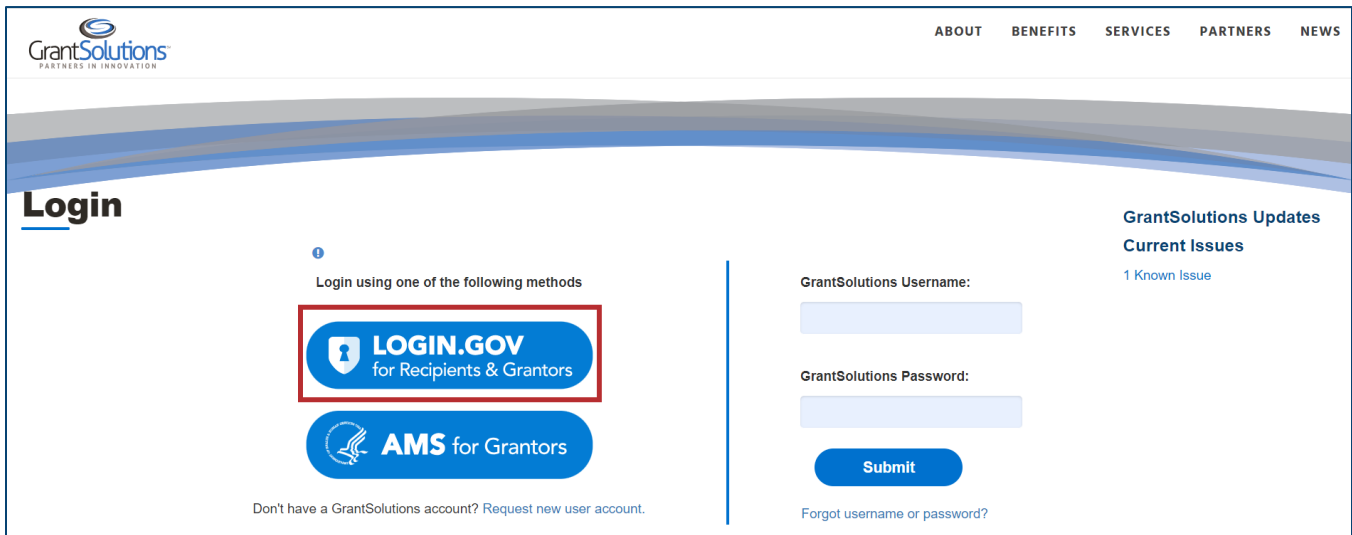
LOGIN

To access the “Homepage” in GrantSolutions, follow the steps below:

1. From a browser such as Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.



2. The “GrantSolutions Login” screen appears. Click the **Login.gov for Recipients & Grantors** button and log in using your Login.gov account.



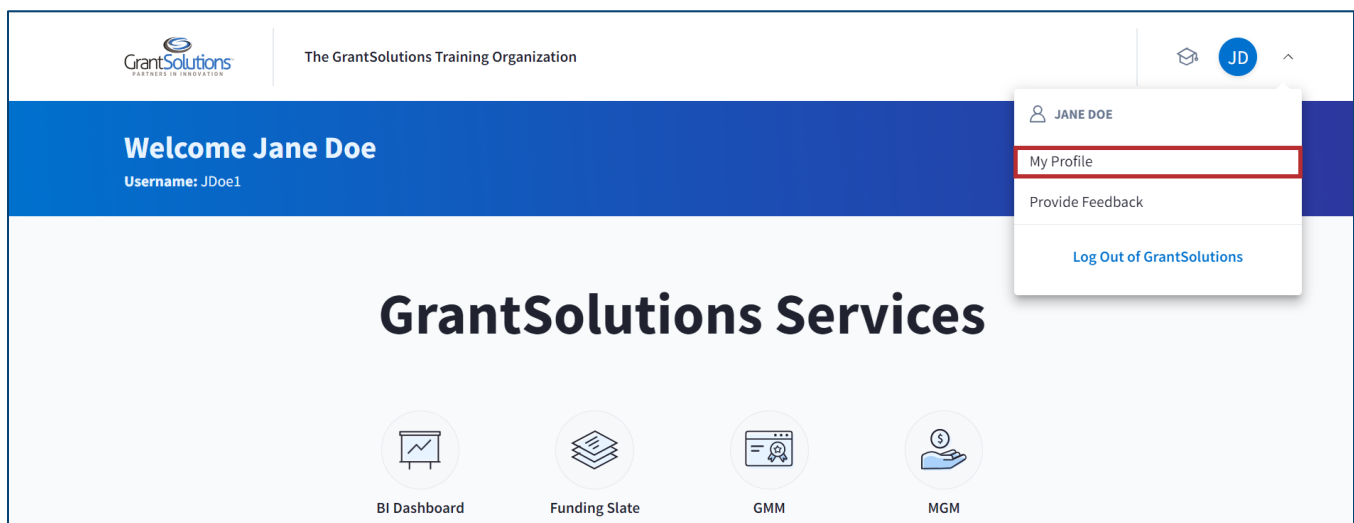
The “Homepage” appears.



