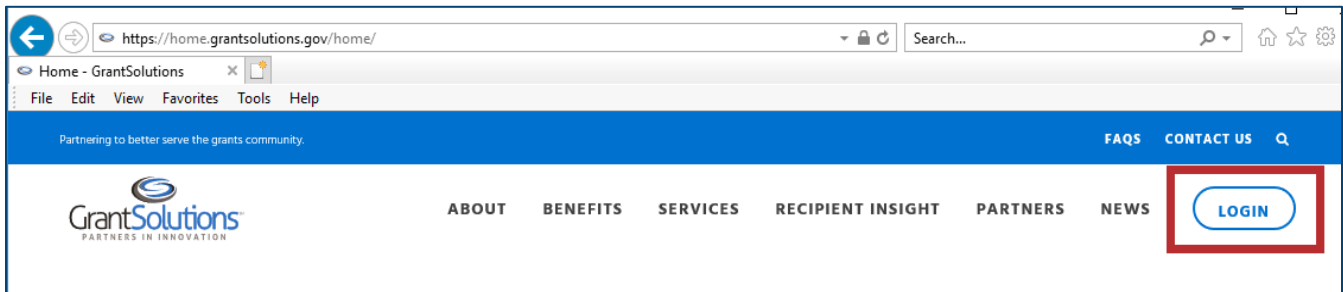# Quick Sheet: New Home Page My Profile and Roles & Assignments
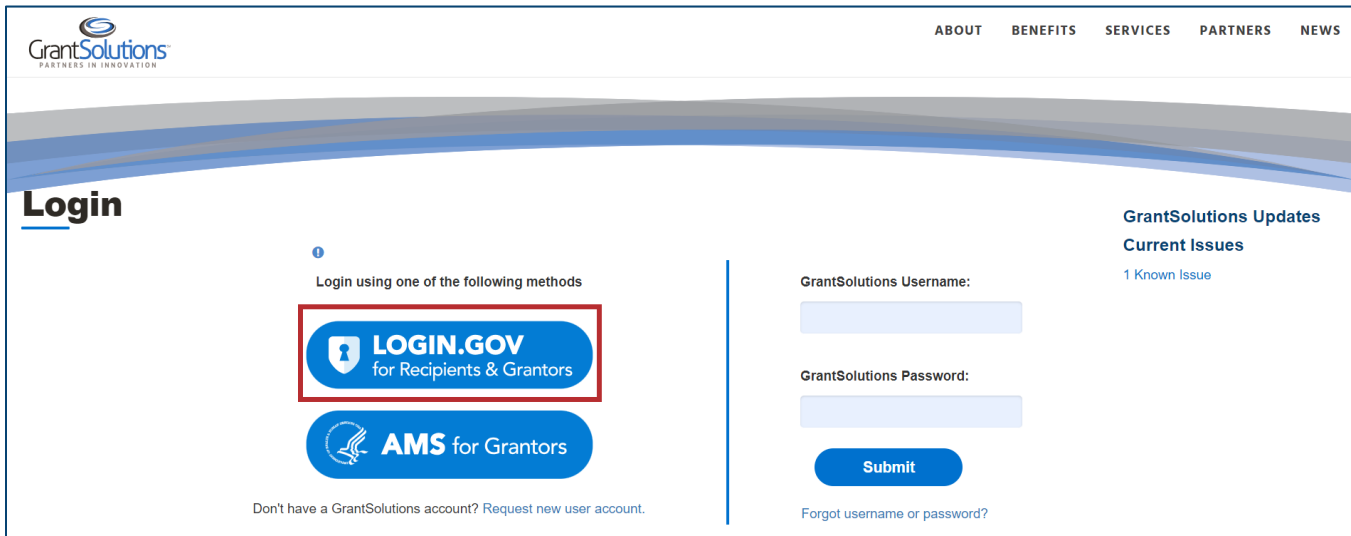
Audience: Recipient

