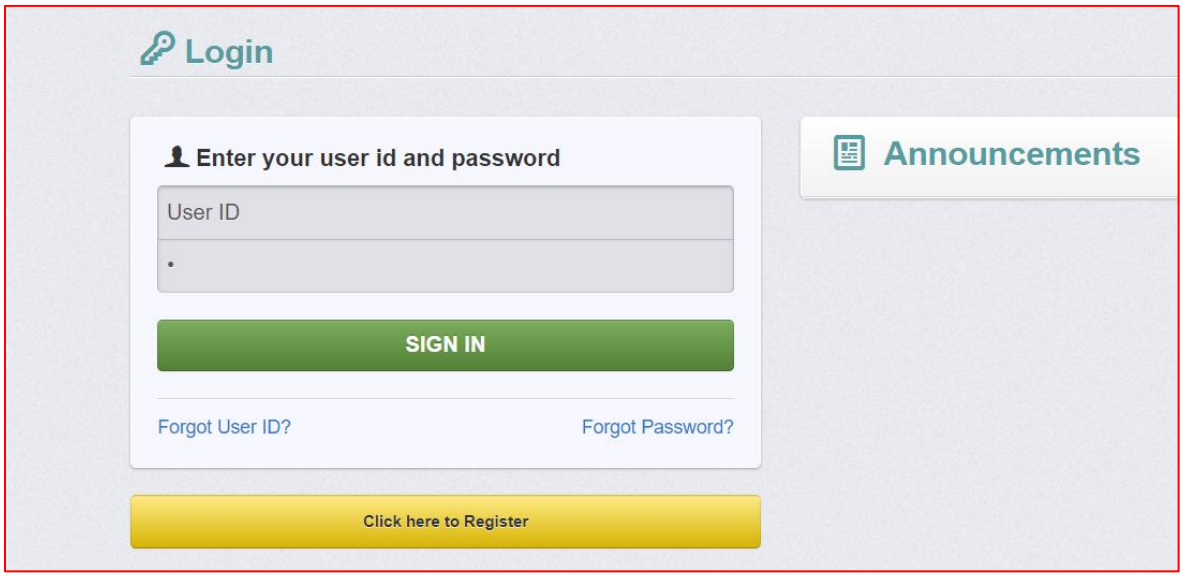
Submitting a Status Report in OGMS

LOGGING INTO OGMS

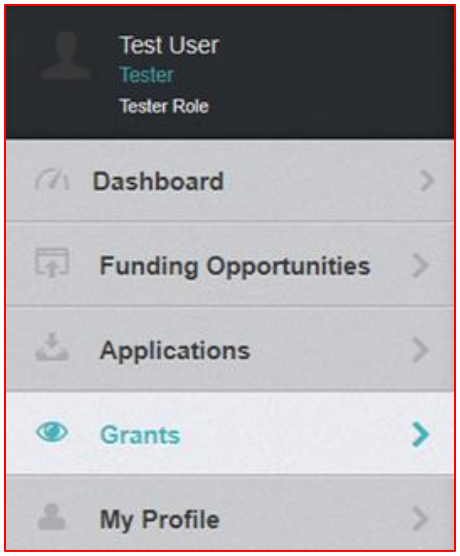
Sign into OGMS https://ogms.dcjs.virginia.gov

