



## OGMS Instructions for Accessing your Grant

### LOGGING INTO OGMS

Sign into OGMS <https://ogms.dcjs.virginia.gov>

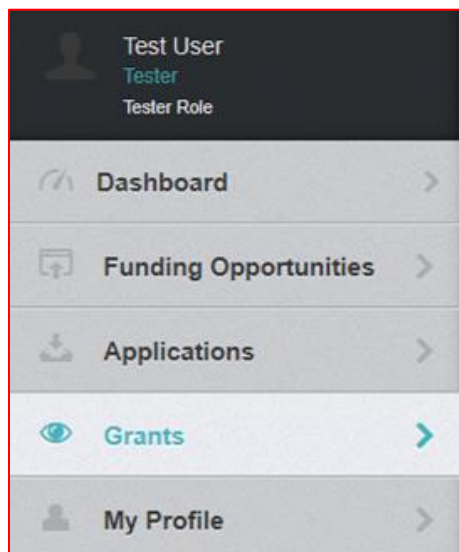
- On the **Login** Page
  - Click on **User ID** on the left side of your page under Login
  - Enter your User ID
  - Enter your **Password**
  - Click on **Sign In**

The screenshot shows the OGMS Login interface. At the top left, there is a key icon followed by the text 'Login'. Below this is a white rectangular box with a user icon and the text 'Enter your user id and password'. Inside this box are two input fields: 'User ID' and a password field with a single dot. Below the input fields is a green button labeled 'SIGN IN'. Underneath the 'SIGN IN' button are two links: 'Forgot User ID?' and 'Forgot Password?'. At the bottom of the white box is a yellow button labeled 'Click here to Register'. To the right of the white box is a grey box with a document icon and the text 'Announcements'.

**Note:** Use the OGMS Menu, not the Browser Menu.

OGMS is compatible with many different browsers; please feel free to use the browser of your choice. Read the Instructions on the screen for navigating in the system.

From the Side Menu: Click on **Grants**.





Select the **Grant** you would like to access in the **Active Grants** listing.  
If you need to access a closed grant, click on the **Closed Grants** tab.

**Grant**  
List of all current grants

Back Print Help Log Out

Active Grants Closed Grants

**Active Grants**

All active grants are listed below.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

Once you have selected the Grant, you will be directed to the **Grant Components**.  
This list may be different based 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 Ed
General Information	Sep 30,
Status Reports	Oct 10,
Multi and Grid Budget	Oct 10,
Claims	Oct 1, 2
Contract Amendments	Oct 22,
Site Visits	Oct 1, 2
Contract	Oct 22,
Named Attachment	-
Encumbrances	-
Correspondence	-
Funding Opportunity	

For technical assistance contact: [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov)