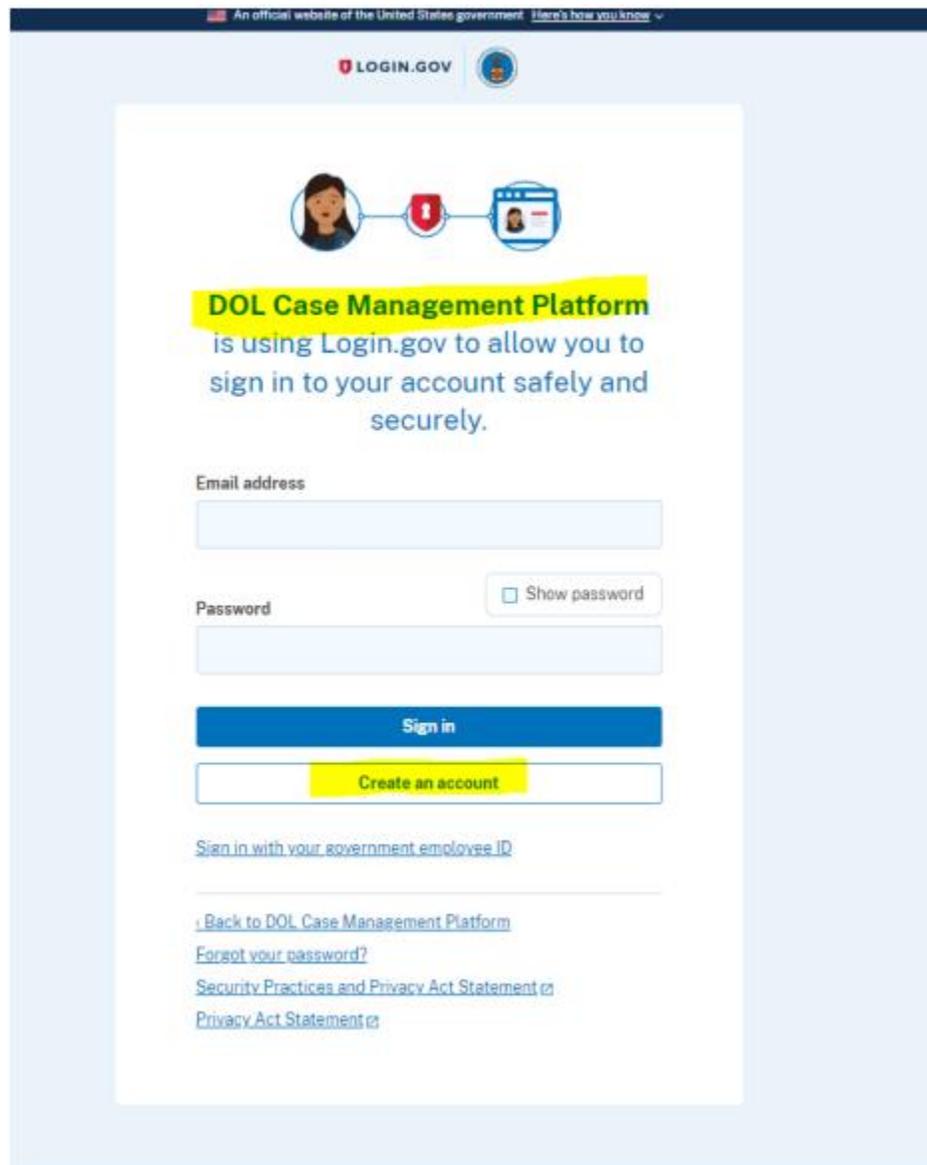# Instructions For Accessing GPMS Production

Login.gov accounts are required for accessing the Grantee Performance Management System (GPMS). All login.gov accounts created for accessing the Grantee Performance Management System (GPMS), must be done using:

