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

Audience: Recipient
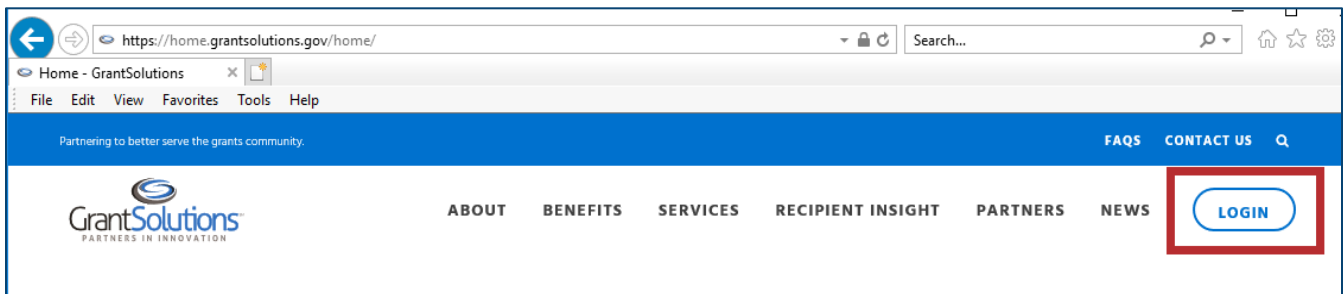
INTRODUCTION

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.
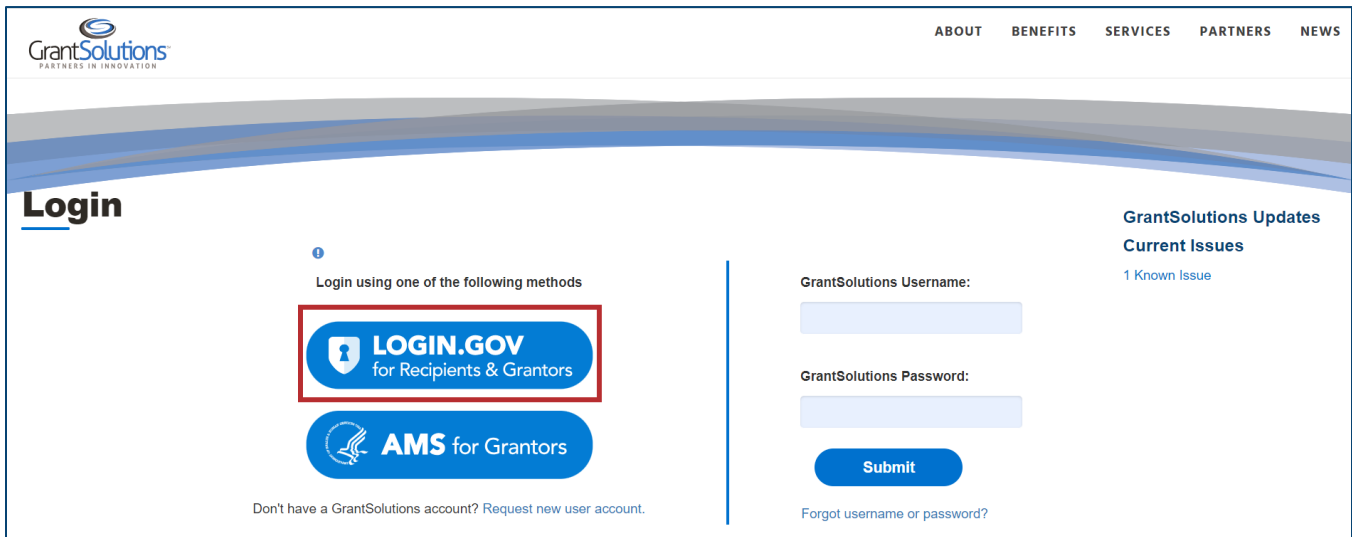
LOGIN

