

Instructions For Accessing GPMS Production



Login.gov accounts are required for accessing the Grantee Performance Management System (GPMS). All login.gov accounts created for accessing the Grantee Performance Management System (GPMS), must be done using <https://cmp.dol.gov/suite?signin=login-gov>. Using any other URL for account creation may not allow the user to access GPMS without the SCSEP Help team's intervention.

When a login.gov account is created note the email address used and send it to SCSEP Help at: <https://scsephelp.zendesk.com> by responding to the ticket used for the initial new user request.

HINT: Copy the email address for the account created and paste it in the Zendesk ticket.

FIRST TIME USERS

1. Launch <https://cmp.dol.gov/suite?signin=login-gov>



DOL Case Management Platform
is using Login.gov to allow you to
sign in to your account safely and
securely.

Email address

Password

☐ Show password

Sign in

Create an account

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

[Back to DOL Case Management Platform](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#) 

[Privacy Act Statement](#) 

2. Click Create an account
3. Enter the email address to be used for your login.gov account
4. 🟡 Copy / note the email address, this will be used for accessing GPMS
5. Select the radio button for **English**
6. Click the box for the **Rules of Use** after you have read the document
7. Click **Submit**



Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

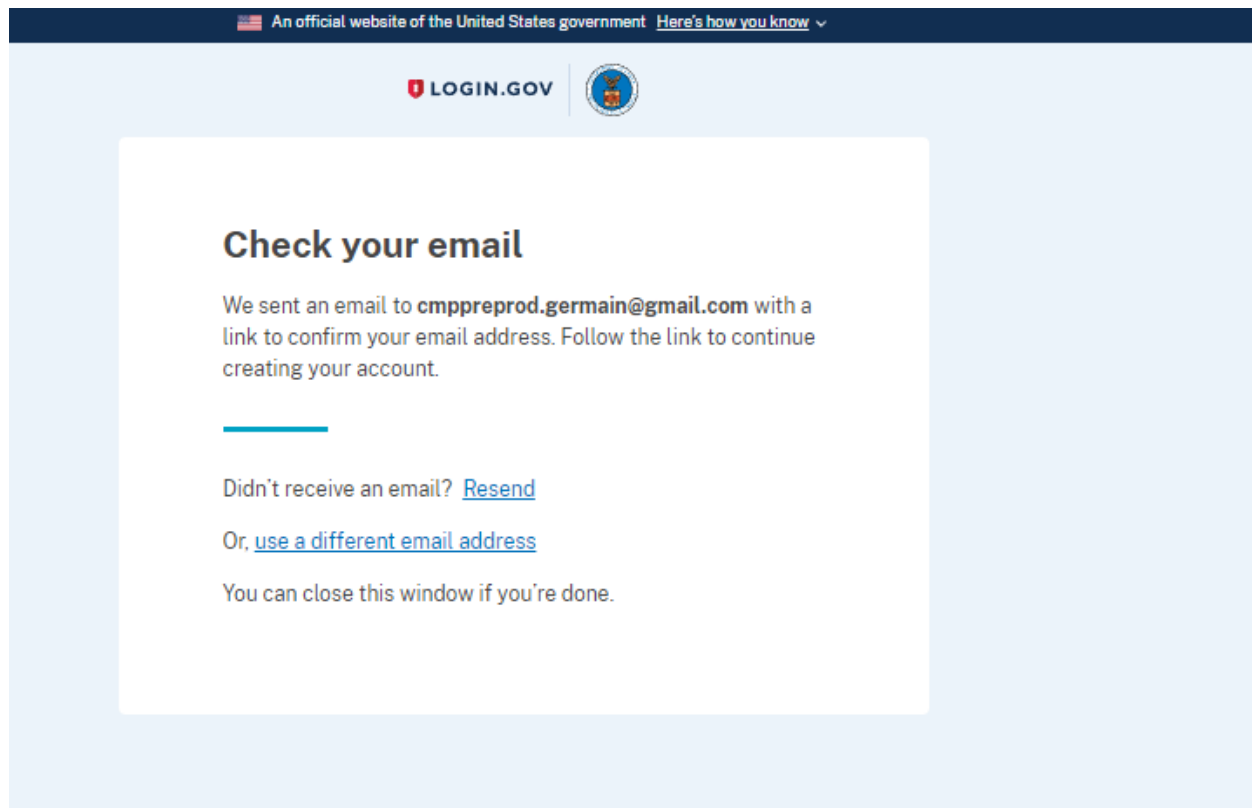
☐ I read and accept the Login.gov [Rules of Use](#) 

