

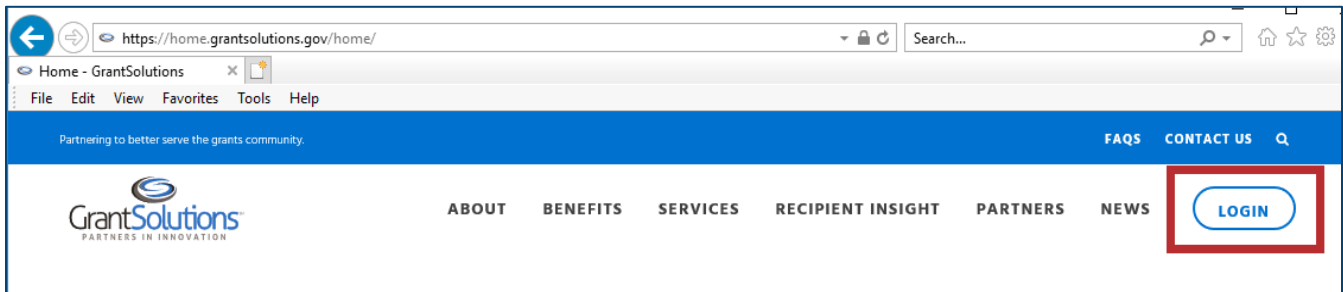
Quick Sheet: New Home Page My Profile and Roles & Assignments

Audience: Recipient

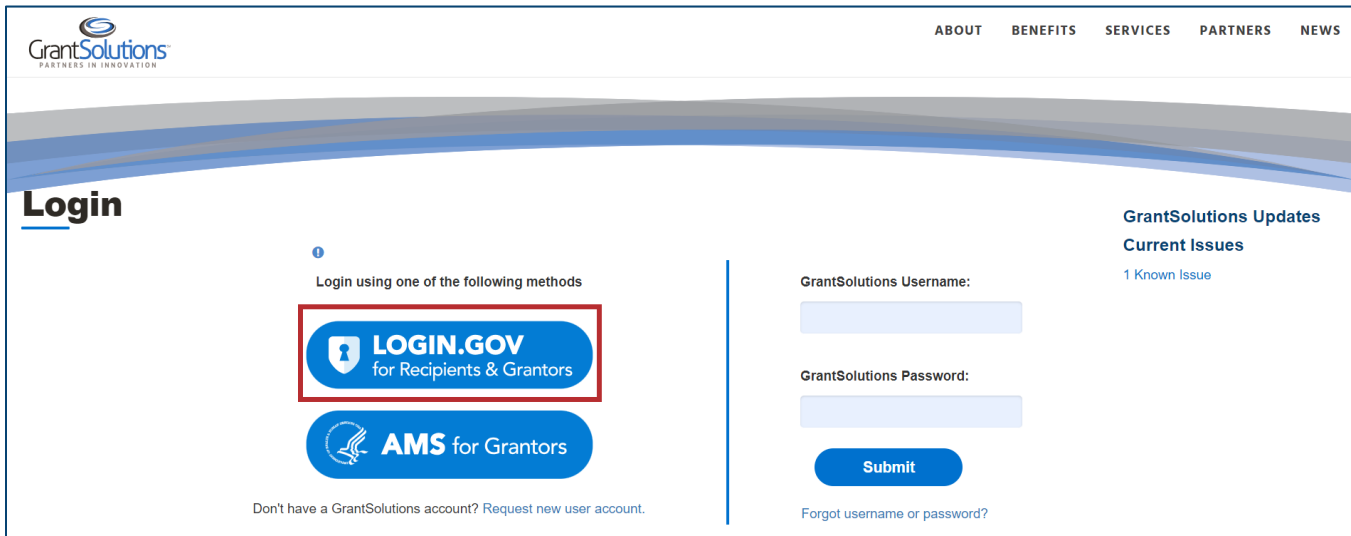
LOGIN

To access the “Home” page, perform the following steps:

