

## Quick Sheet: Log into OLDC from GrantSolutions

**Audience:** Grant Recipients with OLDC Access Only

### 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:

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

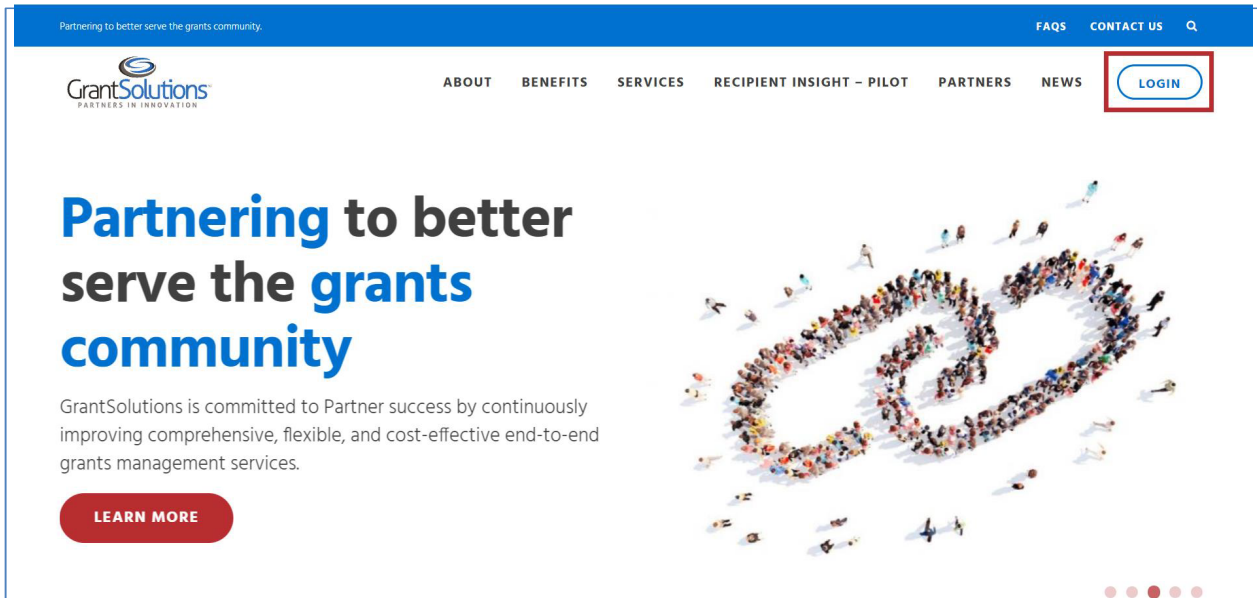


Figure 1: GrantSolutions home page with login button

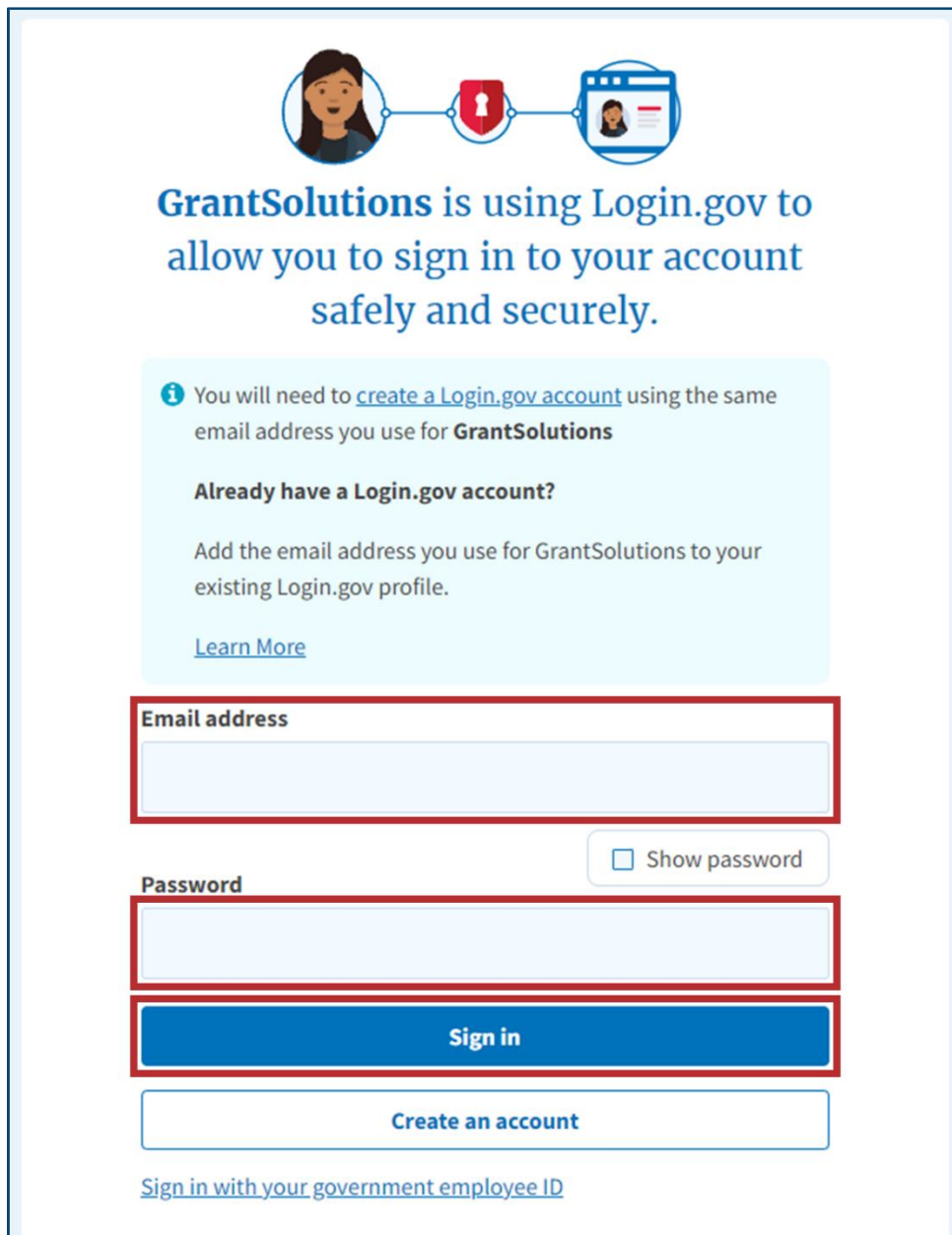
2. The “GrantSolutions.gov” login screen displays. Enter your existing OLDC username in the **Username** field and the password in the **Password** field. Click the **Login** button.