Submit

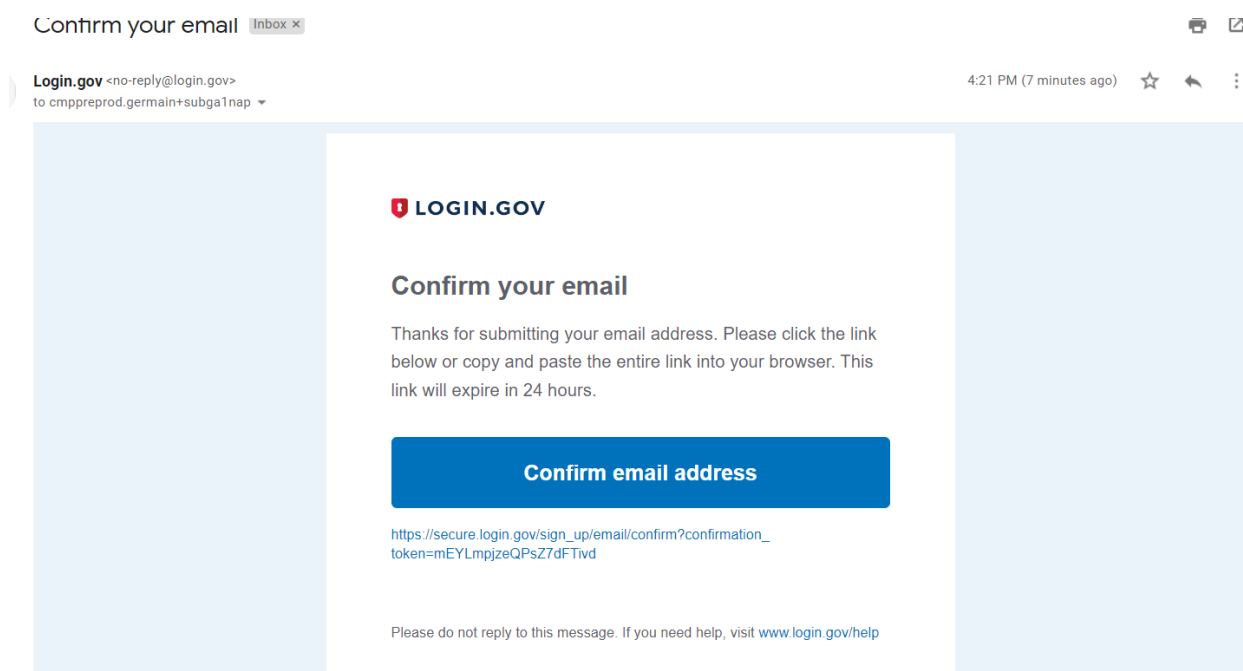
[Cancel](#)

[Security Practices and Privacy Act Statement](#) 

[Privacy Act Statement](#) 



8. Follow the steps in the email received to confirm your email



9. Click **Confirm email address**

secure.login.gov/sign_up/enter_password?confirmation_token=mEYLmpjzeQPzZ7dFTivd8&request_id=

✓ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password ☐ Show password

Password strength: ...

Continue

[Password safety tips](#) +

[Cancel account creation](#)

Create a strong password page

10. Create a strong password

11. Click **Continue**



Authentication method setup

Add another layer of security by using one of the multi-factor authentication options below.

- ☐  **Face or touch unlock**
Use your device to verify your identity. We do not store your fingerprints or images. Recommended since it prevents phishing.

- ☐  **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.

- ☐  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

- ☐  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

- ☐  **Text or voice message**
Receive a secure code by (SMS) text or phone call.

- ☐  **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

12. Choose an Authentication Method (**Text or voice message** is commonly chosen and recommended)
13. Click **Continue**



Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in**.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

Example: (201) 555-0123

How should we send you a code?

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

☒ Text message (SMS)

☐ Phone call

[Mobile terms of service](#)

Send code

Send Code

14. Enter phone number to be used for text or call

15. Click **Send code**

secure.login.gov/login/two_factor/sms/otp_make_default_number=&reauthn=false

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

Enter your security code

We sent a security code to +1 908-229-1590. This code will expire in 10 minutes.

One-time code

☒ Remember this browser

Submit

[Get another code](#)

Entered the wrong phone number?

[Use another phone number](#)

16. Enter Security code received

17. Click **Submit**



✓ A phone was added to your account.



