

Setting up your GPMS Administrator Account

Department of Labor

Reentry Employment Opportunities
(REO)



Agenda

Setting Up Your GPMS Administrator Account

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Approval from
your
organization's
leadership

2

Complete and
return "REO
Database
Contact Form"

3

Setup your
Login.gov
account

4

Setup your
GPMS
Administrator
Account

1

**Approval from your
organization's
leadership**

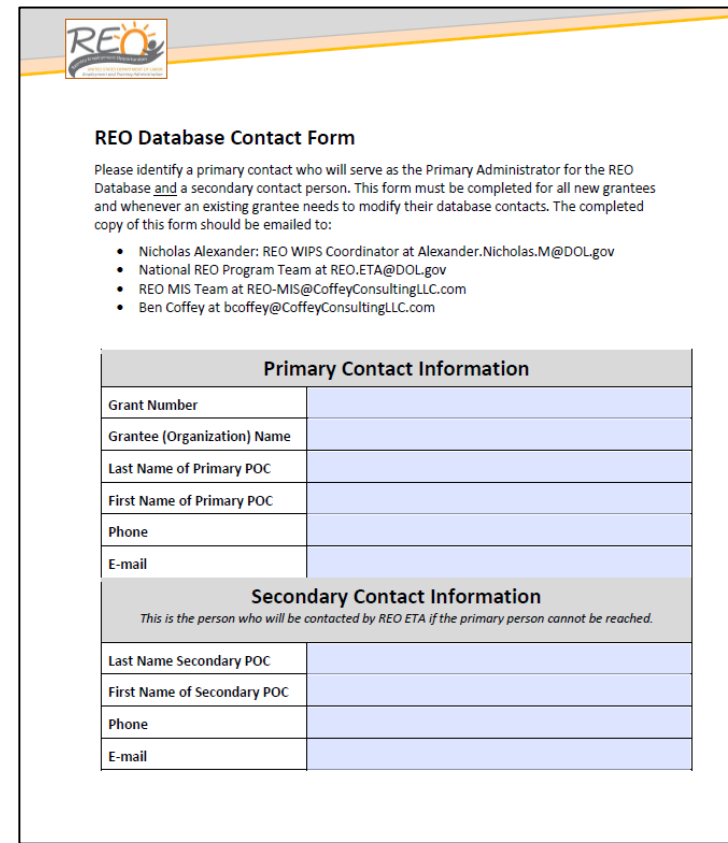
Approval from your organization's leadership

- Before starting step 2, it is necessary to have approval from your organization's leadership to serve in this role.
- The REO-GPMS team will reach out to your organization via email to confirm approval of your authorization

2

**Complete and return
“REO Database
Contact Form”**

Complete and return “REO Database Contact Form”



REO Database Contact Form

Please identify a primary contact who will serve as the Primary Administrator for the REO Database and a secondary contact person. This form must be completed for all new grantees and whenever an existing grantee needs to modify their database contacts. The completed copy of this form should be emailed to:

- Nicholas Alexander: REO WIPS Coordinator at Alexander.Nicholas.M@DOL.gov
- National REO Program Team at REO.ETA@DOL.gov
- REO MIS Team at REO-MIS@CoffeyConsultingLLC.com
- Ben Coffey at bcoffey@CoffeyConsultingLLC.com

Primary Contact Information	
Grant Number	
Grantee (Organization) Name	
Last Name of Primary POC	
First Name of Primary POC	
Phone	
E-mail	
Secondary Contact Information	
<i>This is the person who will be contacted by REO ETA if the primary person cannot be reached.</i>	
Last Name Secondary POC	
First Name of Secondary POC	
Phone	
E-mail	

- Fill out the one page “REO Database Contact Form”, including:
 - Your contact information**
 - First and last name
 - Phone number
 - Email
 - Grantee or Organization name
 - Grant number
 - Secondary contact information**
- Email the completed form to REO-GPMS@DOL.gov

