

## Quick Sheet: New Home Page My Profile and Roles & Assignments

**Audience:** Recipient

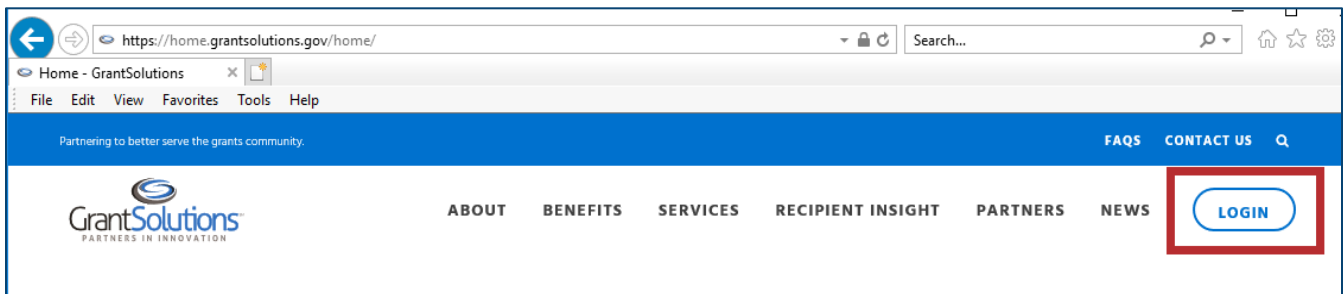
### INTRODUCTION

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.

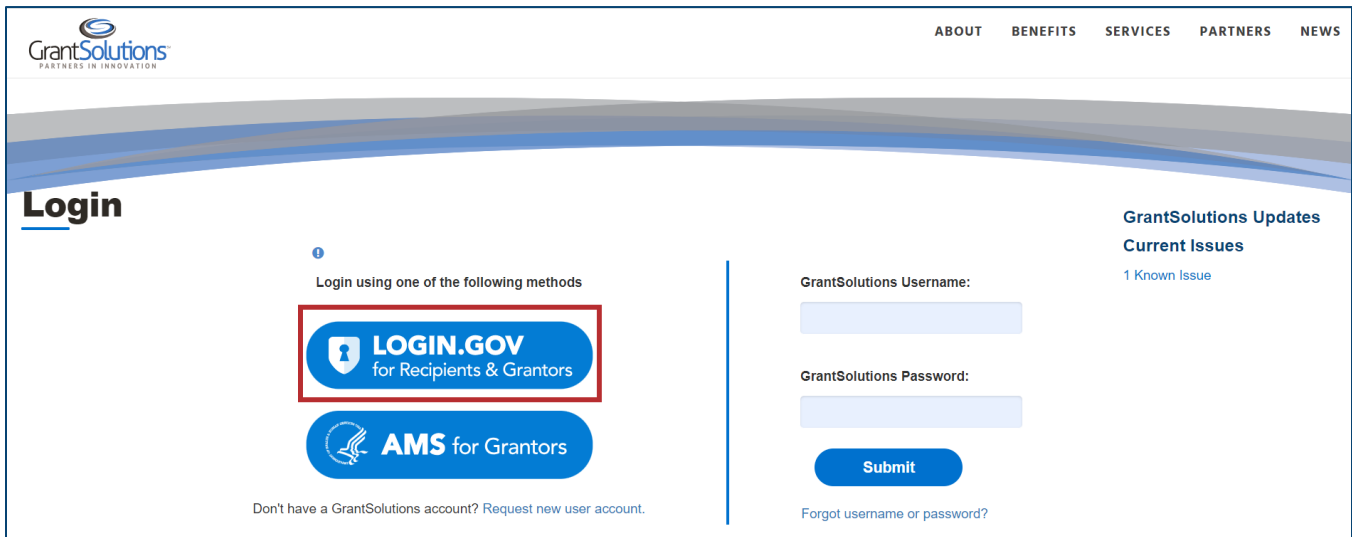
### LOGIN

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


1. From a browser such as Google Chrome, navigate to [www.grantsolutions.gov](https://www.grantsolutions.gov) and click the **Login** button.





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



The “Homepage” appears.




