



OGMS Instructions for Adding Additional Contacts

A user in OGMS can only view a grant if they are added as an Additional Contact, and the Grantee Contact has the authority to add Additional Grantee Contacts to the grant.

If the Grantee Contact is unavailable and another individual from the agency has access to the grant, that person may submit an Additional Grantee Contact Request contract amendment. See the instructions below.

If the Grantee Contact is no longer with the agency, and no one else has access to the grant, reach out to your Grant Monitor for assistance.

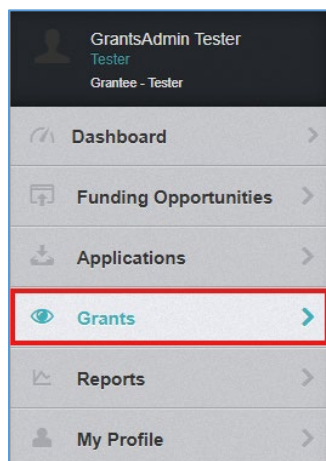
Logging into OGMS

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.

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												
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	Percent Spent
1224-Test	Underway	2025	Grant Admin Test	Virginia Department of Criminal Justice Services	TRAIN-OGMS Training Program	541775-Grants Admin Test	07/01/2024	06/30/2025	\$225,000.00	\$0.00	\$225,000.00	.00%

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

Select and click the *General Information* component from the list.

Grant Components	
The grant forms appear below.	
Your grant award details are saved here.	
Component	
General Information	
Face Sheet	
Contract Amendments	

Click the green *Edit Additional Contacts* button in the upper right corner.

General Information		☒ Edit Additional Contacts
Title:	Grant Admin Test	
Status:	Underway	
Year:	2025	
Program Area:	OGMS Training Program	
Organization:	Virginia Department of Criminal Justice Services	
Grantee Contact:	GrantsAdmin Tester	
Additional Grantee Contacts:		
Program Officer:	Michelle Miles	
Additional Internal Contacts:		
Contract Dates:	Contract Sent Contract Received Contract Legal Contract Executed	
Project Dates:	07/01/2024 06/30/2025	
	Start Date End Date	



The *Edit Additional Contacts* window will appear.

Click within the *Additional Grantee Contacts* field for a list of users who are associated with the organization.

Click on the user's name.

Click the green “Save” button and the additional grantee will be added to the grant.

If the user's name does not appear, they either need to register in OGMS or update their registration to be linked to the correct organization.

- To register as a new user, please refer to the Register for a New Account document located on the Department of Criminal Justice Services (DCJS) [website](#).
- If the user's account needs to be updated to be associated with the organization, the user can reach out to OGMS Support at ogmssupport@dcjs.virginia.gov.



Additional Grantee Contact Contract Amendment

If the Grantee Contact is not available and another individual from the agency has access to the grant, they can submit an Additional Grantee Contact Request contract amendment.

To do this they go to the *Contract Amendments* component under the grant.

Grant Components

The grant forms appear below.
Your grant award details are saved to the grant.

Component
General Information
Face Sheet
Contract Amendments

Click on the green *Add Amendment* button.

In the *Amendment Type* field, click on the *Additional Grantee Contact Request* option in the dropdown.

General Information - Amendment - Edit Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status*:

Amendment Type*: Additional Grantee Contact Request

Title*: Additional Grantee Contact Request

Budget Revision - Amendment

Budget Revision - In Line Adjustment

Change Grant Funded Staff

Change in Authorized Official

Change in Award Sponsorship

Change in Primary Contact

Under *Amendment Details*, choose *Additional Grantee Contact Request* component.

Amendment Details Withdraw

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?
General Information	✓
Additional Grantee Contact Request	



Under the *Additional Grantee Contact* section, choose a user from the dropdown list. If the user's name does not appear, they either need to register in OGMS or update their registration to be linked to the correct organization.

If you are only adding a user, you may proceed by selecting the green *Save Form* button.

If you need to remove a user listed as an additional contact, please complete the *Remove Additional Grantee Contact* section.

After saving the form, select the orange *Mark as Complete* button.

You will be returned to the *Amendment Details* page, where you should select the orange *Submit Amendment* button.