LOGIN

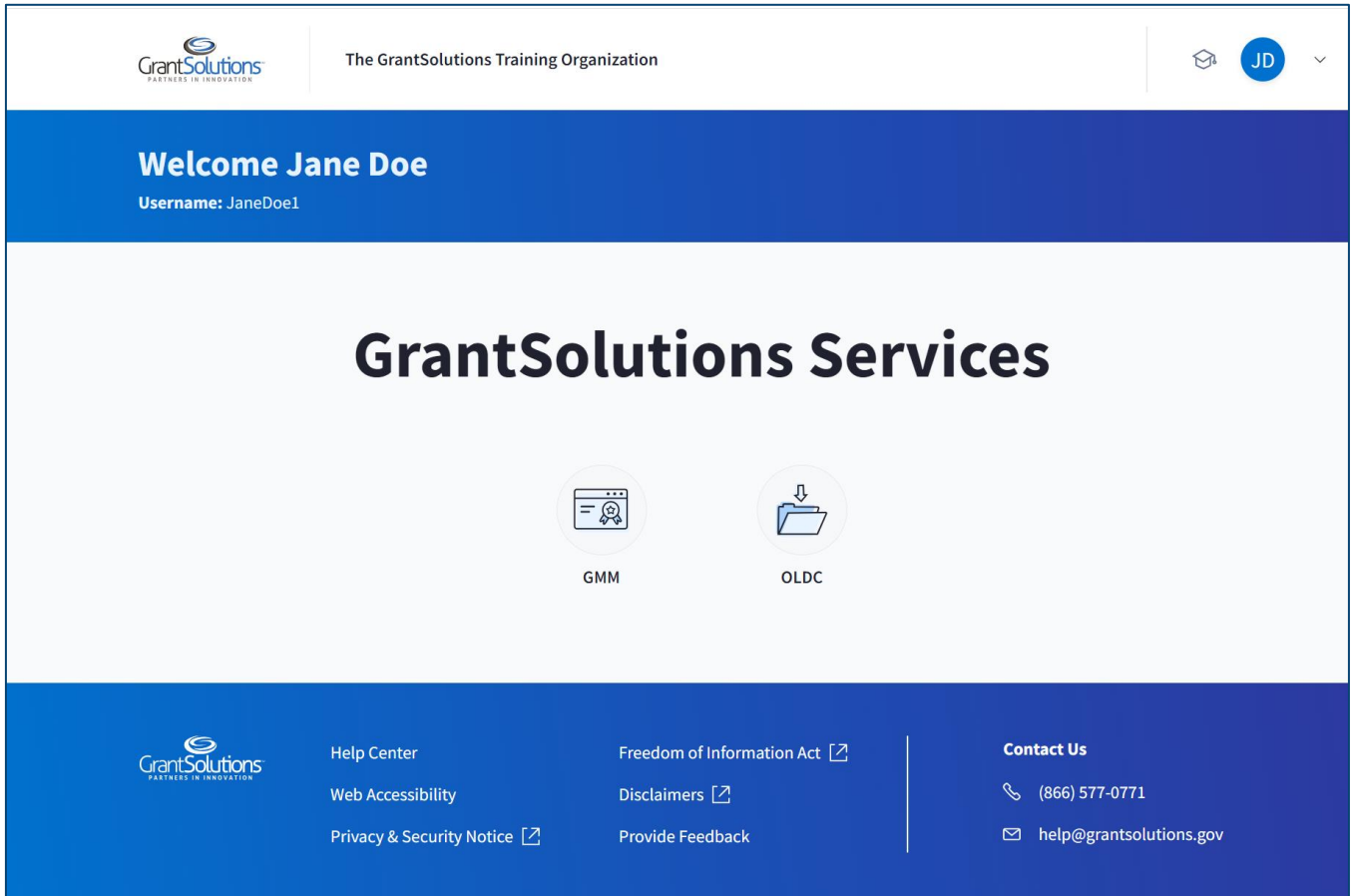To access the "Home" page, perform the following steps:

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 **Log.gov for Recipients** button and log in using your Login.gov account.