3

Setup your Login.gov
account

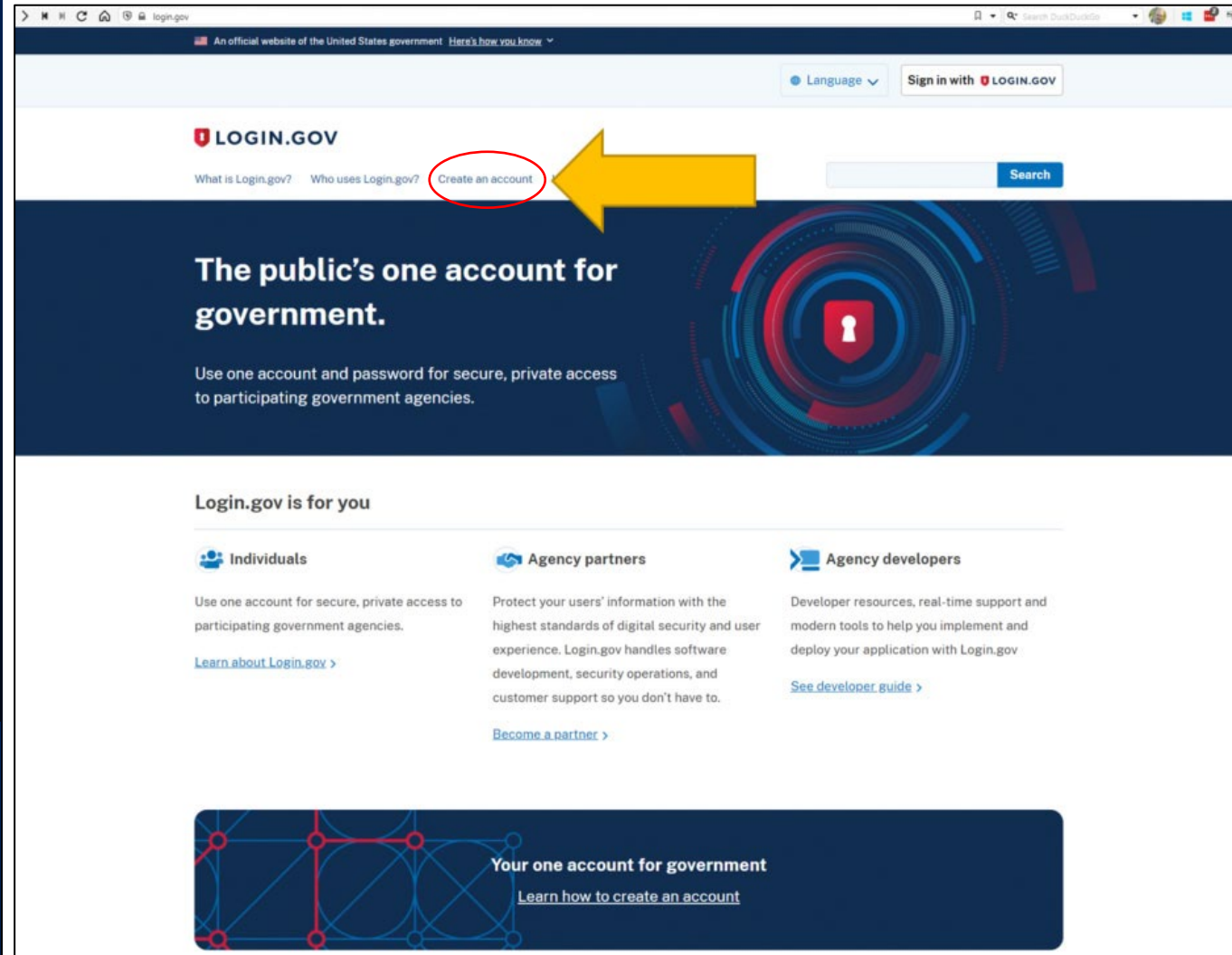
Setup your Login.gov account

- The next few slides will show you how to setup your Login.gov account
- After setting up your Login.gov account, inform REO-GPMS@DOL.gov via email

- **NOTE:** If you have already setup a WIPS account for a previous DOL grant, your login.gov account MUST use the SAME email address. If you do not have a WIPS account, the REO-GPMS team will then setup your account for the WIPS (Workforce Integrated Performance System). The email address for Login.gov, WIPS, and GPMS must match.

