

## **Instructions for Assigning GMIS User Names and Passwords**

### **Enhancement Notice: New Financial Officer Manage Users Maintenance Screen Effective Date: October 27, 2014**

DCJS has created a new web screen developed for Financial Officers to review and edit their user list on a more routine basis. This new screen will replace the current process of emailing DCJS with updates to your list. Financial Officers will now inherit the responsibility of keeping this information up-to-date which is part of DCJS' security and auditing requirements.

Please log into the Grants Management Information System website to access the Financial Officer: Manage Users link under Additional Options. Review your user list and confirm all of the persons at your locality that are currently using the website. Any new users who are not on the list may be added by clicking the Add New User button. Once they have been added, they will receive an automated email from our server with their account information. In addition, any users who need to be removed may be deleted by clicking the Delete button. If a current user's email address has changed, click the Edit button to update that information.

If your Financial Officer has changed please continue to email us at **[grantsweb@dcjs.virginia.gov](mailto:grantsweb@dcjs.virginia.gov)** .

DeAndrea E. Williams  
IT Specialist, Division of Finance & Administration/Grants Management  
Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, VA 23219  
Phone: 804.371.5380 FAX: 804.786.0588  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)