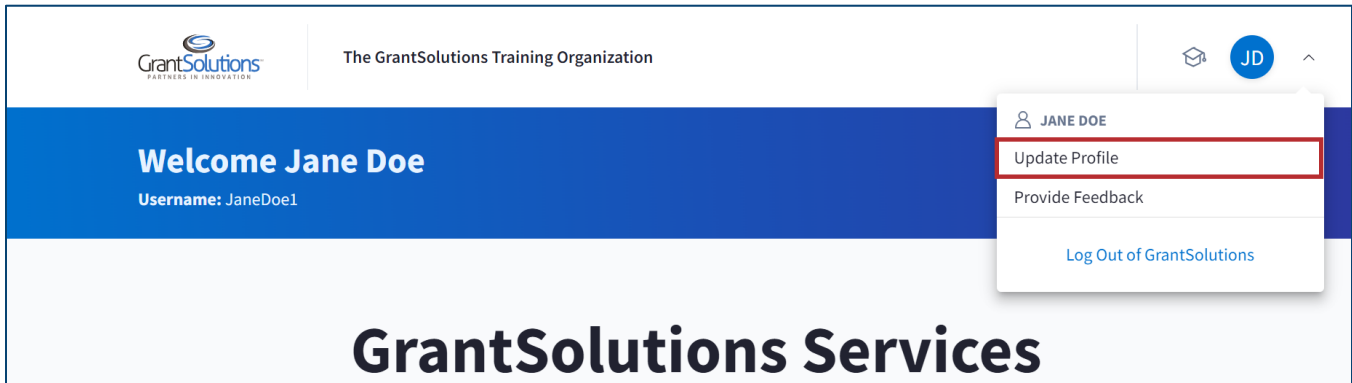3. For recipients who do not automatically see the Grants List screen when they log in, the "home" page appears.
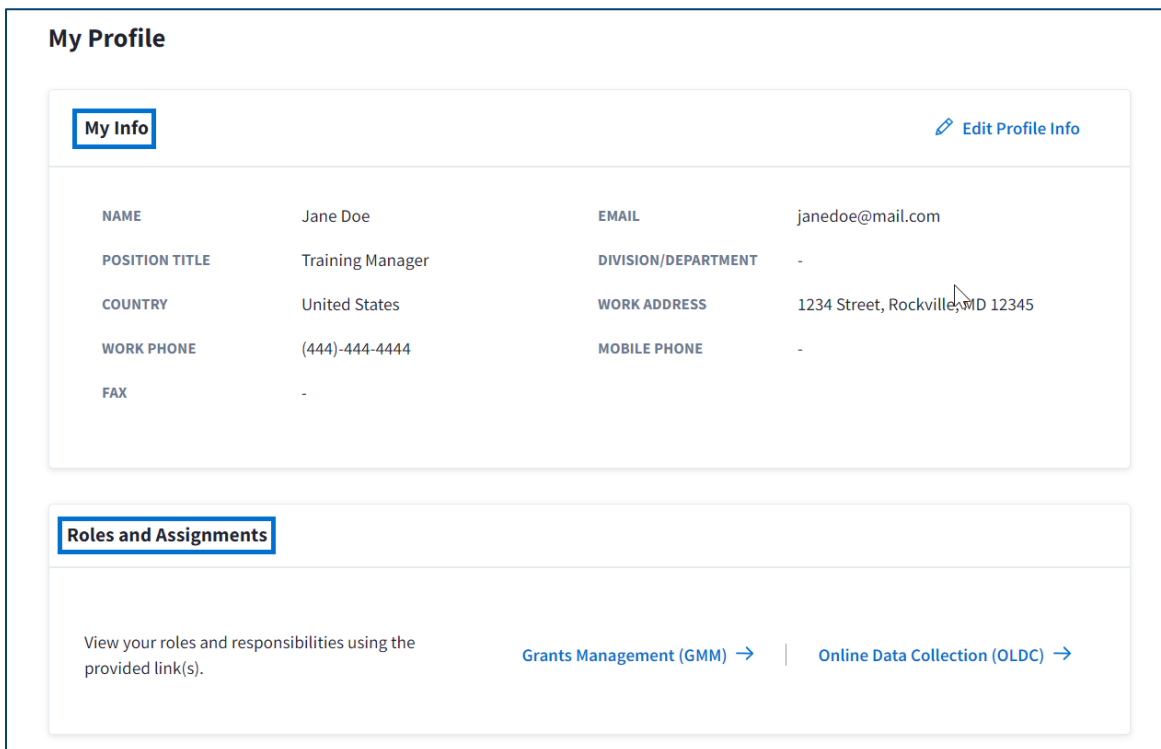
MY PROFILE SCREEN