You've created an account with Login.gov

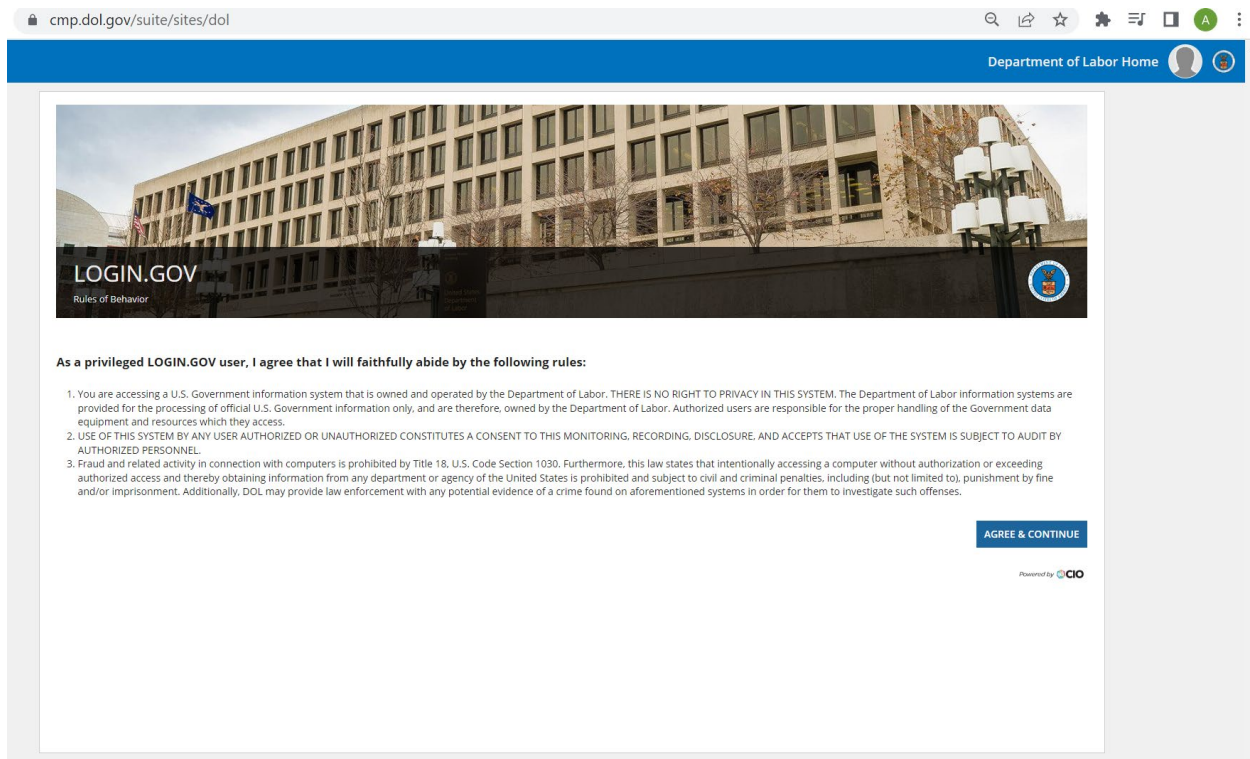
We'll share this information with **DOL Case Management Platform**:

✓ Email address
scsep.einstein@gmail.com

DOL Case Management Platform will only use this information to connect to your account.