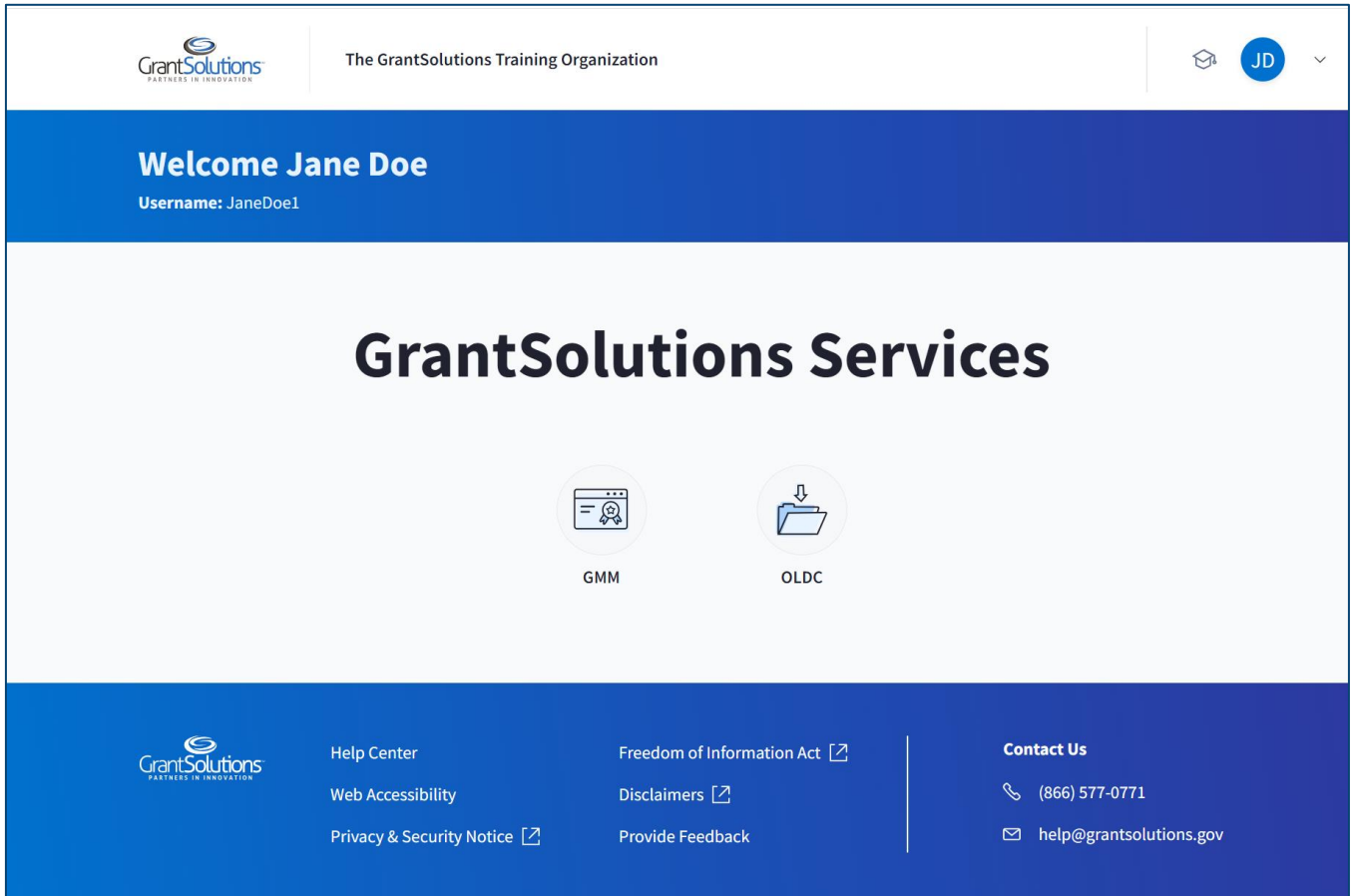
1. From a browser such as Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.