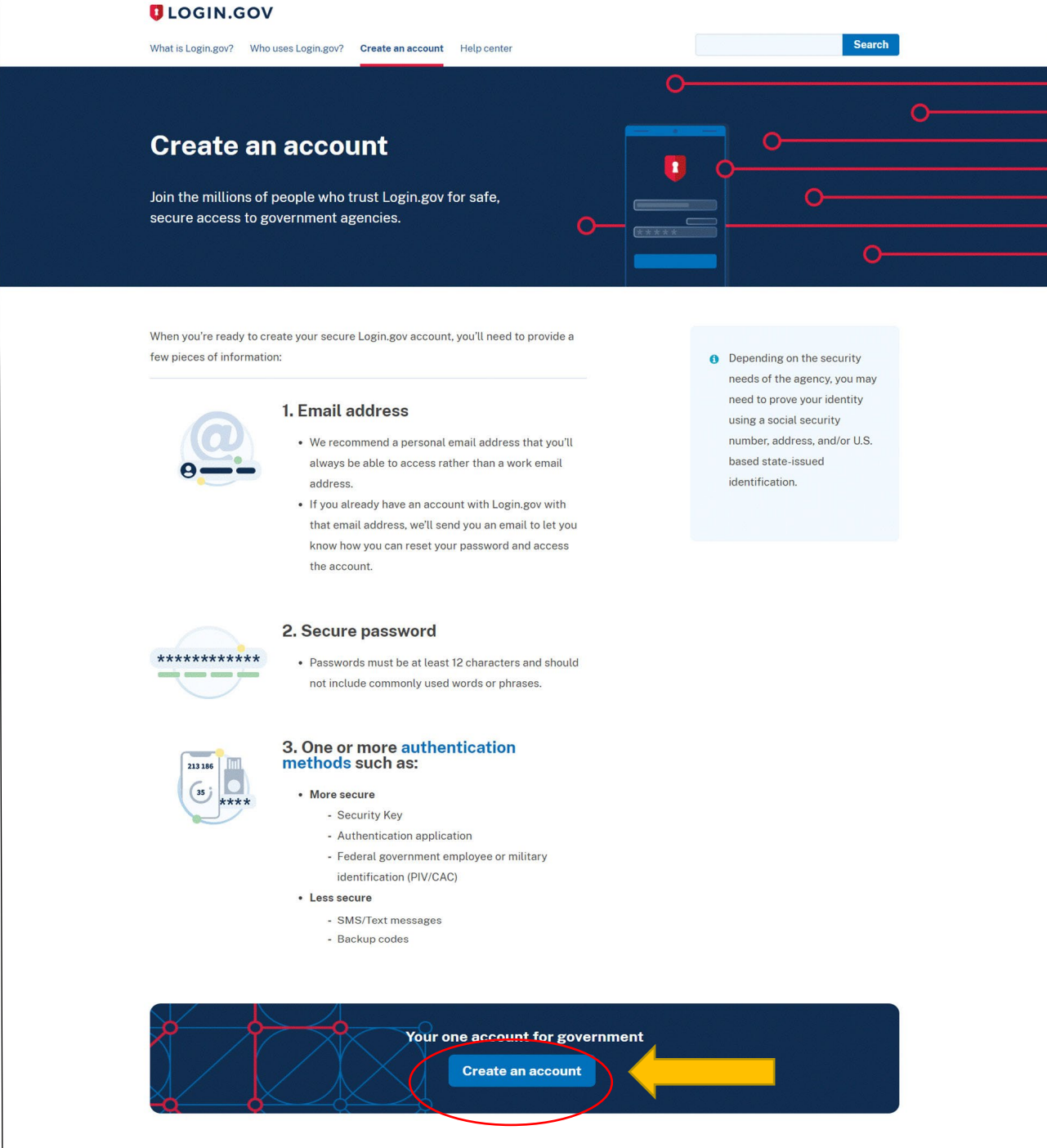
Setup your Login.gov account

1. Go to the Login.gov home page at <https://www.login.gov>
2. Click “Create an account” at the top of the page



Setup your Login.gov account

3. Review account requirements on the page (email address, secure password, and one or more authentication methods) and click “Create an account” at the bottom of the page



LOGIN.GOV

What is Login.gov? Who uses Login.gov? **Create an account** Help center

Create an account

Join the millions of people who trust Login.gov for safe, secure access to government agencies.

When you're ready to create your secure Login.gov account, you'll need to provide a few pieces of information:

- 1. Email address**
 - We recommend a personal email address that you'll always be able to access rather than a work email address.
 - If you already have an account with Login.gov with that email address, we'll send you an email to let you know how you can reset your password and access the account.
- 2. Secure password**
 - Passwords must be at least 12 characters and should not include commonly used words or phrases.
- 3. One or more authentication methods such as:**
 - More secure**
 - Security Key
 - Authentication application
 - Federal government employee or military identification (PIV/CAC)
 - Less secure**
 - SMS/Text messages
 - Backup codes

Depending on the security needs of the agency, you may need to prove your identity using a social security number, address, and/or U.S. based state-issued identification.

Your one account for government

Create an account

Setup your Login.gov account

4. Enter your email address and select your language. This email must match your WIPS account. If you do not have a WIPS account, the REO-GPMS team will setup your WIPS account using this same email
5. Be sure to review the Rules of Use and check the box to accept before clicking the blue submit button

Create your account

Enter your email address

Your WIPS email here

Select your email language preference

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

☒ English (default)

☐ Español

☐ Français

☐ Check this box to accept the Login.gov [Rules of Use](#)

Submit

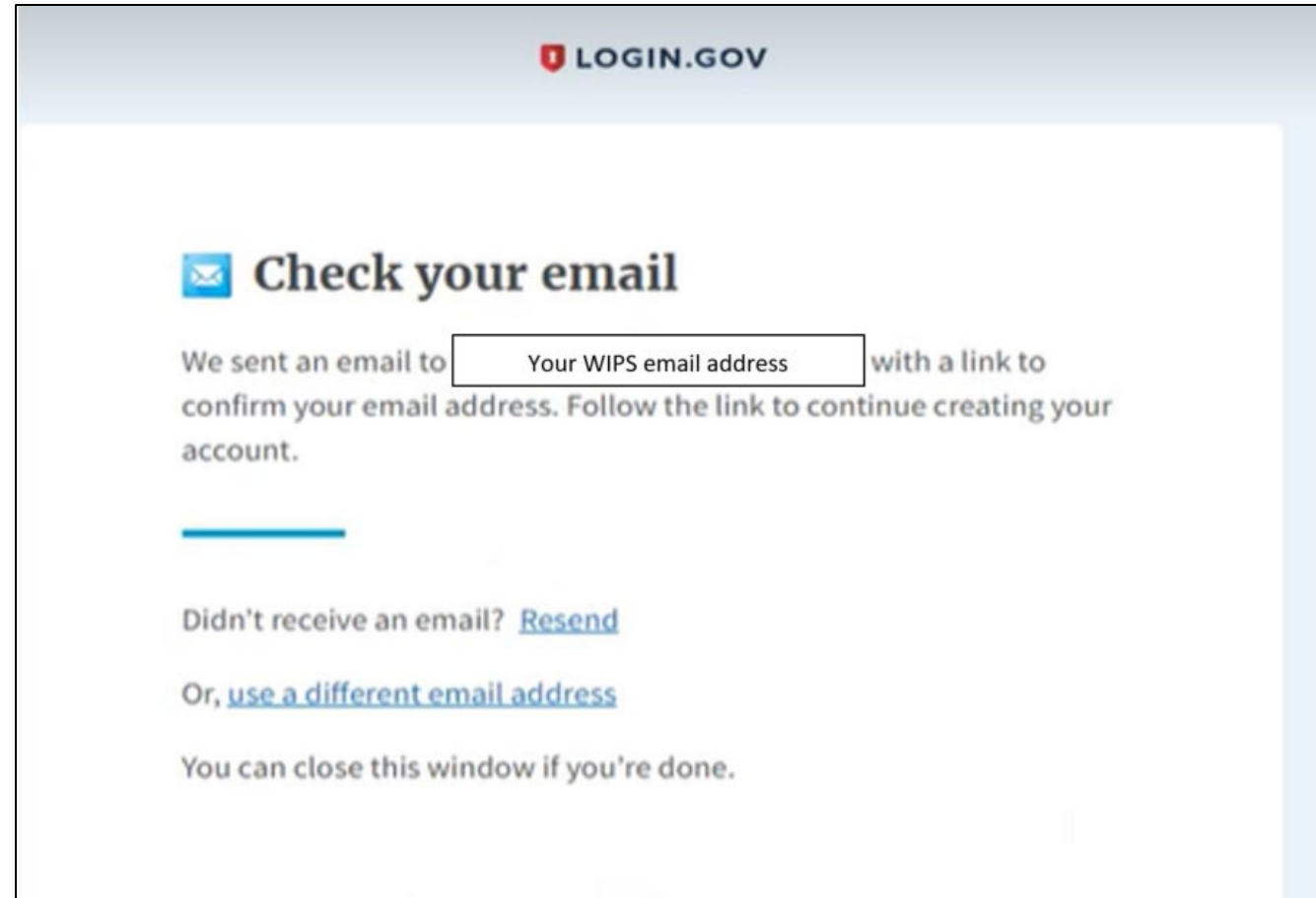
[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Setup your Login.gov account