The GrantSolutions Training Organization




## Welcome Jane Doe

Username: JaneDoe1


# GrantSolutions Services



GMM



OLDC



Help Center

Web Accessibility


Privacy & Security Notice [↗](#)


Freedom of Information Act [↗](#)

Disclaimers [↗](#)

Provide Feedback

**Contact Us**

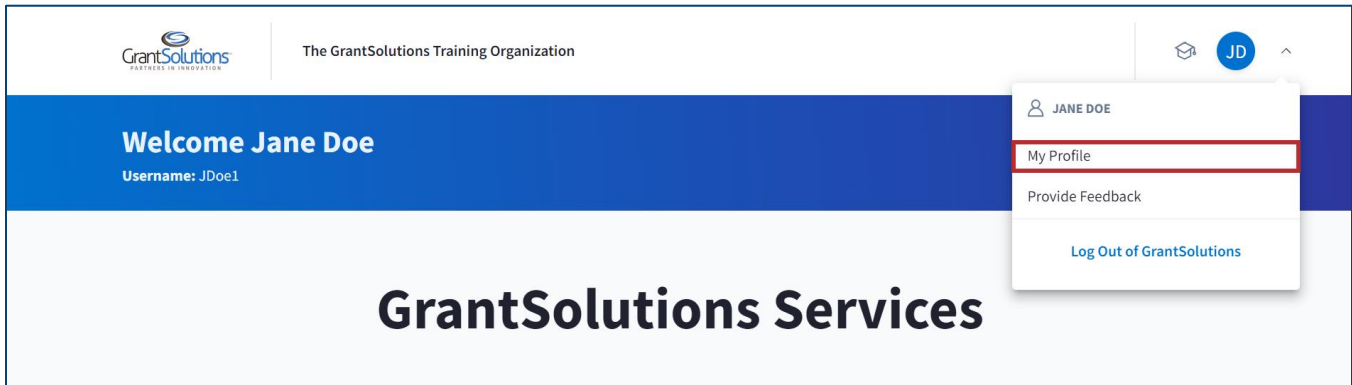
 (866) 577-0771

 [help@grantsolutions.gov](mailto:help@grantsolutions.gov)

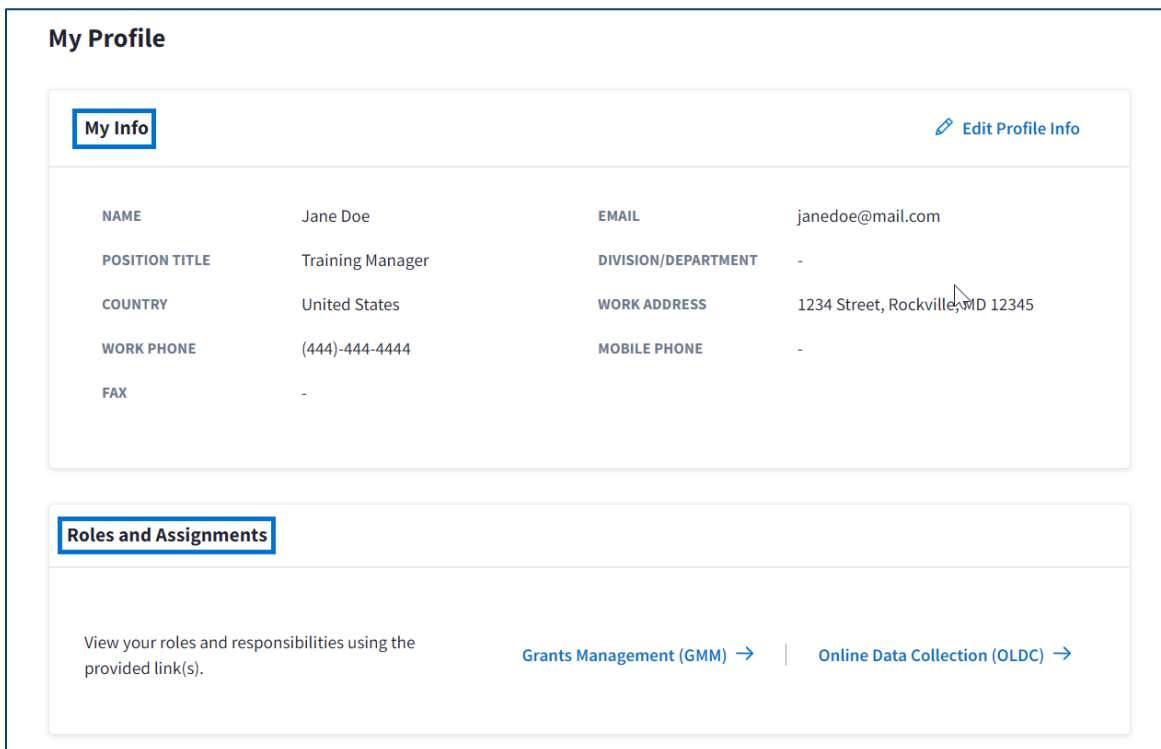
## MY PROFILE SCREEN

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 Navigation bar 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](#)