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

1. Click the *Avatar* drop-down from the Global Navigation bar and select the **Update 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.

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

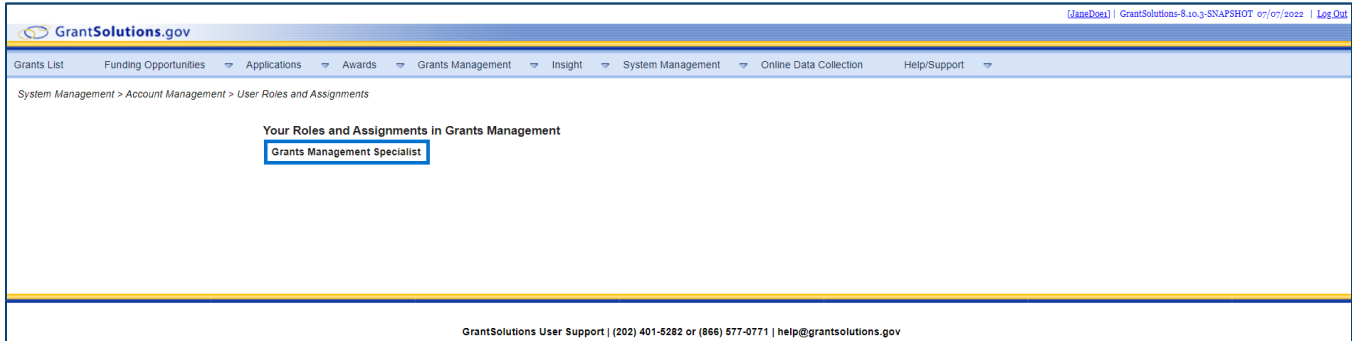**My Info**   ✎ Edit Profile Info

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