6. Login.gov will then send a verification email to the email account you provided



Setup your Login.gov account

7. From the email you provided, open the email from Login.gov and click on the “Confirm email address” link



Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

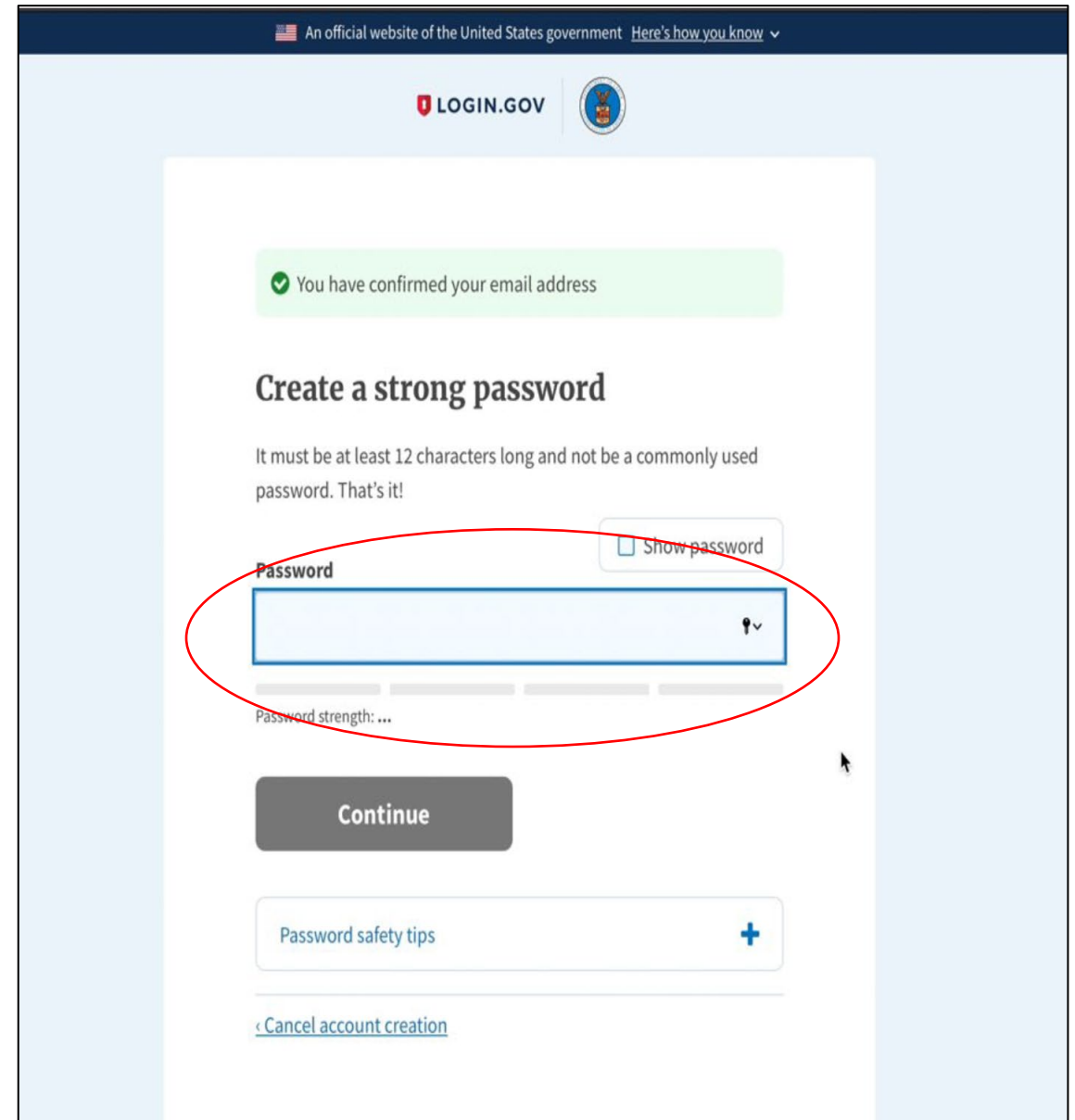
Confirm email address

https://secure.login.gov/sign_up/email/confirm?_request_id=c699276b-f2f3-4983-8c02-09f4883c8074&confirmation_token=b8eYr_QYynTGxPF2fq1K