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

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** ×

<b>Prefix</b>	Ms.
<b>First Name</b>	Jane
<b>Last Name</b>	Doe
<b>Email</b>	Jane.doe@mail.com

<b>Position Title</b> (required)	Training Manager <small>Character limit: 64</small>
<b>Division/Department</b> (optional)	Start Typing... <small>Character limit: 250</small>
<b>Country</b> (required)	UNITED STATES ▼
<b>Street Address</b> (required)	1234 Street
<b>City</b> (required)	Washington
<b>State</b> (required)	DC ▼
<b>County</b> (optional)	District of Columbia
<b>Zip Code</b> (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.

<b>Mobile Phone</b>	<input type="text" value="(123)-456-7890"/>
<b>Mobile Carrier</b>	<input type="text" value="AT&amp;T"/>

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

<b>Work Phone</b> (required)	<input type="text" value="(888)-888-8888"/>
<b>Fax</b> (optional)	<input type="text" value="XXX-XXX-XXXX"/>

## 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](#)

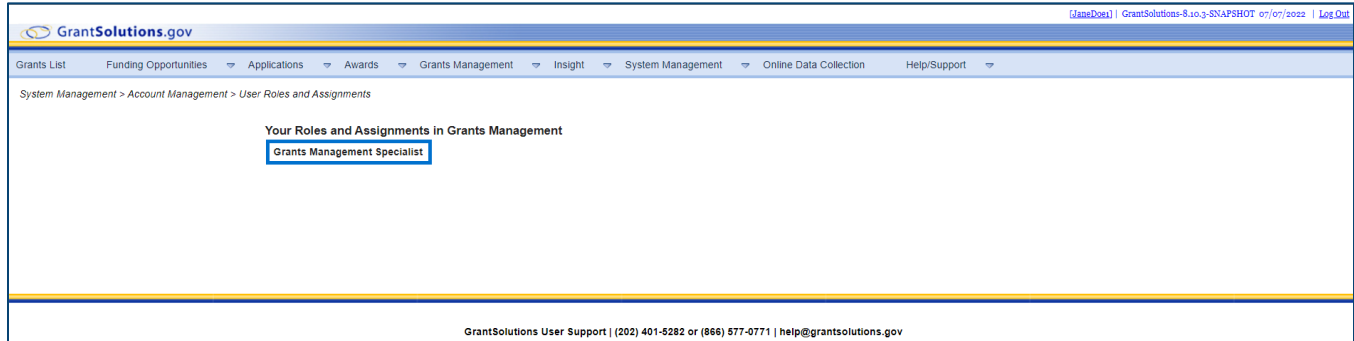
NAME	Jane Doe	EMAIL	janedoe@mail.com
POSITION TITLE	Training Manager	DIVISION/DEPARTMENT	-
COUNTRY	United States	WORK ADDRESS	1234 Street, Rockville, MD 12345
WORK PHONE	(444)-444-4444	MOBILE PHONE	-
FAX	-		