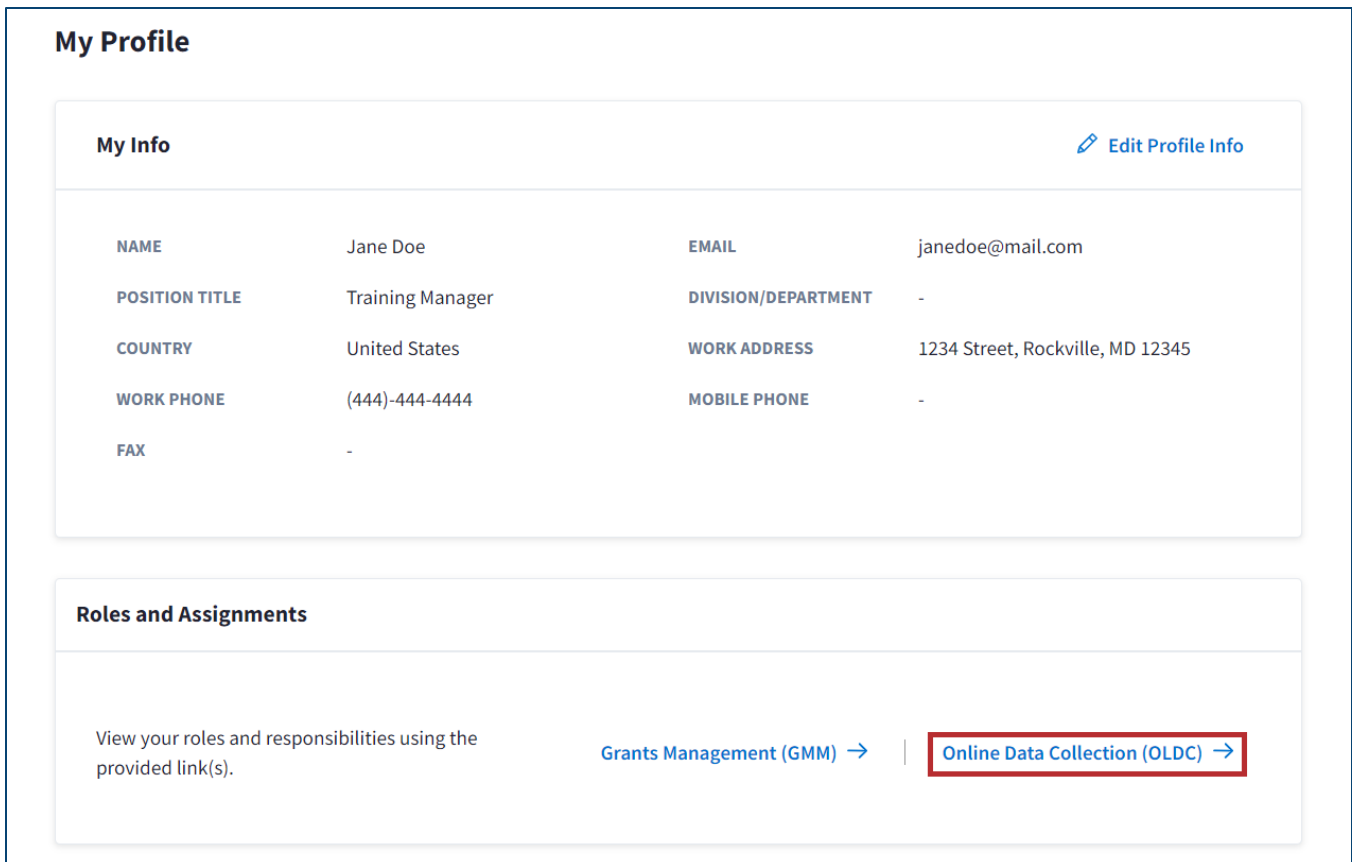View your roles and responsibilities using the provided link(s).   **Grants Management (GMM) →** | **Online Data Collection (OLDC) →**

The "Your Roles and Assignments in GrantSolutions" screen appears in another window. All roles associated with a user's account appear here.
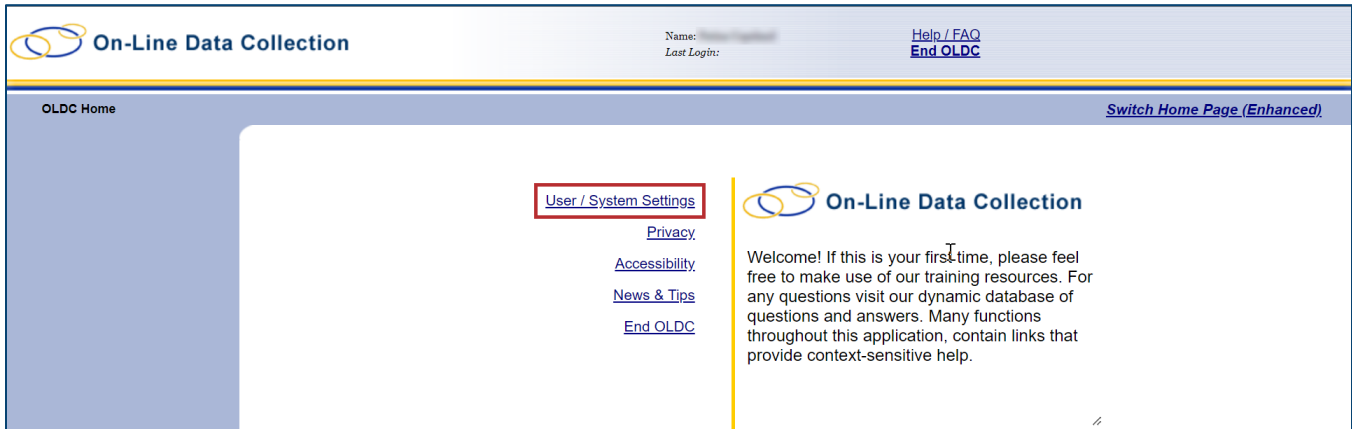
GrantSolutions.gov