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.

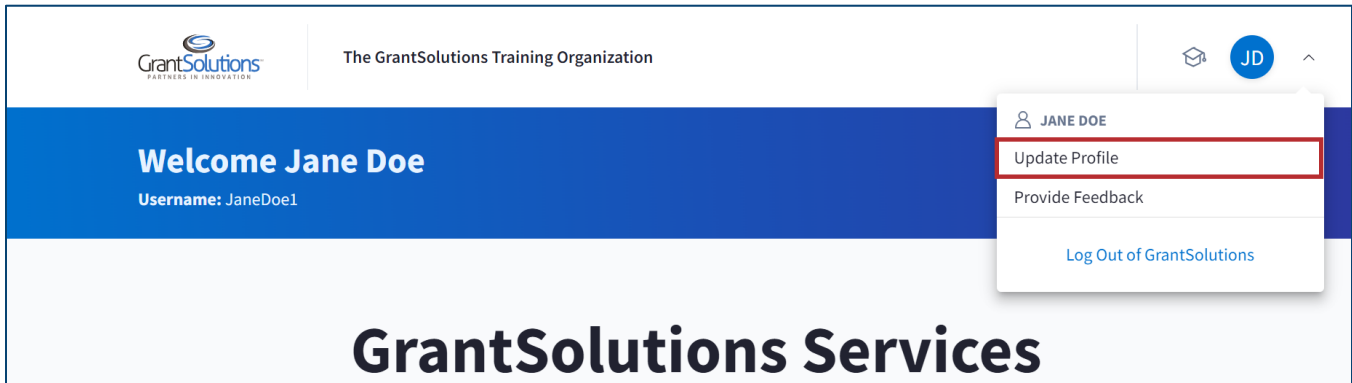


The screenshot shows the GrantSolutions home page for a user named Jane Doe. The page features a blue header with the GrantSolutions logo and the text "The GrantSolutions Training Organization". A user profile icon with the initials "JD" is visible in the top right corner. Below the header, a blue banner displays "Welcome Jane Doe" and "Username: JaneDoe1". The main content area is white and features the heading "GrantSolutions Services" in large, bold, black text. Below this heading are two circular icons: one for "GMM" (Grant Management Module) and one for "OLDC" (Online Learning and Development Center). The footer is a dark blue bar containing the GrantSolutions logo, a list of links (Help Center, Web Accessibility, Privacy & Security Notice, Freedom of Information Act, Disclaimers, Provide Feedback), and a "Contact Us" section with a phone number (866) 577-0771 and an email address (help@grantsolutions.gov).