Figure 2: Login page with Login.gov button

*Tip: Save the GrantSolutions login screen as a Bookmark or Favorite in your browser.*

- 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**

☐ Show password

**Password**

**Sign in**

**Create an account**

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

Figure 3: Login.gov Sign in screen with Sign in with your government employee ID link

4. The “GrantSolutions – Portal” screen appears. From the menu bar, select **OLDC**.

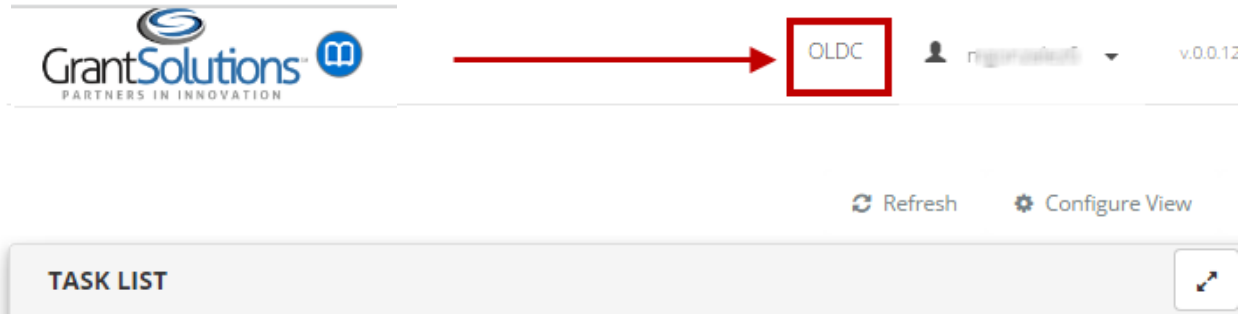


Figure 4: Portal page with OLDC link

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

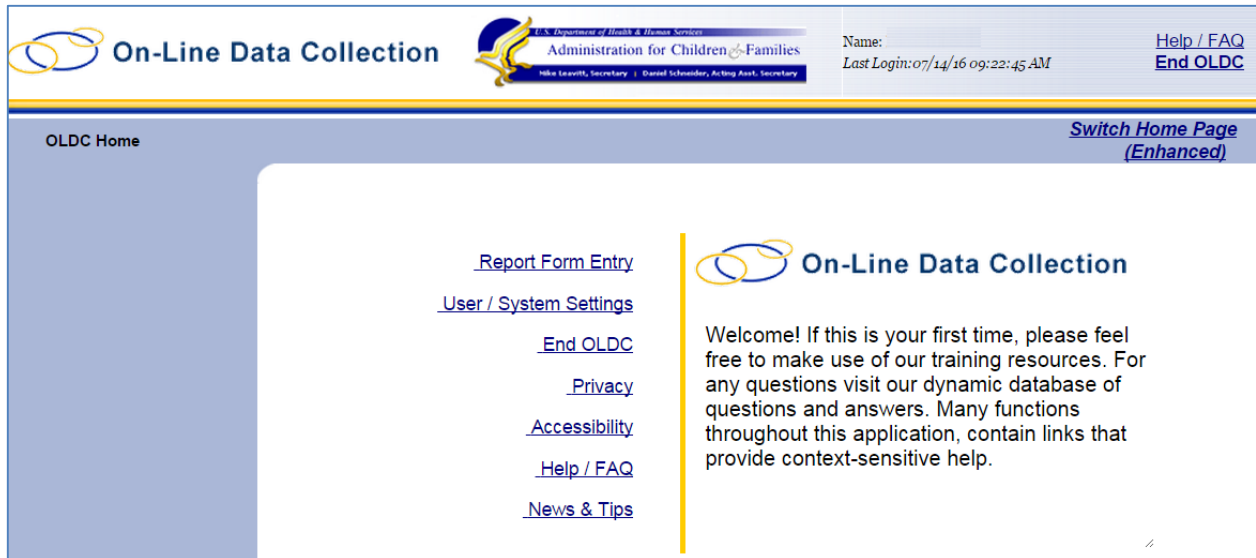


Figure 5: OLDC home page