To access the "Homepage" in GrantSolutions, follow the steps below:

1. From a browser such as Google Chrome, navigate to www.grantsolutions.gov 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.
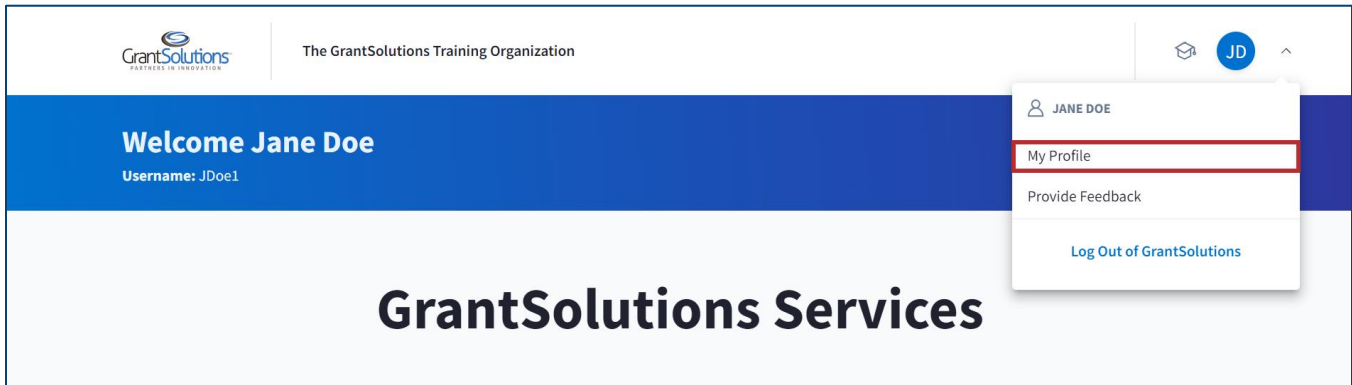
MY PROFILE SCREEN

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.

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

My Profile

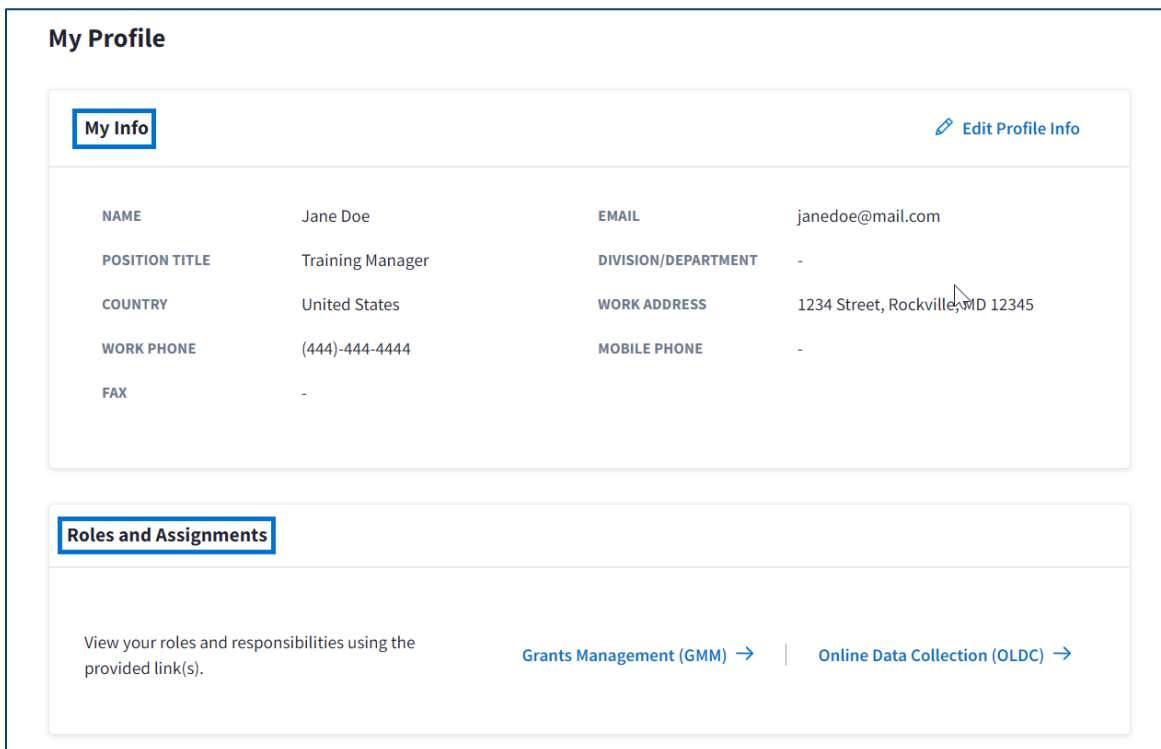| My Info			✎ Edit Profile Info
NAME	Jane Doe	EMAIL	janedoe@mail.com
POSITION TITLE	Training Manager	DIVISION/DEPARTMENT	-
COUNTRY	United States	WORK ADDRESS	1234 St, Baltimore, MD 12345
WORK PHONE	(888)-888-8888	MOBILE PHONE	-
FAX	-		