### Roles and Assignments

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

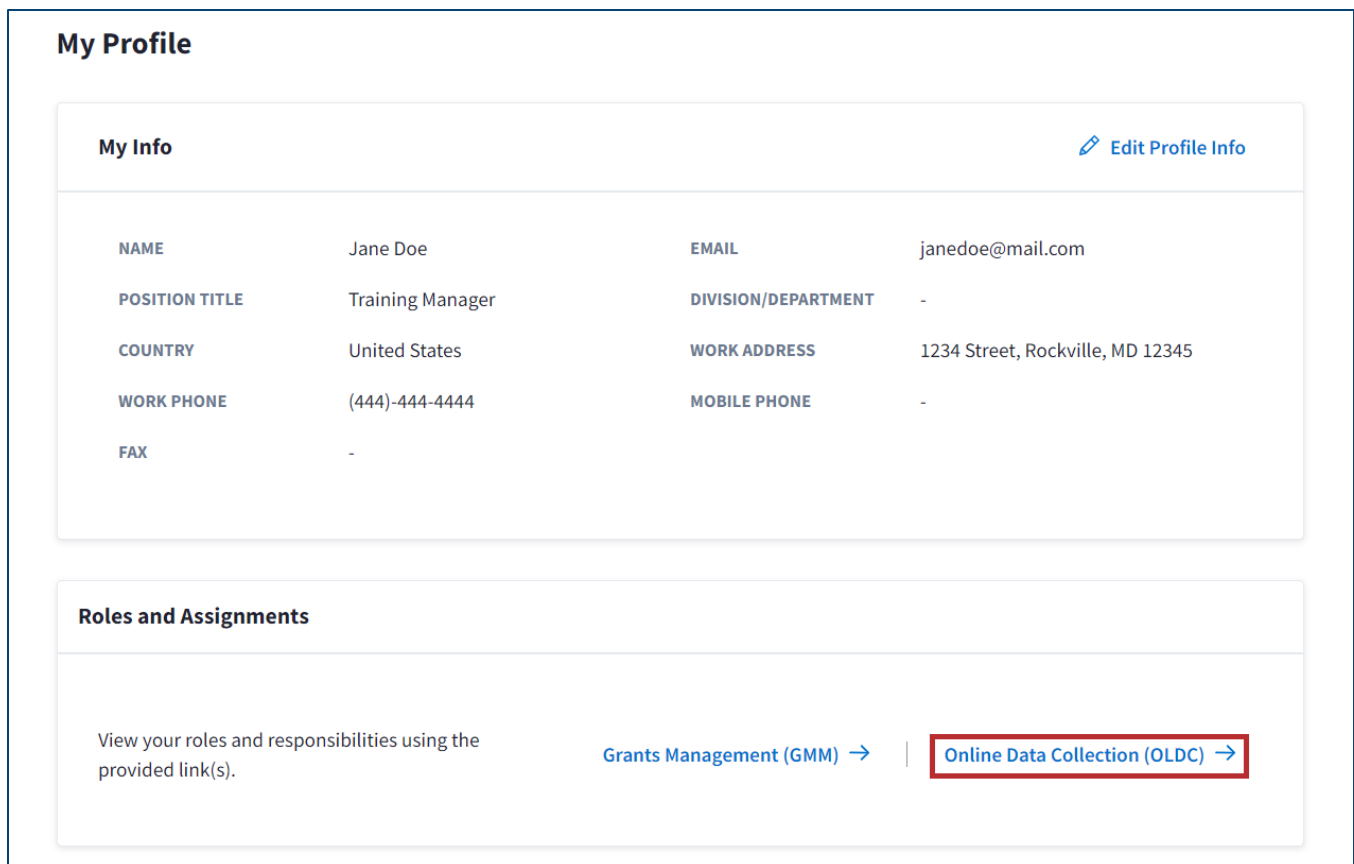
[Grants Management \(GMM\) →](#) | [Online Data Collection \(OLDC\) →](#)