- 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**

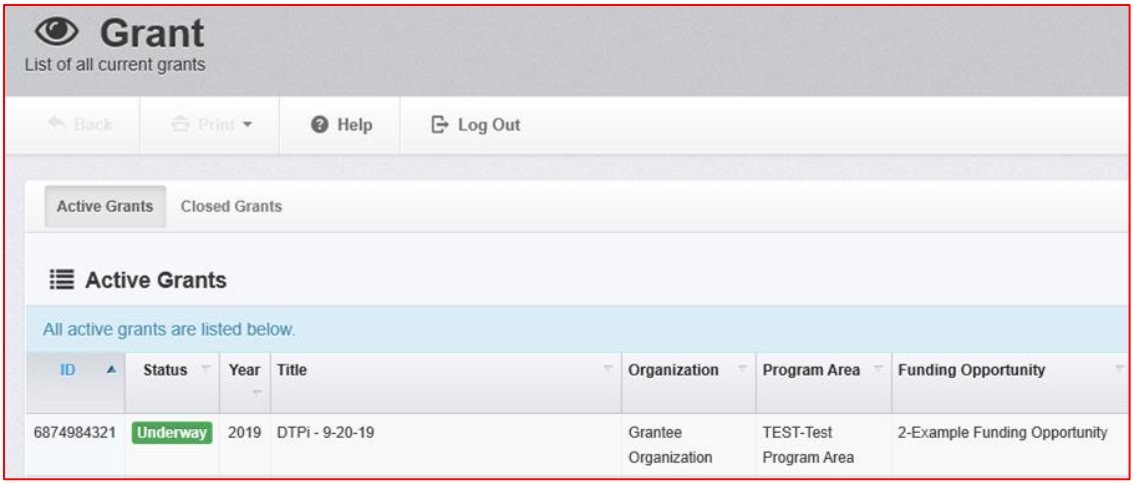


Note: Use the OGMS Menu, not the Browser Menu.
OGMS is compatible with many different browsers; please feel free to use the browser of your choice. Read the Instructions on the screen for navigating in the system.

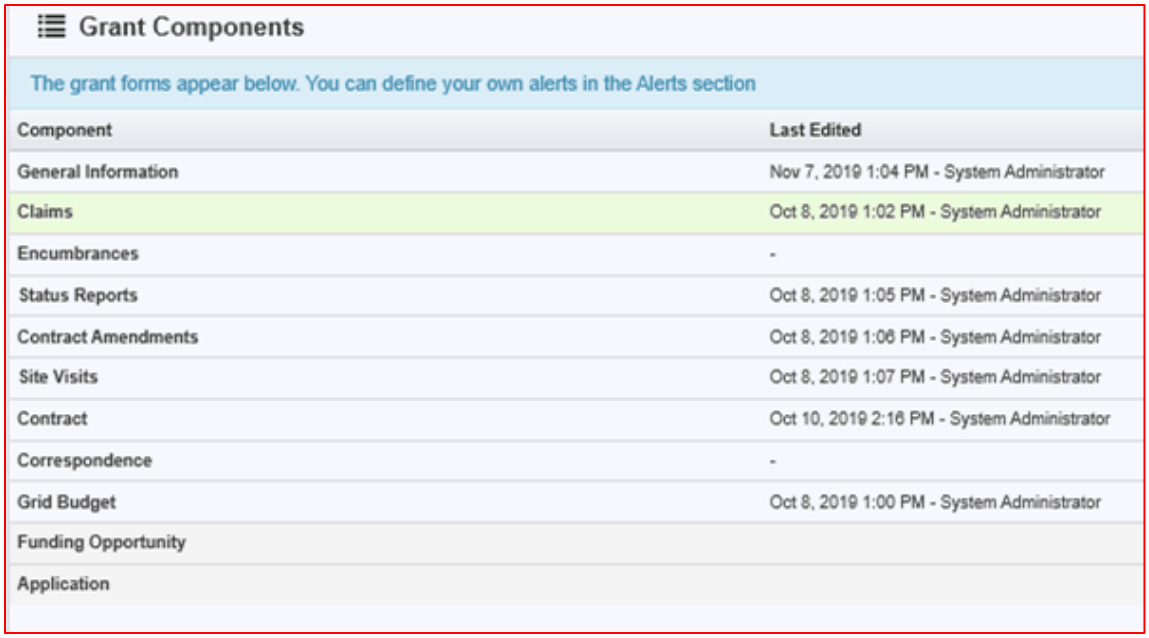
From the Side Menu: Click on **Grants**.



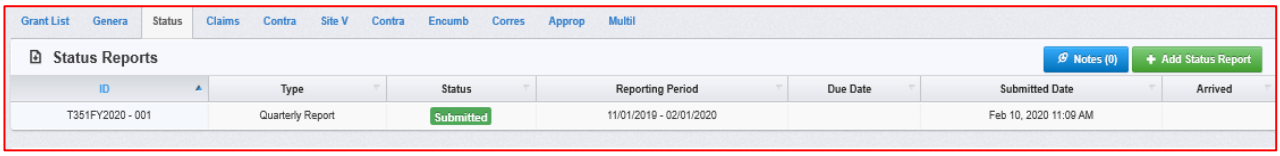
Select the **Grant** you would like to access in the **Active Grant** listing.
If you need to access a closed grant, click on the **Closed Grants** tab.



