

Transcript for GPMS New User Setup

Presentation Timestamps

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Transcript

0:02

This video provides an overview of how to create new users and assign roles within GPMS. To begin, navigate to the Department of Labor's Application Access landing page using the web address displayed here.

Please bookmark the URL so you can easily return to it in the future.

0:29

After entering your credentials in the Login.gov portal, locate the NFJP icon on the landing page and select Enroll.

Click the Assignment Request link to open a GPMS New User application form.

Follow the prompts to provide basic information about the new user and the requested role.

1:01

There are four role options.

Grantee Admin, Supervisor, Case Manager, and Lead Case Manager.

Grantee Administrator is the only role that allows users to create additional GPMS profiles for other colleagues associated with the grant.

The other roles here, Supervisor, Case Manager, and Lead Case Manager, have varying levels of permissions within the system.

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This table shows the different system permissions associated with each role.

Case managers can make participant eligibility determinations, perform intake for new cases, edit cases that they have created or that have been assigned to them, and view, but not edit, cases assigned to other managers.

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Lead case managers have those same permissions, but are able to edit all cases, not just those that they created or that are assigned to them.

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The supervisor role includes all of the lead case manager permissions, but adds on the ability to assign cases to case managers.

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And finally, the grantee admin has all of the allowable permissions.

This includes a few unique powers that only someone in the grantee admin role can perform, such as submitting quarterly reports to WIPs, managing grantee users and service areas, and approving user assignment requests.

2:44

Because it is the grantee admin's job to approve user assignment requests, that means that users who select supervisor, lead case manager, or case manager will have their requests sent to the grantee admin for review and approval.

Requests for a new grantee admin role will be routed to the DOL National Office for approval.

3:07

Once you have made a role selection, the form will prompt you to select a grantee organization name.

3:19

Indicate the grant type, if applicable.

3:29

As a reminder, if the Grantee Admin role is selected, as shown here, you will be prompted to complete a Database Contact form.

All NFJP grants must have a Primary Grantee Administrator and a Secondary Grantee Administrator.

Organizations may have up to four grantee admins associated with a grant.

This database contact form must be completed with each new grantee admin user request.
Email completed forms to nfjp-gpms@dol.gov.

That address is provided within the form.

Make sure to submit the account creation request after emailing the database contact form.

4:15

For additional help with setting up new users in GPMS, send an email to nfjp-gpms@dol.gov.