Please do not reply to this message. If you need help, visit www.login.gov/help

Setup your Login.gov account

8. After confirming your email, you will be redirected to Login.gov where you will be asked to create a password of at least 12 characters. Avoid commonly used words or phrases for a stronger and more secure password
9. Be sure to record your password then click continue



The screenshot shows the Login.gov website interface. At the top, there is a dark blue header with the text "An official website of the United States government" and a link "Here's how you know". Below the header, the "LOGIN.GOV" logo and the U.S. Department of Health and Human Services seal are visible. A green confirmation message states "You have confirmed your email address". The main heading is "Create a strong password", followed by instructions: "It must be at least 12 characters long and not be a commonly used password. That's it!". A "Show password" checkbox is present. The "Password" input field is highlighted with a red oval. Below the input field, there are four bars representing password strength. A "Continue" button is located below the strength indicator. At the bottom, there is a "Password safety tips" link with a plus icon, and a "Cancel account creation" link.

Setup your Login.gov account

10. You will be directed to two-factor authentication setup (required by Login.gov). To setup your phone as an authentication method (most common), scroll down and select “Text or voice”.

11. Click Continue

Authentication method setup
Add a second layer of security so only you can sign in to your account.

Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

Select an option to secure your account:

- ☐ **Security key**
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.
MORE SECURE
- ☐ **Government employee ID**
Insert your government or military PIV or CAC card and enter your PIN.
MORE SECURE
- ☐ **Authentication application**
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.
SECURE
- ☐ **Text or Voice Message**
Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.
LESS SECURE
- ☐ **Backup codes**
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.
LEAST SECURE

Continue

Setup your Login.gov account

12. Enter your phone number and select Text or Phone call before clicking “Send Code”. Note: some business phones use voice-over-ip (VOIP) and are not allowable numbers.



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. Please do not use web-based (VOIP) phone services.

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

[Choose another option](#)

Setup your Login.gov account

13. You will receive an alpha-numeric security code by text or phone call (depending on which you selected). You will enter this code into the “One-time security code” box
14. Verify you have entered the correct code and then click “Submit”

Enter your security code

We sent a security code to +1 703-508-4945. This code will expire in 10 minutes.

One-time security code

Submit

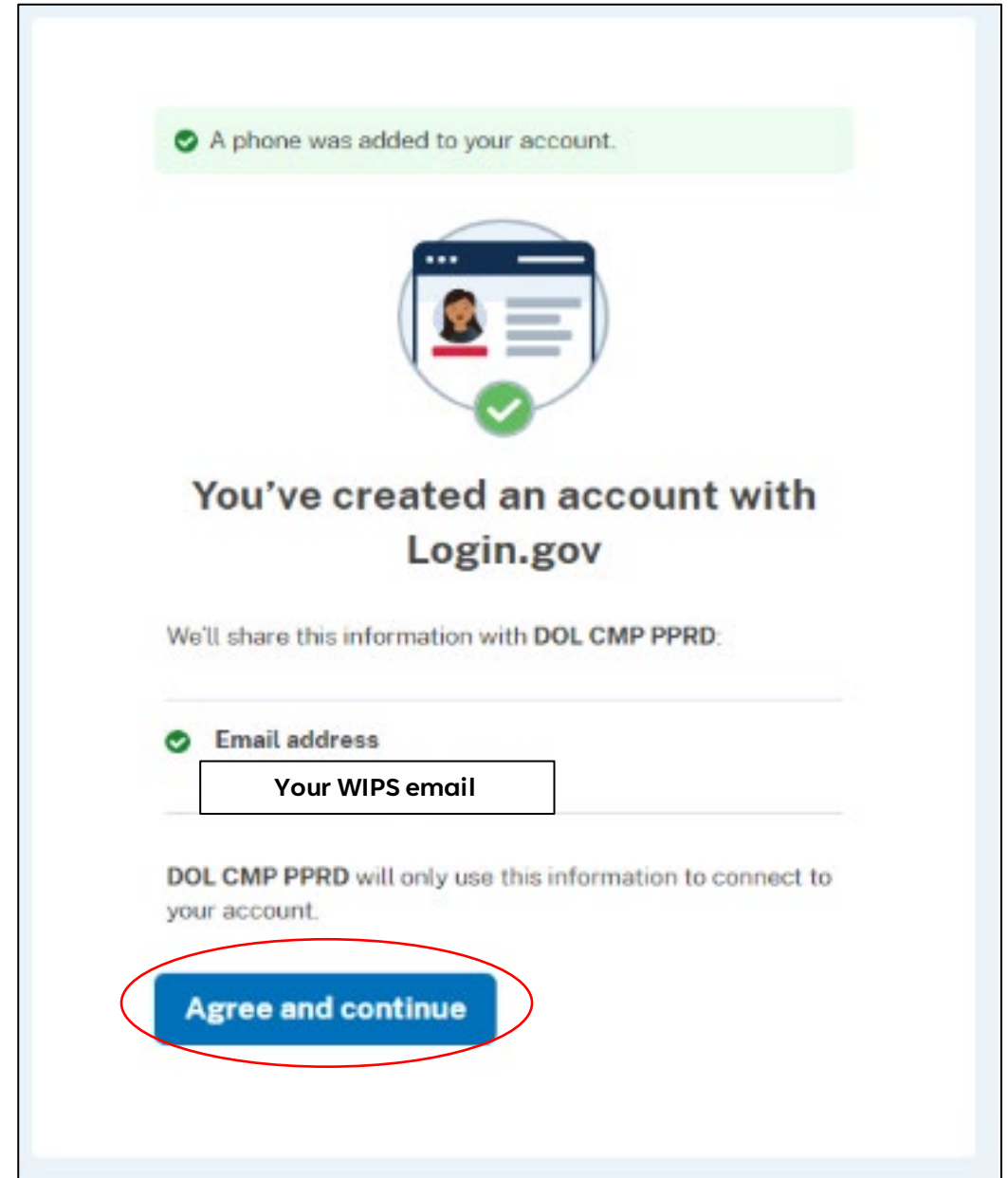
Get another code ☒ Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)