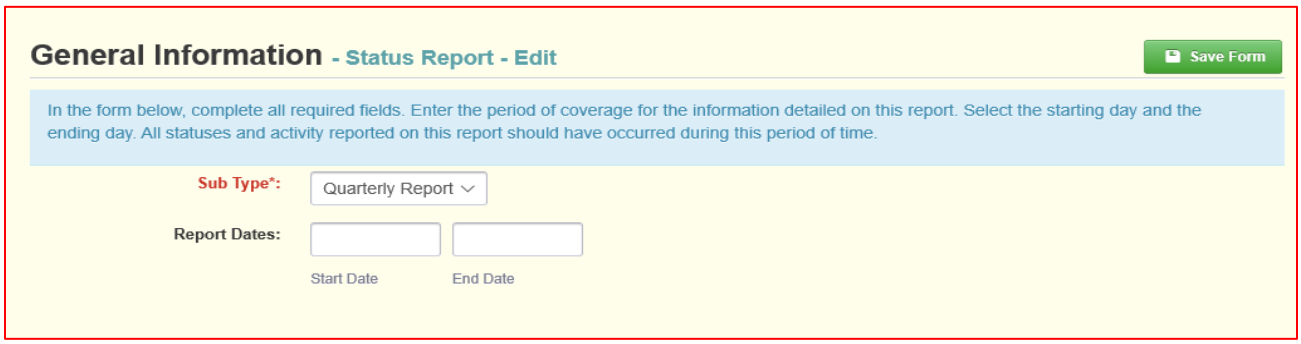
Once you have selected the Grant, you will be directed to the **Grant Components.** This list may be different based on the funding opportunity and program area.



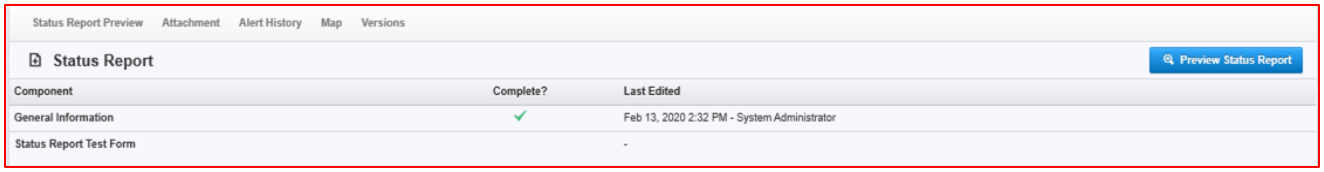
Select **Status Reports** from the list of Grant Components.
Click on **Add Status Report.**



Choose the **Sub Type.**
Enter **Report Dates.** *Start Date* and *End Date*.
When complete, click **Save Form**.



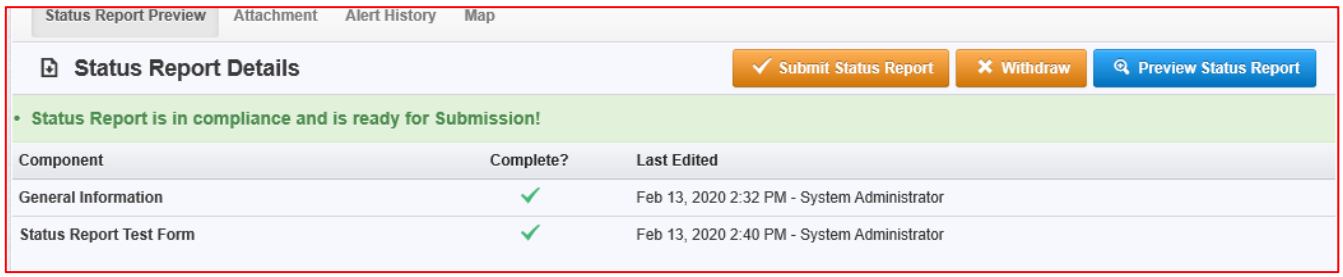
Click on the **Status Report Form**(s) listed under **Components**.
*(**Status Report Test Form** in this example)*



Enter the requested data and click on **Save Form**.

Review form and if correct, click on **Mark as Complete**.

If status report is ready for submission, click on **Submit Status Report**.



For technical assistance contact ogmssupport@dcjs.virginia.gov