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.
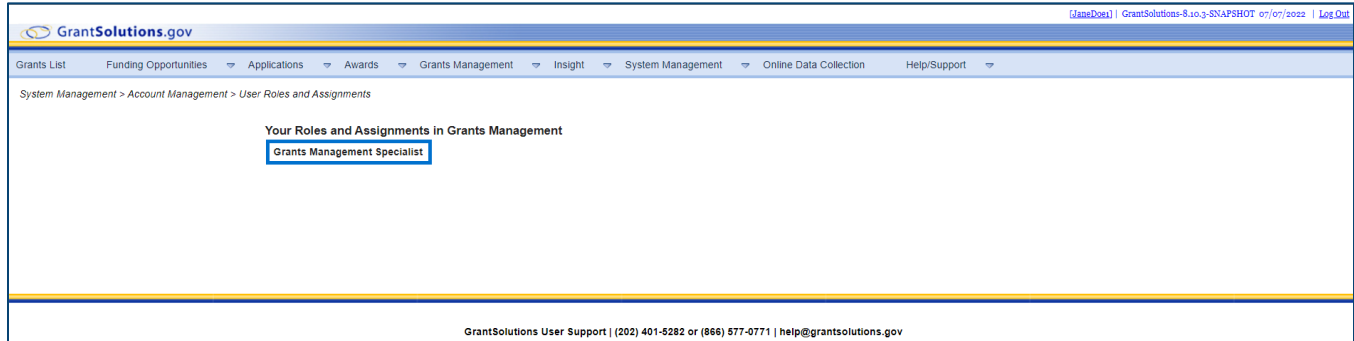
My Profile