Setup your Login.gov account

15. Login.gov will confirm the new authentication method was added and your account has been created
16. You are now set up to use Login.gov! If you have any issues with Login.gov, please go to <https://login.gov/contact/> for support
17. You can also go to <https://dol.appiancloud.com/suite/sites/wips?signin=login-gov> to access WIPS from Login.gov

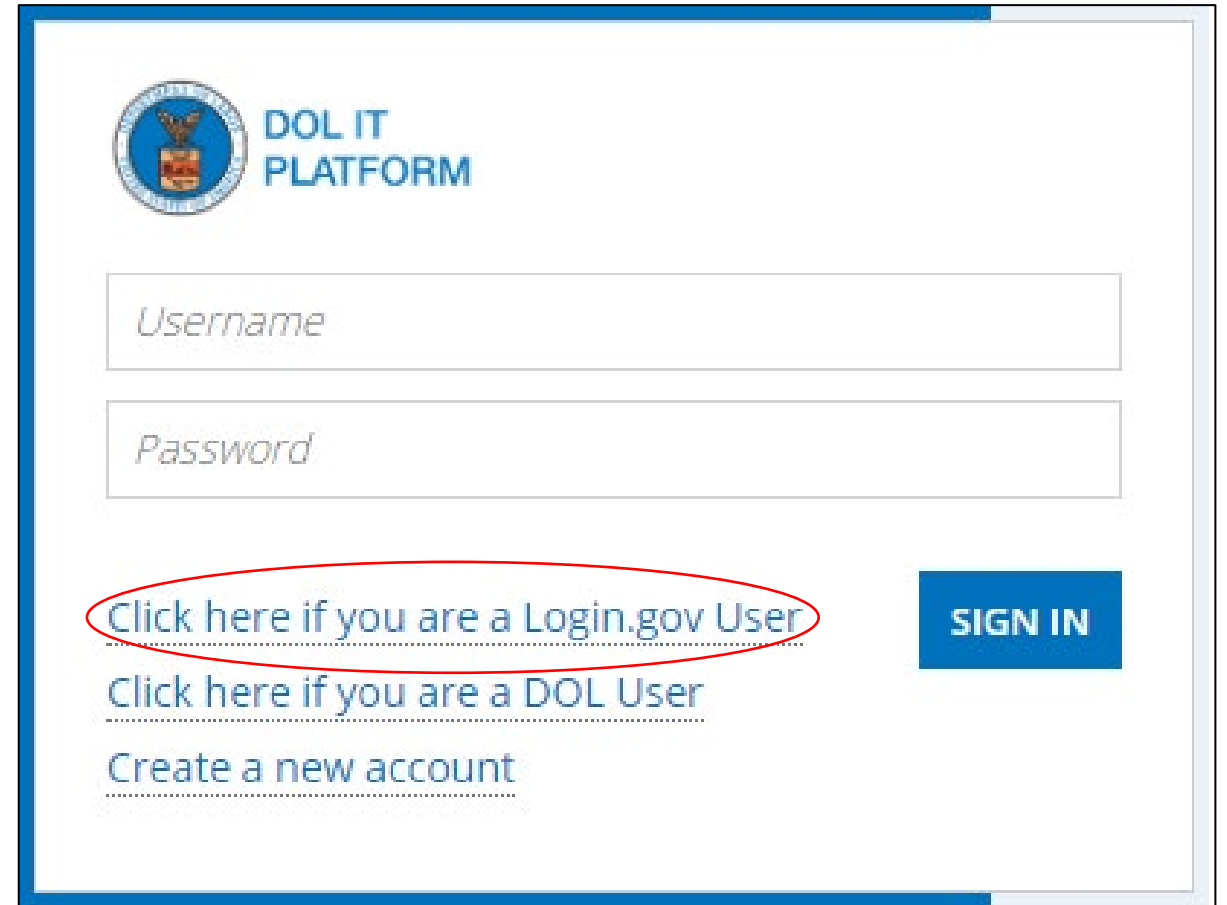


4

Setup your GPMS Administrator Account

Setup your GPMS Administrator Account

1. Go to the following link for the REO production URL
<https://cmp.dol.gov/suite/>
2. Click on “Click here if you are a Login.gov User”



 DOL IT
PLATFORM

[Click here if you are a Login.gov User](#)

[Click here if you are a DOL User](#)

[Create a new account](#)

SIGN IN

Setup your GPMS Administrator Account

3. You will be redirected to Login.gov (external to DOL). Here, you should enter the email and password you created in step 3 and then click “Sign in”

Note: If you do not have a Login.gov account, go back to step 3 (slides 7-18) of this presentation. If you have already setup a WIPS account for a previous DOL grant, your login.gov account MUST use the SAME email address. If you do not have a WIPS account, the REO-GPMS team will then setup your account for the WIPS (Workforce Integrated Performance System). The email address for Login.gov, WIPS, and GPMS must match.