MY PROFILE SCREEN

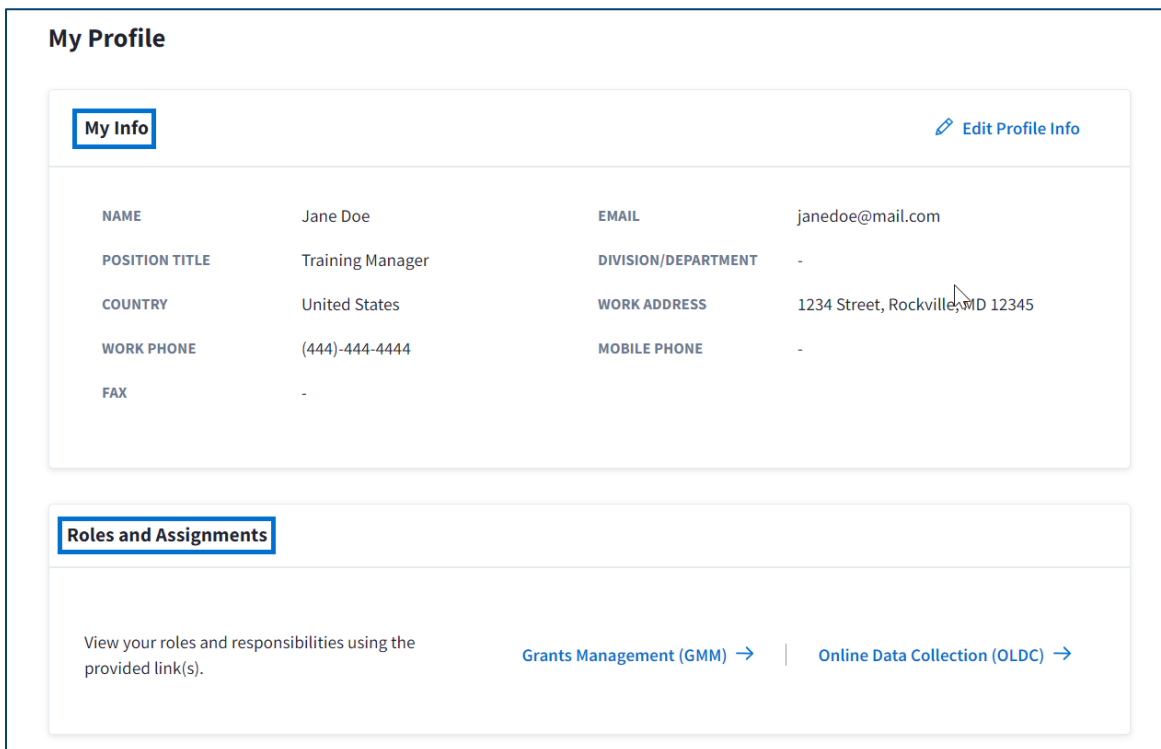
To access the “My Profile” screen, edit profile information, as well as access system roles and assignments, follow the steps below:

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



The screenshot shows the top navigation bar of the GrantSolutions system. On the left, there is the GrantSolutions logo and the text "The GrantSolutions Training Organization". On the right, there is a user profile icon with the initials "JD". A dropdown menu is open, showing the following options: "JANE DOE", "Update Profile" (highlighted with a red border), "Provide Feedback", and "Log Out of GrantSolutions". Below the navigation bar, a blue banner displays "Welcome Jane Doe" and "Username: JaneDoe1". The main heading "GrantSolutions Services" is centered below the banner.

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



The screenshot shows the "My Profile" screen. The "My Info" section is highlighted with a blue border. It contains a table of user information and an "Edit Profile Info" link. The "Roles and Assignments" section is also highlighted with a blue border. It contains a message and two links: "Grants Management (GMM) →" and "Online Data Collection (OLDC) →".

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	-		

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	Dr.
First Name	Jane
Last Name	Doe
Email	janedoe@mail.com

Position Title (required)	Training Manager
Division/Department (optional)	Start Typing... 250
Country (required)	UNITED STATES ▼
Street Address (required)	1234 Street
City (required)	Rockville
State (required)	MD ▼
County (optional)	Montgomery
Zip Code (required)	12345-1111

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

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

Work Phone (required)	<input type="text" value="(888)-888-8888"/>
Fax (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](#)