| Grants List | Funding Opportunities ▽ | Applications ▽ | Awards ▽ | Grants Management ▽ | Insight ▽ | System Management ▽ | Online Data Collection | Help/Support ▽ |

System Management > Account Management > User Roles and Assignments

Your Roles and Assignments in Grants Management

Grants Management Specialist

GrantSolutions User Support | (202) 401-5282 or (866) 577-0771 | help@grantsolutions.gov

OLDC Roles and Assignments

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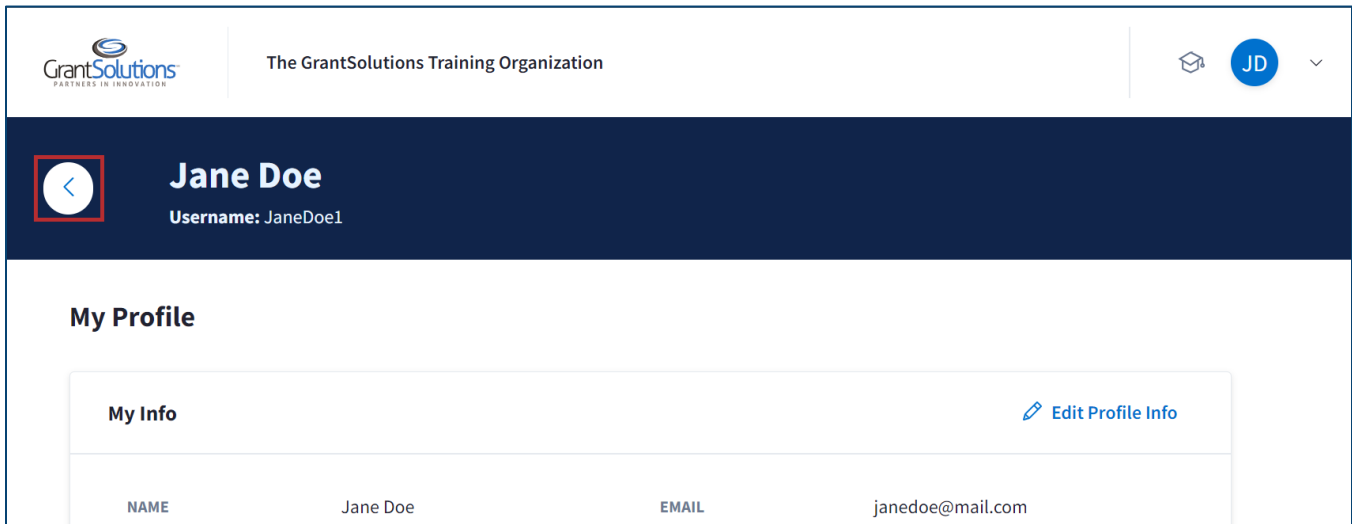
My Profile