TEST SITE - Do not use real personal information (demo purposes only) - TEST SITE

A DEMO website of the United States government. [Here's how you login](#)

LOGIN.GOV DOL CMP PPRD



DOL CMP PPRD is using Login.gov to allow you to sign in to your account safely and securely.

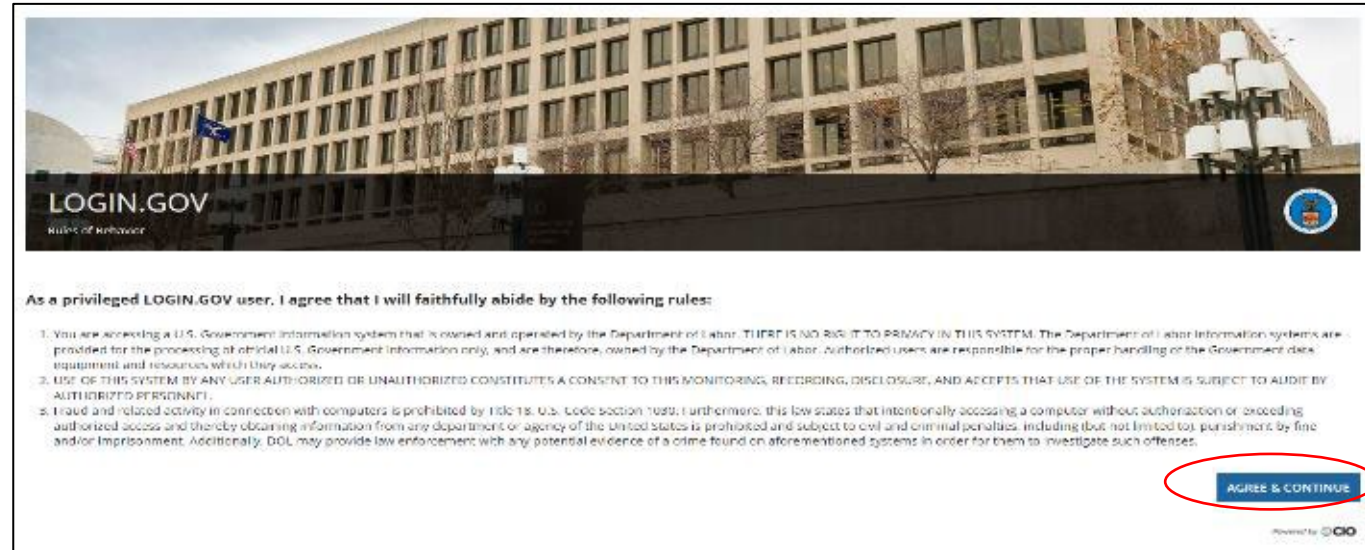
Email address

Password ☐ Show password

Sign in

Create an account

Setup your GPMS Administrator Account



4. After logging in, you will be directed to DOL's Case Management Platform (CMP) page (<https://cmp.dol.gov/suite/>). If it is your first-time logging onto the page, you will be asked to agree to the rules of behavior. Click "Agree & Continue" to proceed

Setup your GPMS Administrator Account

The screenshot shows a web form titled "Update Profile" with a subtext "Allows the user to update first, last and middle name". The form contains the following fields and buttons:

- User Name/Email:** A text field containing "chezhiyansiva22@gmail.com", circled in red.
- First Name*:** A text field containing "Chezhiyan - Test", circled in red.
- Middle Name:** A text field with the placeholder "Enter Middle Name".
- Last Name*:** A text field containing "Siva", circled in red.
- Buttons:** "CANCEL" and "SUBMIT" buttons at the bottom right, with the "SUBMIT" button circled in red.
- Logo:** A circular logo in the top right corner.
- Footer:** "Powered by CIO" at the bottom right.

5. You will then be directed to the “Update Profile” page for the DOL Case Management Platform (CMP). This is only required one time. Confirm the first name, last name, and email are correct then click “Submit”

Setup your GPMS Administrator Account



6. You will see the DOL CMP “Manage Application Access” page. From here, you will click on “Enroll” under “Reentry Employment Opportunities” (REO)

Setup your GPMS Administrator Account

You have successfully enrolled to REO Case Management Application. Click [here](#) to navigate to REO User Registration.

7. Then, you will be directed to register your account and submit an assignment request. This will direct you to an assignment request page (as seen to the right). You must submit an assignment request at this step to continue forward with the onboarding process

Setup your GPMS Administrator Account

8. Next, you will see an Assignment Request page. Here, you will select your organization, your role, and click “Submit”

Note: You will receive a confirmation email but will have to wait for the assignment request to be approved.

Welcome to
Reentry Employment Opportunities (REO)
Case Management Application (CMA)
Building better communities together...