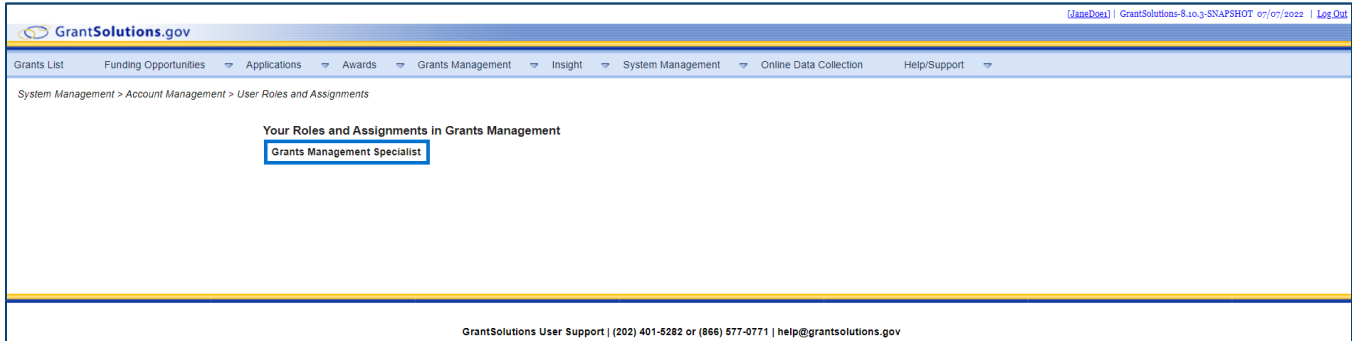
NAME	Jane Doe	EMAIL	janedoe@mail.com
POSITION TITLE	Training Manager	DIVISION/DEPARTMENT	-
COUNTRY	United States	WORK ADDRESS	1234 Street, Rockville, MD 12345
WORK PHONE	(444)-444-4444	MOBILE PHONE	-