MY PROFILE SCREEN

To access the “My Profile” screen, edit profile information, as well as access system roles and assignments, follow the steps below:

1. Click the *Initials icon* drop-down from the Global Menu and select the **My Profile** option.



The “My Profile” screen appears with the *My Info* and *Roles and Assignment* sections.

My Profile

My Info

Edit Profile Info

NAME	Jane Doe	EMAIL	janedoe@mail.com
POSITION TITLE	Training Manager	DIVISION/DEPARTMENT	-
COUNTRY	United States	WORK ADDRESS	1234 Street, Rockville, MD 12345
WORK PHONE	(444)-444-4444	MOBILE PHONE	-
FAX	-		

Roles and Assignments

View your roles and responsibilities using the provided link(s).

[Grants Management \(GMM\) →](#) | [Online Data Collection \(OLDC\) →](#)

2. Click the **Edit Profile Info** button.

My Profile

My Info

 [Edit Profile Info](#)

NAME	Jane Doe	EMAIL	janedoe@mail.com
POSITION TITLE	Training Manager	DIVISION/DEPARTMENT	-
COUNTRY	United States	WORK ADDRESS	1234 St, Baltimore, MD 12345
WORK PHONE	(888)-888-8888	MOBILE PHONE	-
FAX	-		

The “Edit Profile Info” window appears. The fields can be edited as needed. Some fields are required, and others are optional.

Note: The user’s *Prefix*, *First Name*, *Last Name*, and *Email* cannot be changed from this window therefore, the fields are locked. To change the *Prefix*, *First Name*, *Last Name*, or *Email* associated with an account, a user must submit a User Request Form. Help text is available when a user hovers over the lock icon.

Edit Profile Info

Prefix

Ms.

First Name

Jane

Last Name

Doe

Email

Jane.doe@mail.com

Position Title (required)

Training Manager

Character limit: 64

Division/Department (optional)

Start Typing...

Character limit: 250

Country (required)

UNITED STATES

Street Address (required)

1234 Street

City (required)

Washington

State (required)

DC

County (optional)

District of Columbia

Zip Code (required)

20210-0001

To receive SMS confirmation, enter a *mobile number*, select a *mobile carrier*, and click the *Send* button. Messages can be sent internationally, as well.

Note: A message will appear once the text has been sent successfully.

Receive SMS confirmation (optional)
Carrier charges may apply.

Mobile Phone

(123)-456-7890

Mobile Carrier

AT&T

Send

3. Upon completing all adjustments, click the **Save** button.

Work Phone (required)

(888)-888-8888

Fax (optional)

XXX-XXX-XXXX

Reset

Save

ROLES AND ASSIGNMENTS

Users can view their roles and responsibilities if they are subscribed to GrantSolutions Grants Management (GMM) and/or Online Data Collection (OLDC). If a user's partner does not subscribe to either service, the buttons will not appear.

GMM Roles and Assignments

1. From the "My Profile" screen, in the *Roles and Assignments* section, click the **Grants Management GMM** button.

My Profile

My Info

[Edit Profile Info](#)

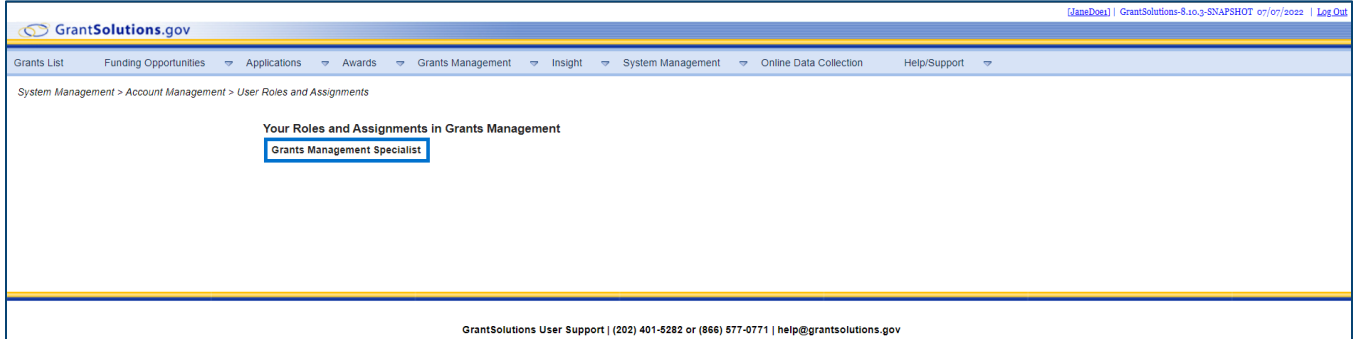
NAME	Jane Doe	EMAIL	janedoe@mail.com
POSITION TITLE	Training Manager	DIVISION/DEPARTMENT	-
COUNTRY	United States	WORK ADDRESS	1234 Street, Rockville, MD 12345
WORK PHONE	(444)-444-4444	MOBILE PHONE	-
FAX	-		

Roles and Assignments

View your roles and responsibilities using the provided link(s).