Select Grantee

Select a grantee organization and role before clicking Submit. Click anywhere in the row with the organization name to select that organization.

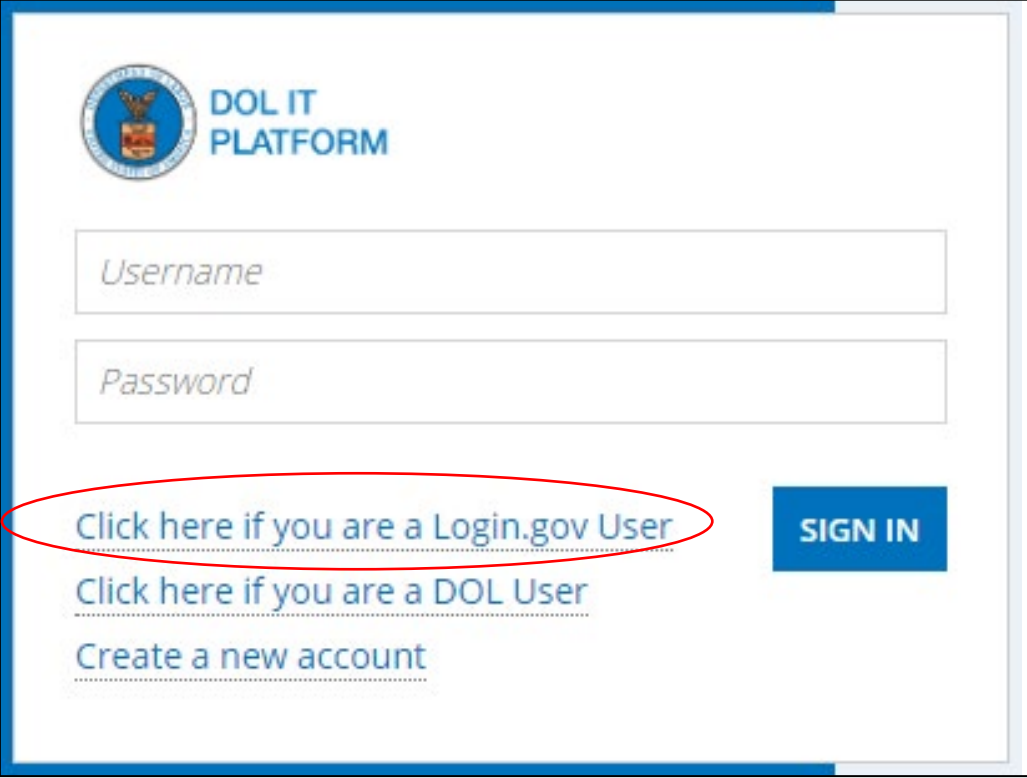
Enter Search Text State: Region:

Grantee	Preferred Name	City	State	Region
Adult Health Services	AHS	Manhattan	New York	Region 1
Job Corps Scholar Program	JCSP	San Jose	California	Region 6
Language Training Center	LTC	Chantilly	Virginia	Region 1
Log Term Education (Site)	LTD	Fairfax	Virginia	Region 1
Log Term Education (Site)	LTD	Chicago	Illinois	Region 4
Nude Training (Site)	NUDA	Mount Prospect	Illinois	Region 4
Nude Training Program (Site)	NUDA	Chantilly	Hawaii	Region 6
Nude Training Program (Site)	NUDA	Chicago	Illinois	Region 4
Nude Training Program (Site)	NUDA	Chicago	Illinois	Region 4
Nude Training Program	NTP	Fairfax	Virginia	Region 1

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Role:
REO Grantee Admin

Setup your GPMS Administrator Account



 DOL IT
PLATFORM

Username

Password

[Click here if you are a Login.gov User](#)

[Click here if you are a DOL User](#)

[Create a new account](#)

SIGN IN

9. When your assignment request is approved, you will receive an email confirmation. You will return to <https://cmp.dol.gov/suite/>
10. As with steps 1 and 2 (slide 20), click on “Click here If you are a Login.gov User”

Setup your GPMS Administrator Account

11. Same as step 3 (slide 21), you will enter your email address and password and click "Sign in"
12. After signing in, you will receive a security code for two-factor authentication. After submitting the security code, proceed to the next slide

TEST SITE - Do not use real personal information (demo purposes only) - TEST SITE

A DEMO website of the United States government. [Here's how you know.](#)

LOGIN.GOV DOL CMP PPRD



DOL CMP PPRD 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

Setup your GPMS Administrator Account



13. You will be taken back to the DOL CMP “Manage Application Access” page. You will notice the option to “Enroll” under the Reentry Employment Opportunities (REO) has changed to “Click Here”. Click on the “Click Here” tab to access the REO application

Setup your GPMS Administrator Account



14. You will be directed to the homepage of the REO Case Management Application (CMA). From here, you can select “Grant Type”, and “Grant” then click “Save”
15. Congratulations! You have completed the steps necessary to setup your GPMS Administrator Account. You can now begin adding participants for your grant

Questions?

Coffey Consulting

REO-MIS@CoffeyConsultingllc.com

For resources on performance measurement, quarterly reporting and general technical assistance

Your Federal Project Officer (FPO)

For information concerning grant requirements and modifications

GPMS – Dept. of Labor

REO-GPMS@DOL.gov

For technical information or questions about the GPMS system