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



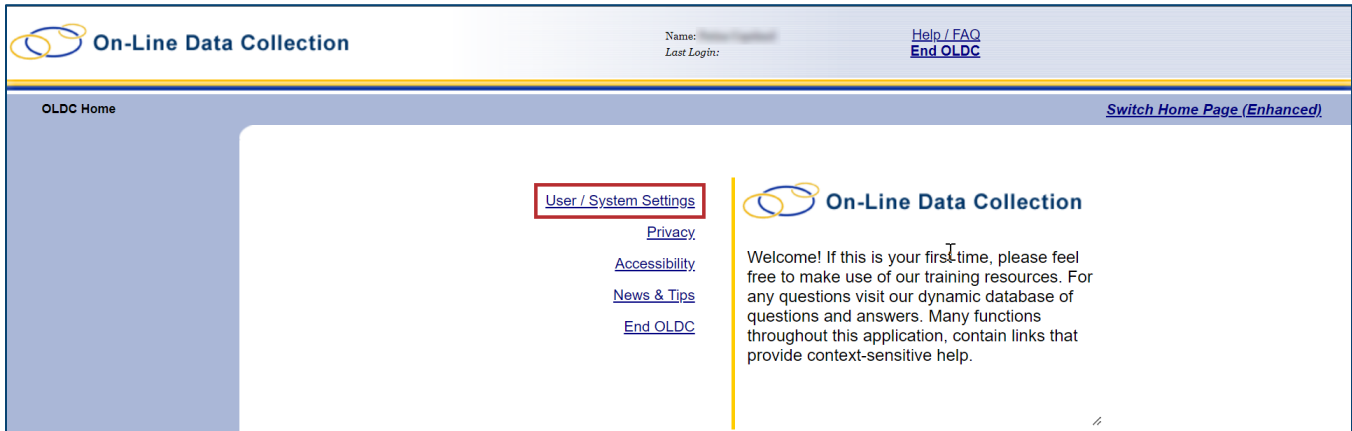
## OLDC Roles and Assignments

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





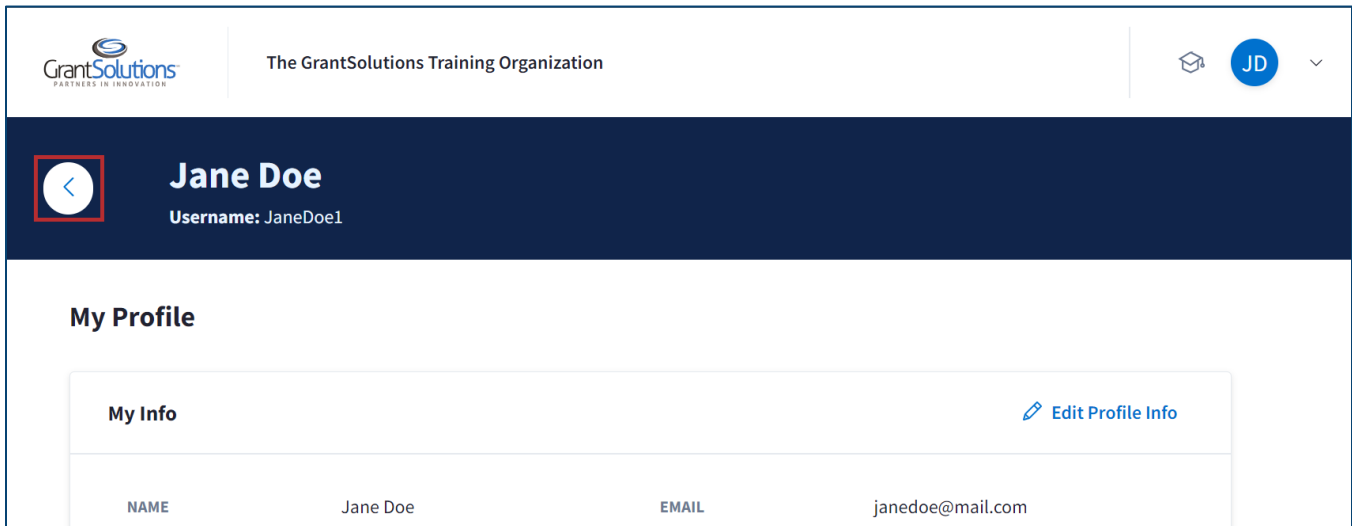
- The “OLDC Home” screen appears in another window. Click the **User/System Settings** hyperlink.



The screenshot shows the 'On-Line Data Collection' interface. At the top, there is a header with the logo and the text 'On-Line Data Collection'. Below the header, there is a navigation bar with 'OLDC Home' on the left and 'Switch Home Page (Enhanced)' on the right. The main content area is divided into two columns. The left column contains a list of links: 'User / System Settings' (highlighted with a red box), 'Privacy', 'Accessibility', 'News & Tips', and 'End OLDC'. The right column contains the '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.'

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 screenshot shows the 'My Profile' screen. At the top, there is a header with the GrantSolutions logo, the text 'The GrantSolutions Training Organization', and a user profile icon with the initials 'JD'. Below the header, there is a dark blue navigation bar with a back arrow button (highlighted with a red box) and the text 'Jane Doe' and 'Username: JaneDoe.1'. The main content area is titled 'My Profile' and contains a 'My Info' section with an 'Edit Profile Info' button. Below this, there is a table with the following data:

NAME	Jane Doe	EMAIL	janedoe@mail.com

The “Homepage” appears.




The GrantSolutions Training Organization




**Welcome Jane Doe**  
Username: JaneDoe1


# GrantSolutions Services



GMM





OLDC



Help Center  
Web Accessibility  
Privacy & Security Notice [↗](#)

Freedom of Information Act [↗](#)  
Disclaimers [↗](#)  
Provide Feedback

**Contact Us**  
 (866) 577-0771  
 [help@grantsolutions.gov](mailto:help@grantsolutions.gov)