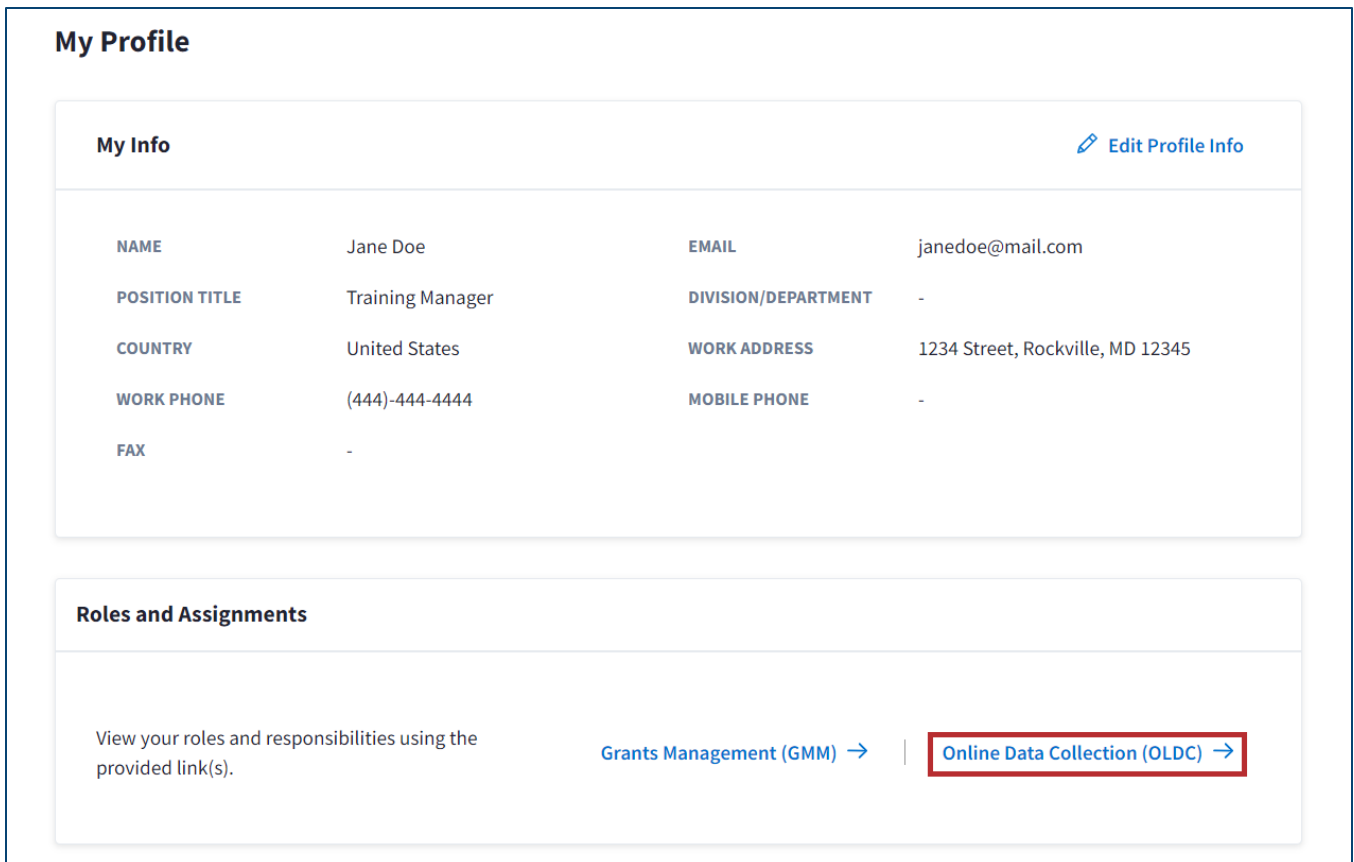
[Grants Management \(GMM\) →](#) | [Online Data Collection \(OLDC\) →](#)

The “Your Roles and Assignments in GrantSolutions” screen appears in another window. All roles associated with a user’s account appear here.

