



OGMS Instruction for Accessing Your Grant

When you log into OGMS, you will only see grants for which you are the Grantee Contact or listed as an Additional Grantee Contact. If you do not see the grant you are searching for, the Grantee Contact has the authority to grant you access. Additional instructions are available in the *OGMS Instructions for Adding Additional Contacts* resource document.

Logging into OGMS

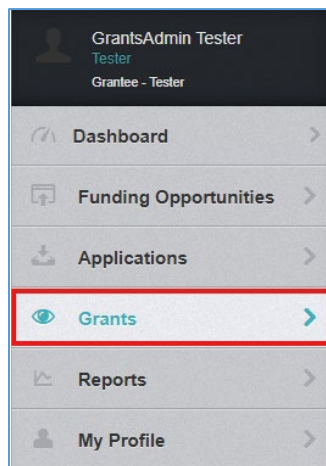
Using your internet browser navigate to <https://ogms.dcjs.virginia.gov>

- On the *Login* page, enter your User ID and Password.
- Click the green *Sign In* button.

The screenshot shows the OGMS Login page. At the top left is a key icon and the word "Login". Below this is a section titled "Enter your user id and password" with a person icon. It contains two input fields: "User ID" and "Password". Below the fields is a large green button labeled "SIGN IN". At the bottom of the login area are two links: "Forgot User ID?" and "Reset Password?".

Accessing the Grant

On the left side navigation menu, click on *Grants*.



Select the grant you would like to access in the *Current Grant* listing.



If the grant you need does not appear in the list, select the *Closed Grants* tab. If the grant is closed, or you cannot find it, please contact your Grant Monitor for assistance.

Current Grants Closed Grants Search Claims												
Current Grants												
All active grants are listed below.												
Search:												
ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount	Total Claimed	Remaining Balance	
558953	Underway	2026	Testing-1	Virginia Department of Criminal Justice Services	TRAIN-OGMS Training Program	541775-Grants Admin Test			\$0.00	\$0.00	\$0.00	

Once you have selected the grant, you will be directed to the *Grant Components* list.

This list may vary depending on the funding opportunity and program area.

Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	

The Components list includes the tools necessary for managing your grant throughout the full grant life cycle, including status reports, claims, correspondence, budget administration, contract amendments, and encumbrances.

If you require assistance at any point, you are encouraged to contact your Grant Monitor. You may reach your Grant Monitor directly through the Correspondence component.