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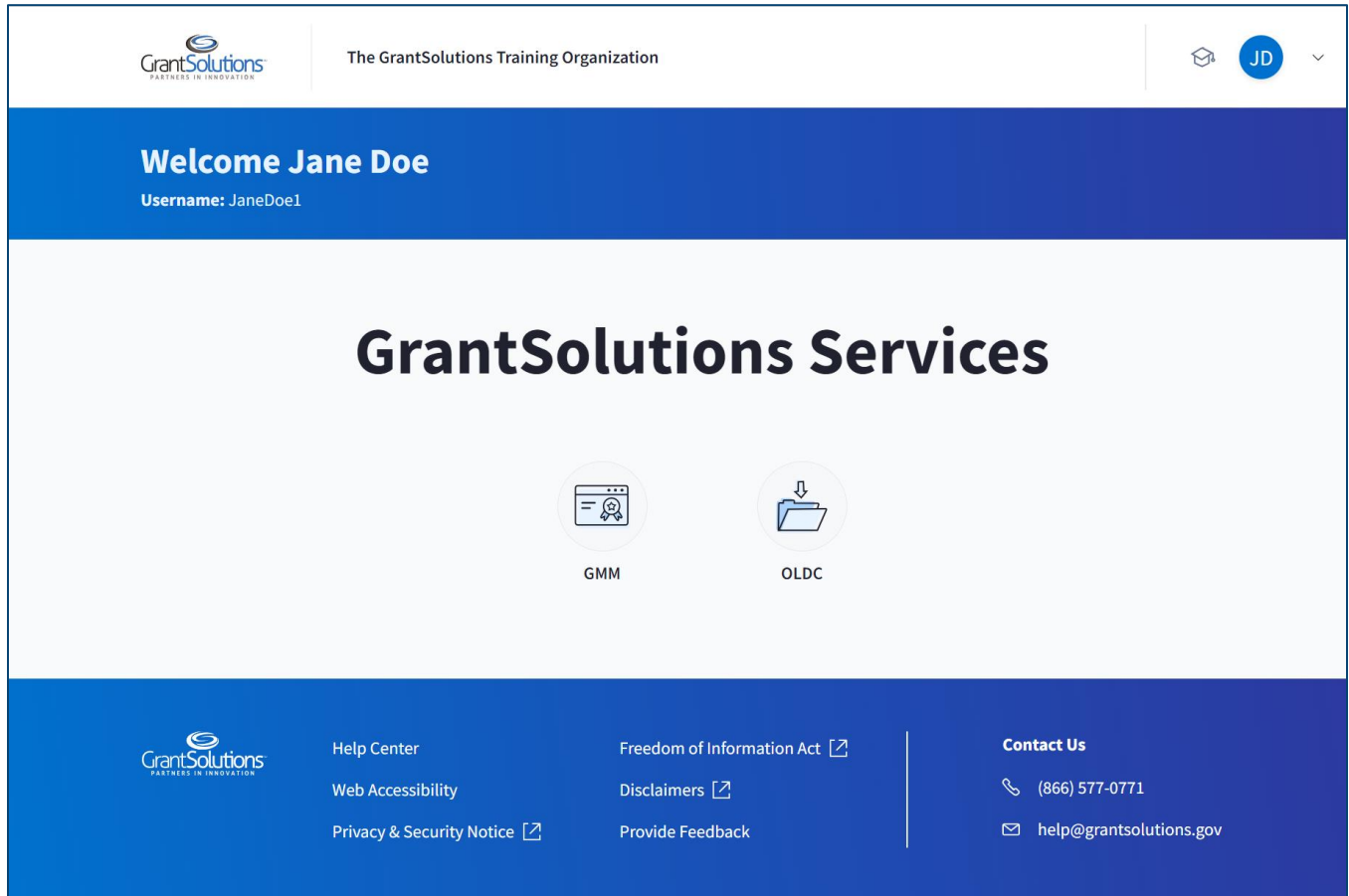
3. To return to the "Home" page, click the **back arrow** button.

![GrantSolutions - PARTNERS IN INNOVATION]

The "Home" page appears.