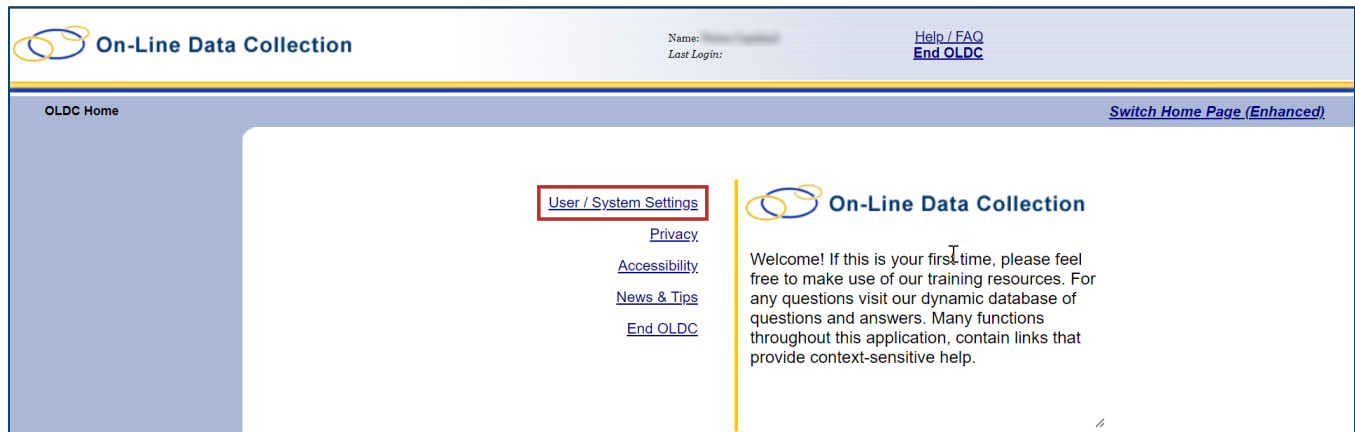


OLDC Roles and Assignments

1. From the “My Profile” screen, click the **Online Data Collection (OLDC)** button in the Roles and Assignments section.

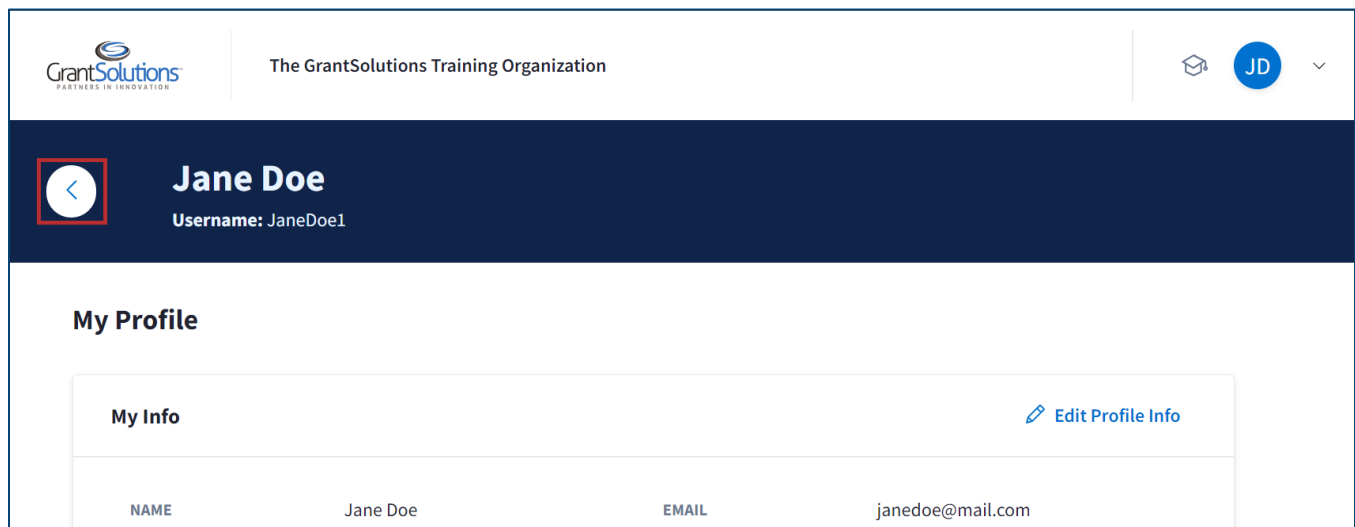


- The “OLDC Home” screen appears in another window. Click the **User/System Settings** hyperlink.




Once finished looking at roles and assignments, navigate back to the “My Profile” screen.


- To return to the “Home” page, click the **back arrow** button.



The “Homepage” appears.



The GrantSolutions Training Organization




JD


Welcome Jane Doe

Username: JaneDoe1


GrantSolutions Services




ARM




ARTMS




Announcement




BI Dashboard




Closeout




Funding Slate



GMM



Grants Monitoring



MGM

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