FAX	-		

Roles and Assignments

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

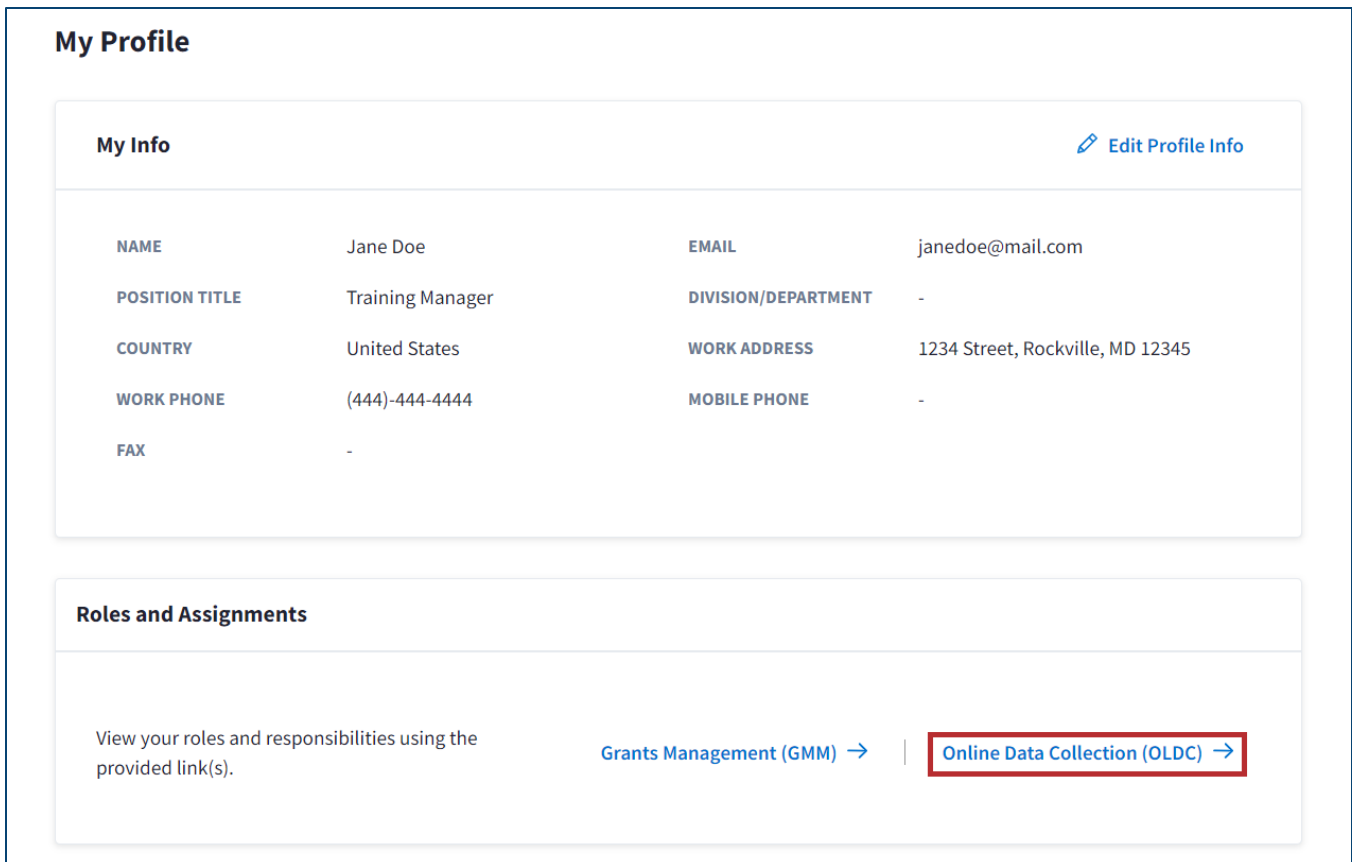
[Grants Management \(GMM\) →](#) | [Online Data Collection \(OLDC\) →](#)