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.
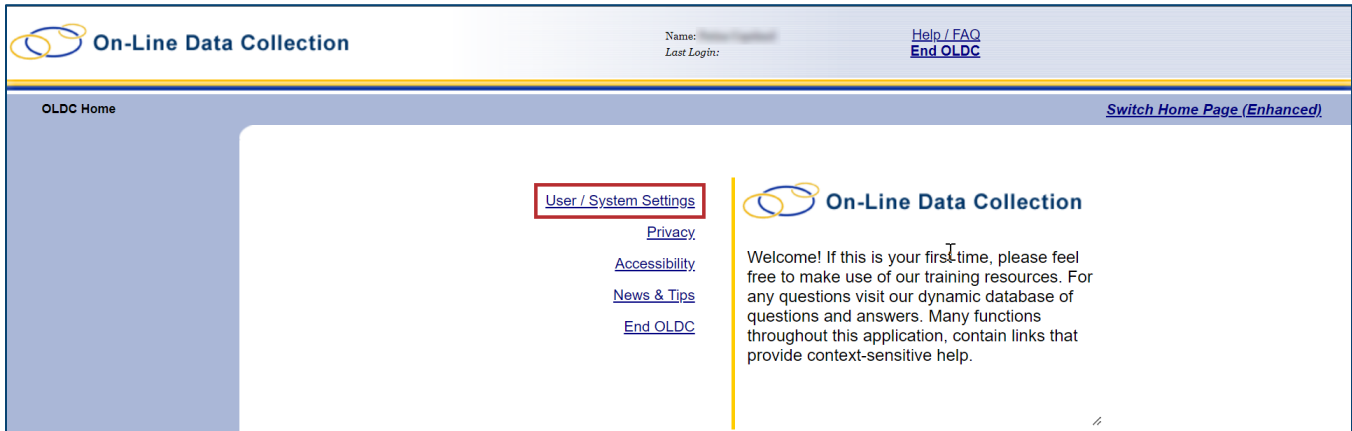

