DCJS OGMS (On-line Grant Management System)

Registering as a New User

1. The URL for OGMS is **https://ogms.dcjs.virginia.gov/**
   On the Login page,
   Click on <mark>Click here to Register</mark>

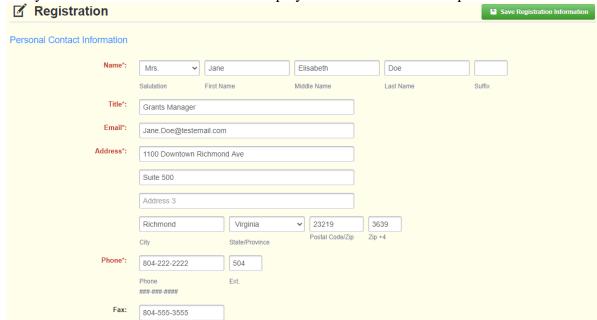2. On the Registration page,
   All required fields are shown with a **Red Asterisk ***.
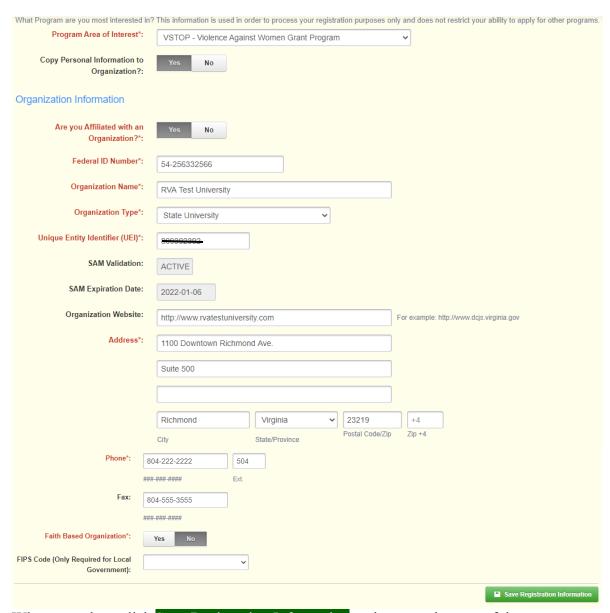   Enter your Personal Contact Information followed by your Organizational Information.
   You must know your Organizations Federal ID Number as well as the DUNS number.
   Please Note: Your Unique Entity Identifier (UEI) would be your 9 digit DUNS number.
   Once you enter your UEI number, the website will check it against SAM.gov to ensure your
   entity is active. Your validation should display Active and the SAM expiration date.

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What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs.

Program Area of Interest*:   VSTOP - Violence Against Women Grant Program ▾

Copy Personal Information to Organization?:   [Yes] [No]

Organization Information

Are you Affiliated with an Organization?*:   [Yes] [No]

Federal ID Number*:   54-256332566

Organization Name*:   RVA Test University

Organization Type*:   State University ▾

Unique Entity Identifier (UEI)*:   ~~900092302~~

SAM Validation: ACTIVE

SAM Expiration Date: 2022-01-06

Organization Website: http://www.rvatestuniversity.com   For example: http://www.dcjs.virginia.gov

Address*:
1100 Downtown Richmond Ave.
Suite 500

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

Phone*:   804-222-2222   504
###-###-####   Ext.

Fax: 804-555-3555
###-###-####

Faith Based Organization*:   [Yes] [No]

FIPS Code (Only Required for Local Government):   ▾

💾 Save Registration Information

3. When complete, click **Save Registration Information** at the top or bottom of the page.

4. You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.

Thank you for registering.

A confirmation notice has been sent to your email address.
After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials.
You may now return to the **log in screen.**

5. You will receive an email alert similar to the alert below.

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:28 AM
To: john.smith@dullestech.com
Subject: WebGrants – Dulles Technology - New User Registration

```
**** Do Not Respond to This Email ****

Dear John Smith,

Thank you for registering with WebGrants - Dulles Technology.

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and
password.

Registration review may take several business days.
Thank you for your patience.
```

6. After your registration is approved, you will receive 2 separate email notifications with your assigned User ID and temporary password similar to the alerts below. Each email provides the URL for logging into OGMS.

Email with assigned User ID

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

```
**** Do Not Respond to This Email ****

Dear John Smith,

Your new registration with WebGrants - Dulles Technology has been Approved.

Your user id is below:
User id: jsmith1

Your temporary password will be sent in a separate email.
```

Email with temporary password

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

```
**** Do Not Respond to This Email ****

Dear John Smith,

Your registration has been Approved. Your password is below:
Password: bybdlck

You should have received a separate email message with your User ID.

After you login for the first time, please reset your password by selecting "My Profile" then "Reset Password"
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7. Once both emails are received you may log into the DCJS OGMS system.