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

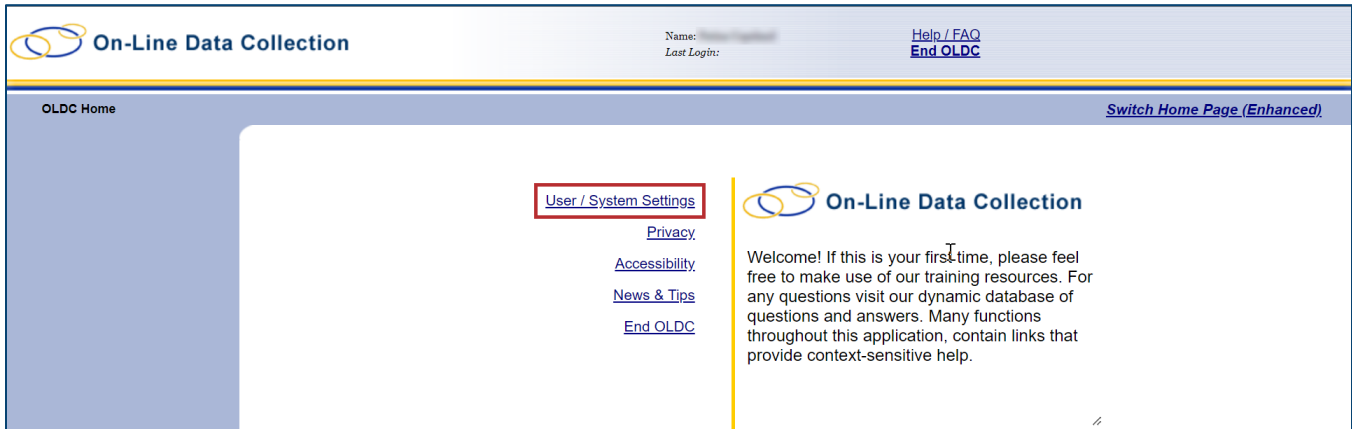


OLDC Roles and Assignments

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



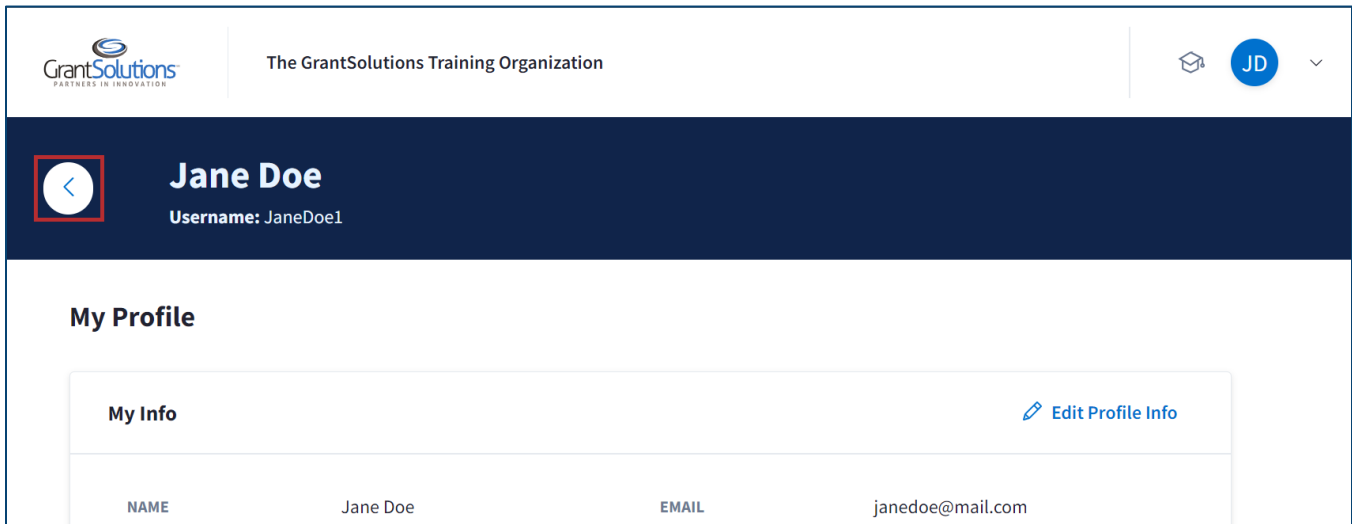
2. The “OLDC Home” screen appears in another window. Click the **User/System Settings** hyperlink.



The screenshot shows the "On-Line Data Collection" interface. At the top, there is a header with the logo on the left, user information (Name: [redacted], Last Login: [redacted]) in the center, and links for "Help / FAQ" and "End OLDC" on the right. Below the header, the main content area is titled "OLDC Home" and includes a "Switch Home Page (Enhanced)" link. A central menu lists several options: "User / System Settings" (highlighted with a red box), "Privacy", "Accessibility", "News & Tips", and "End OLDC". To the right of the menu is 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.