OLDC Roles and Assignments

1. From the "My Profile" screen, click the **Online Data Collection (OLDC)** button in the Roles and Assignments section.
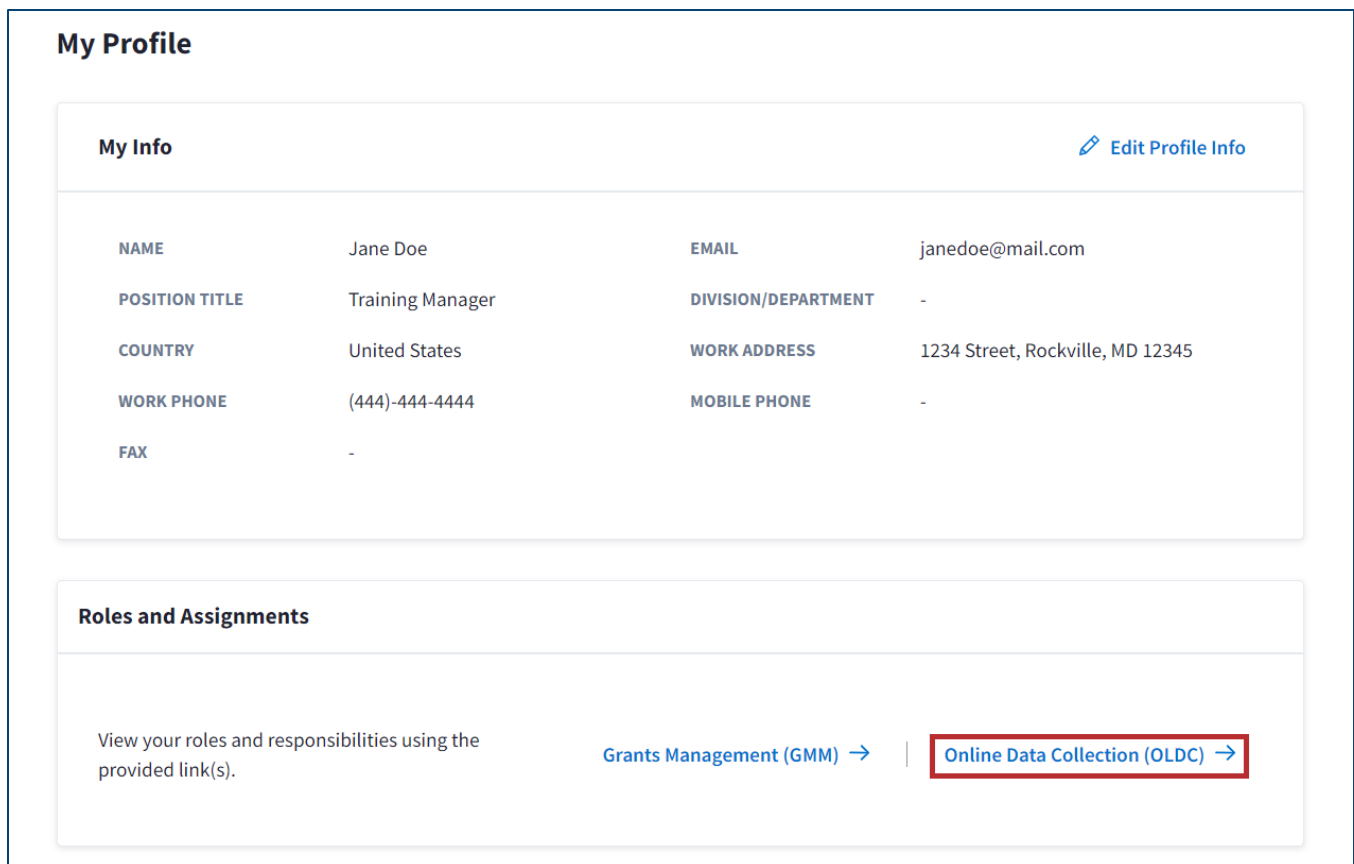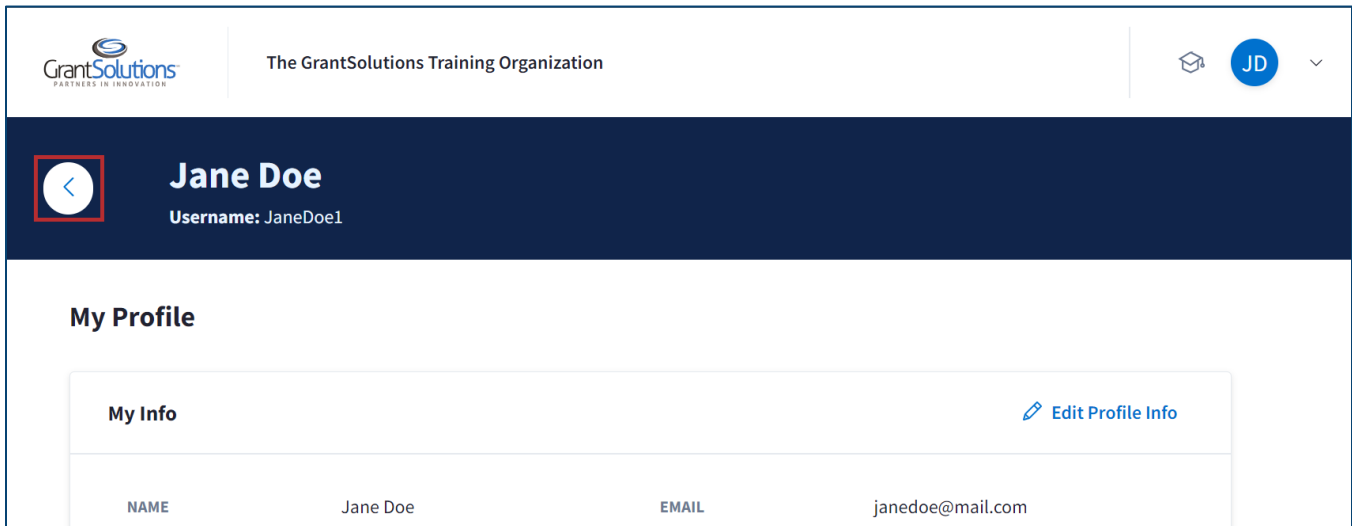
2. The "OLDC Home" screen appears in another window. Click the **User/System Settings** hyperlink.

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

3. To return to the "Home" page, click the **back arrow** button.

The "Homepage" appears.

The GrantSolutions Training Organization

Welcome Jane Doe
Username: JaneDoe1

GrantSolutions Services

GMM

OLDC

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Contact Us

(866) 577-0771

help@grantsolutions.gov