Agree and continue

18. Confirm email address
19. Click **Agree and Continue**



Department of Labor Home page

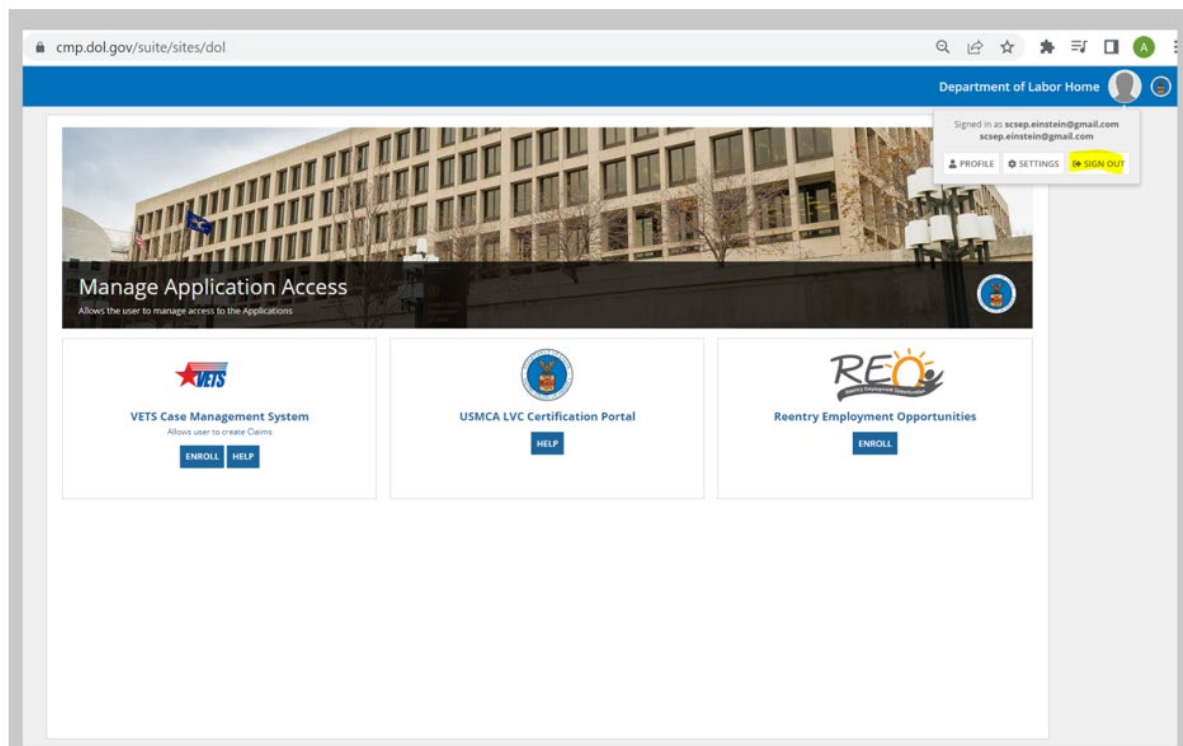
20. Click **AGREE & CONTINUE**

The screenshot shows the "Update Profile" page. At the top, there is a blue header with the text "Department of Labor Home" and a user profile icon. Below the header, the page title "Update Profile" is displayed, followed by the subtitle "Allows the user to update first, last and middle name". The "User Name/Email" field is populated with "scsep.einstein@gmail.com". Below this, there are three input fields: "First Name*" (containing "scsep.einstein@gmail.com"), "Middle Name" (with a placeholder "Enter Middle Name"), and "Last Name*" (containing "scsep.einstein@gmail.com"). At the bottom right, there are two buttons: "CANCEL" and "SUBMIT". At the very bottom right, it says "Powered by CIO".

Update Profile Page

21. Update your profile by entering all required fields i.e. **First Name, Last Name**

22. Click **SUBMIT**

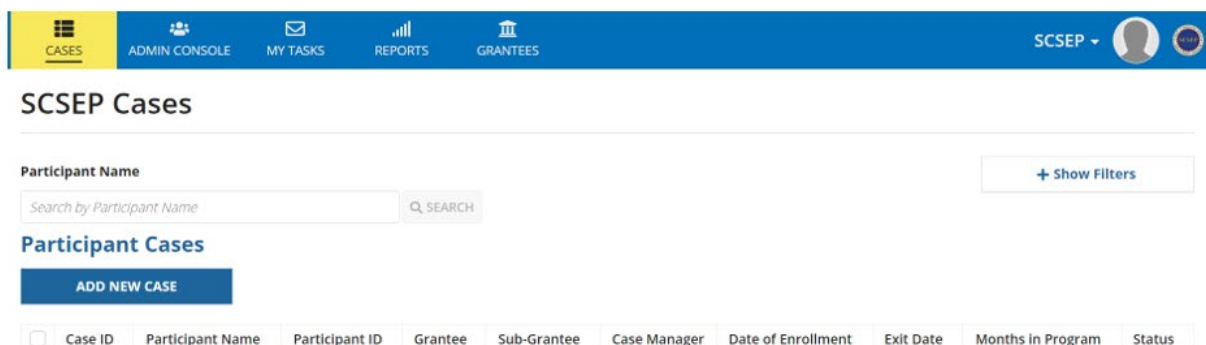


Manage Application Access page

23. Select **SIGN OUT** from the down on the **Department of Labor Home** page
24. Update your Zendesk ticket with the email address, the help team will work with the developers to grant access to GPMS.

ESTABLISHED USERS

1. Launch <https://cmp.dol.gov/suite?signin=login-gov>
2. Enter your credentials
3. Click **Sign in**
4. Enter the code received from login.gov
5. Click **Submit**
6. Select **SCSEP** from the drop down on the Department of Labor Home page



GPMS Landing page

OTHER

Please contact the SCSEP Help team <https://scsephelp.zendesk.com> for any issues encountered.