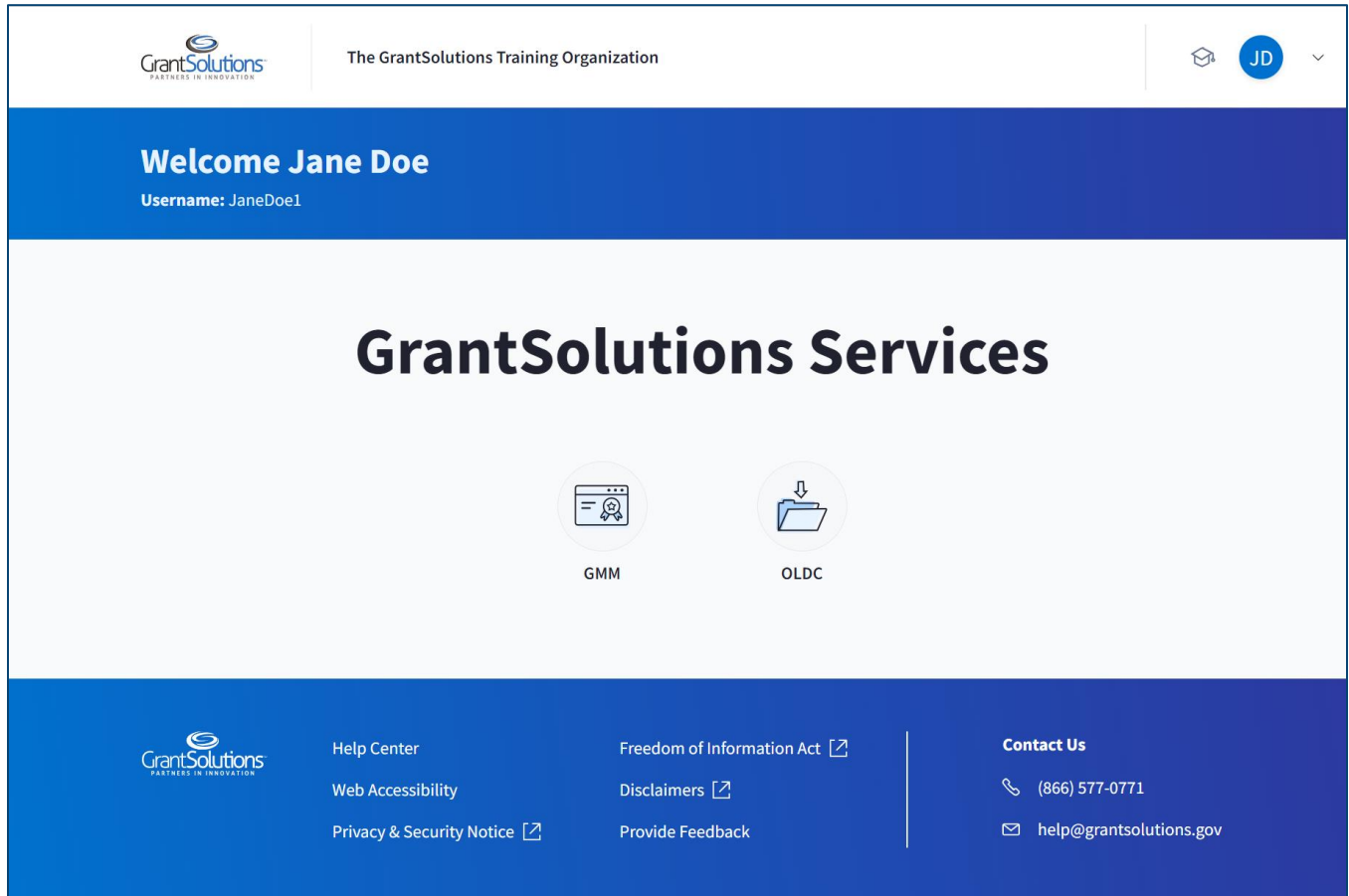
3. To return to the “Home” page, click the **back arrow** button.



The screenshot displays the "My Profile" page for Jane Doe. The top navigation bar includes the GrantSolutions logo, the organization name "The GrantSolutions Training Organization", and a user profile icon with the initials "JD". Below this, a dark blue header features a back arrow button (highlighted with a red box), the user's name "Jane Doe", and the username "Username: JaneDoe.1". The main content area is titled "My Profile" and contains a "My Info" section with an "Edit Profile Info" link. A table below shows the user's details:

NAME	Jane Doe	EMAIL	janedoe@mail.com
NAME	Jane Doe	EMAIL	janedoe@mail.com

The “Home” page appears.



The screenshot shows the GrantSolutions Home Page. At the top left is the GrantSolutions logo. To its right is the text "The GrantSolutions Training Organization". On the top right, there is a graduation cap icon, a blue circular profile picture with the initials "JD", and a dropdown arrow. Below this is a blue banner with the text "Welcome Jane Doe" and "Username: JaneDoe1". The main content area has a large heading "GrantSolutions Services" and two service icons: "GMM" (Grant Management Module) and "OLDC" (Online Learning Delivery Center). The footer is a dark blue bar containing the GrantSolutions logo, a list of links (Help Center, Web Accessibility, Privacy & Security Notice, Freedom of Information Act, Disclaimers, Provide Feedback), and a "Contact Us" section with a phone number and email address.

GrantSolutions™
PARTNERS IN INNOVATION

The GrantSolutions Training Organization

JD

Welcome Jane Doe
Username: JaneDoe1

GrantSolutions Services

GMM OLDC

GrantSolutions™
PARTNERS IN INNOVATION

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

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

Contact Us
☎ (866) 577-0771
✉ help@grantsolutions.gov