



OGMS Instructions for Updating 'My Profile'

In OGMS, you may update your profile information and reset your password at any time. This includes managing your contact details to ensure your account remains accurate and up to date. You may also reset your password through the system's self-service option whenever needed.

If you forget your password, you may reset it directly from the login screen. If you become locked out of your account, you may contact the OGMS Support Team for assistance.

Logging into OGMS

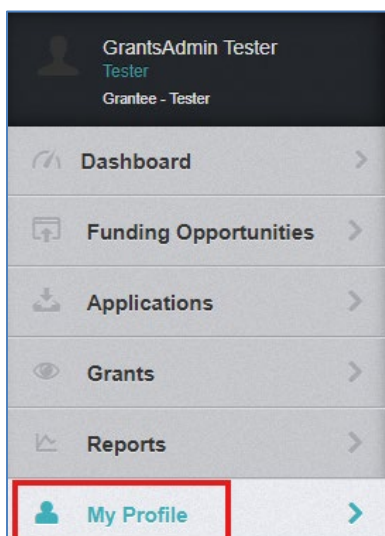
Using your internet browser navigate to <https://ogms.dcjs.virginia.gov>

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

The screenshot shows the OGMS Login page. At the top, there is a header with a key icon and the word "Login". Below this, a section titled "Enter your user id and password" contains two input fields: "User ID" and "Password". A prominent green "SIGN IN" button is located below the input fields. At the bottom of the form, there are two links: "Forgot User ID?" and "Reset Password?".

Update Information

Select *My Profile* from the left-hand navigation menu.





On the profile screen, click the green *Edit My Profile* button in the upper-right corner.

Tester, GrantsAdmin [Reset Password](#) [Edit My Profile](#)

Standard Help: Online Help for External My Profile
Client Help: Online Help for External My Profile

Name: Ms. GrantsAdmin External Tester Suffix
Salutation First Name Middle Name Last Name

Title*: External Tester

Email*: michelle.miles@dcjs.virginia.gov

Address*: 1100 Bank Street

Richmond Virginia 23219 Zip +4
City State/Province Postal Code/Zip

Phone*: (804) 371-5380 Ext.
Phone
###-###-####

Fax: ###-###-####

Edit any information that needs to be updated, then select the *Save My Profile* button. It is important to keep your profile information current to ensure you continue receiving alerts from OGMS.

Tester, GrantsAdmin - Edit [Save My Profile](#)

Name: Ms. GrantsAdmin External
Salutation First Name Middle Name

Tester
Last Name Suffix

Title*: External Tester

Email*: michelle.miles@dcjs.virginia.gov

Address*: 1100 Bank Street
Address 2
Address 3

Richmond Virginia 23219 +4
City State/Province Postal Code/Zip Zip +4

Phone*: (804) 371-5380 Ext.
Phone
###-###-####

Fax: Fax
###-###-####



Reset Password

On the profile screen, click the blue *Reset Password* button in the upper right corner.

Tester, GrantsAdmin [Reset Password](#) [Edit My Profile](#)

Standard Help: Online Help for External My Profile
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Name: Ms. GrantsAdmin External Tester Suffix
Salutation First Name Middle Name Last Name

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Address*: 1100 Bank Street

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City State/Province Postal Code/Zip

Phone*: (804) 371-5380 Ext.
Phone
####

Fax: ### ### ####

Follow the instructions provided to reset your password, then select the green *Save Password Information* button.

Reset Password - GrantsAdmin Tester [Save Password Information](#)

To reset your password, enter your current password and your new password.
Your new password must conform to the following rules:

- at least 1 alphabetical letter
- at least 1 numeric number
- at least 1 special character.
- the minimum length must be at least 8 characters long

Standard: External Reset Password
Client: External Reset Password

Current Password:

New Password:

Confirm New Password:



Forgotten Password

If you do not remember your password, please use the blue link below the green *Sign In* button before trying to login.

The login form is titled "Enter your user id and password" with a person icon. It includes a "Login" label above two input fields: "User ID" and "Password". Below these fields is a large green "SIGN IN" button. At the bottom, there are two links: "Forgot User ID?" on the left and "Reset Password?" on the right, which is highlighted with a red rectangular box.

Enter your User ID and then your email address associated with your OGMS account.

Click on the yellow *Submit* button.

The "Reset your Password?" form has a title in teal. Below the title is an instruction: "Enter your user id and your e-mail address below, a link to reset your password will be sent to you via email." There are two input fields: "Enter your User ID" and "Enter your Email Address". At the bottom is a large yellow "Submit" button.

A link to reset your password will be sent to you through email.

Please note:

Your account will be disabled after five unsuccessful login attempts. If your account becomes locked, you must contact the OGMS Support Team by emailing a reactivation request to ogmssupport@dcjs.virginia.gov.

Additionally, any account that remains inactive for 90 days or more will be automatically disabled. To maintain an active account, please log in to OGMS at least once every 90 days. This will ensure your access remains uninterrupted.

If your account becomes disabled for any reason, you will need to contact the OGMS Support Team by sending an email request for reactivation to ogmssupport@dcjs.virginia.gov.