https://cmp.dol.gov/suite?signin=login-gov

Accessing GPMS through any URL other than the designated one for account creation may result in the user being unable to access GPMS without intervention from the SCSEP Help team.
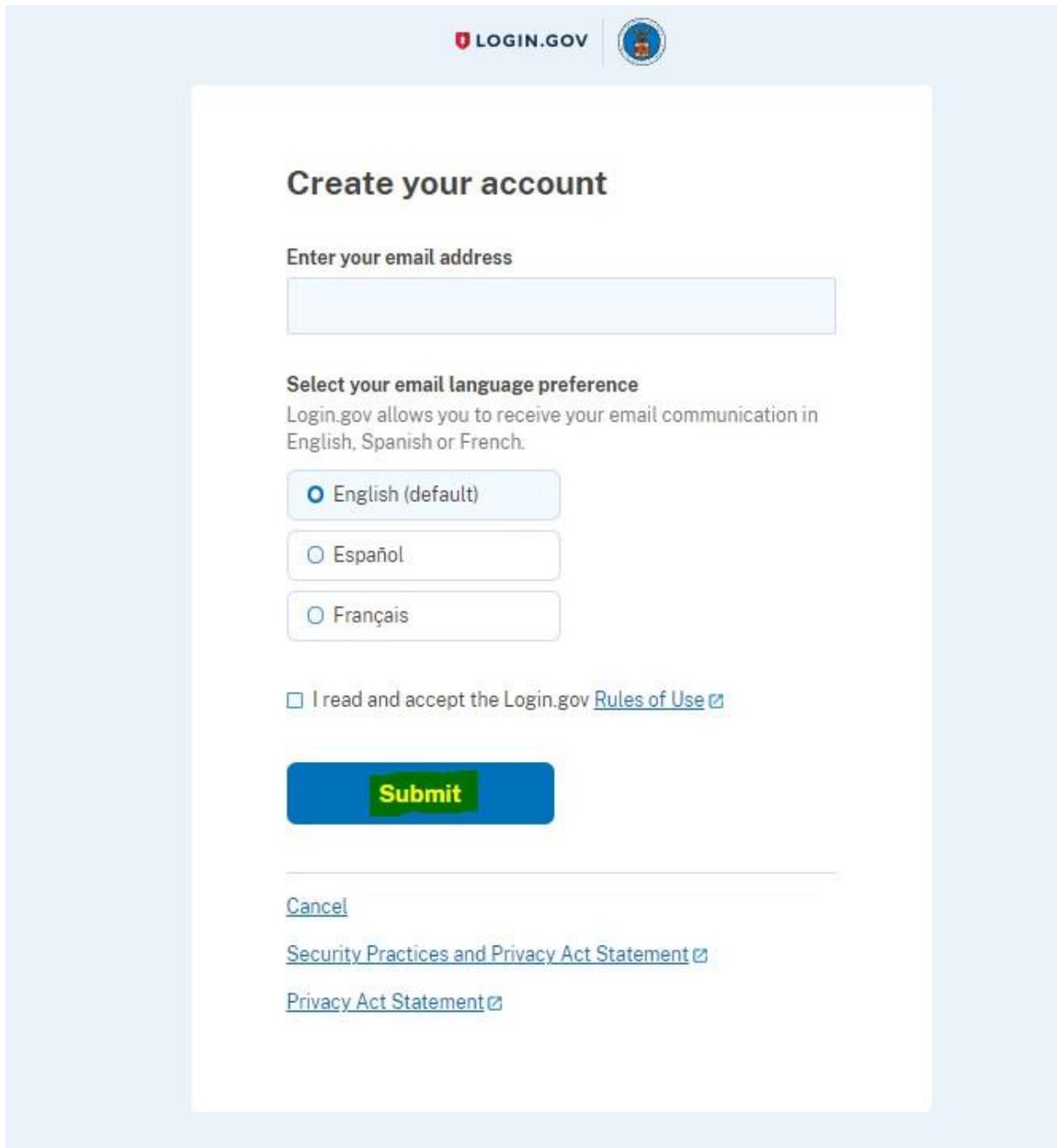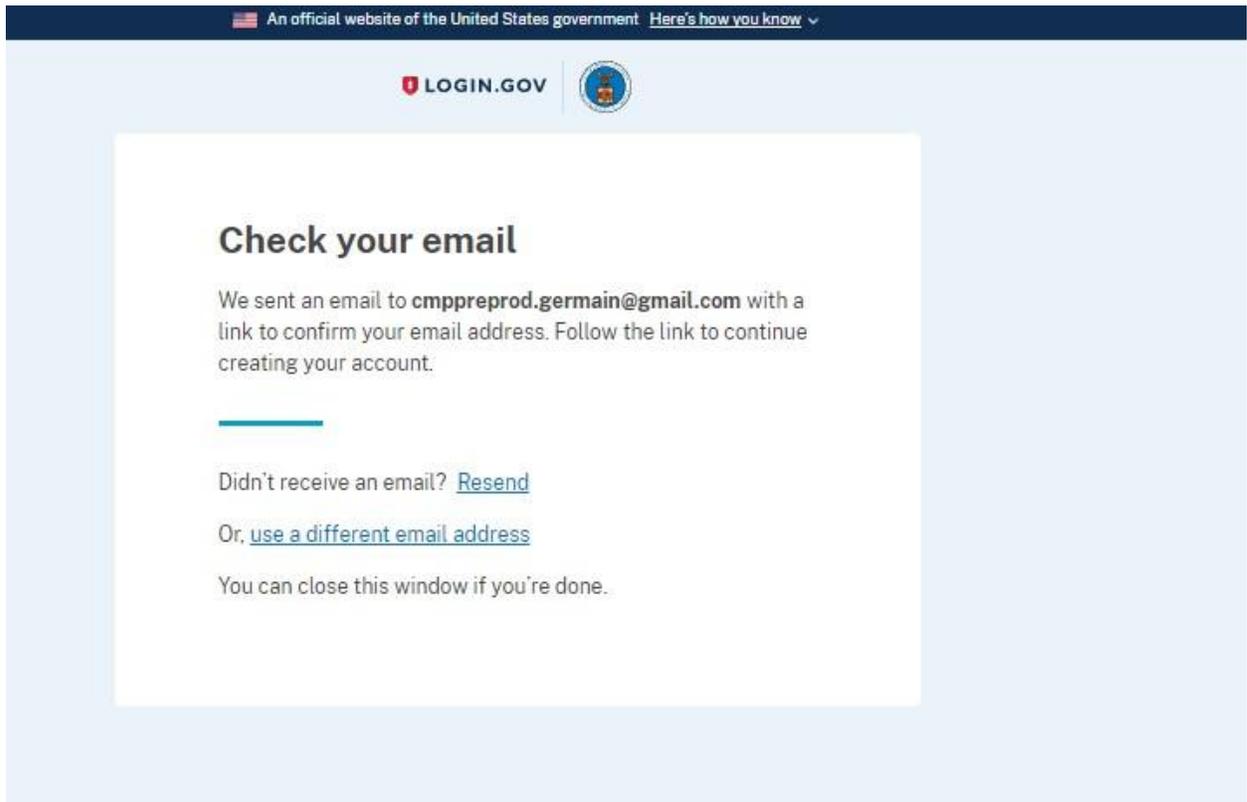
FIRST TIME USERS

1. Launch **https://cmp.dol.gov/suite?signin=login-gov**

Login.gov for GPMS

2. Click Create an account
3. Enter the email address to be used for your login.gov account
4. Copy / note the email address, this will be used for accessing GPMS
5. Select the radio button for **English**
6. Click the box for the **Rules of Use** after you have read the document
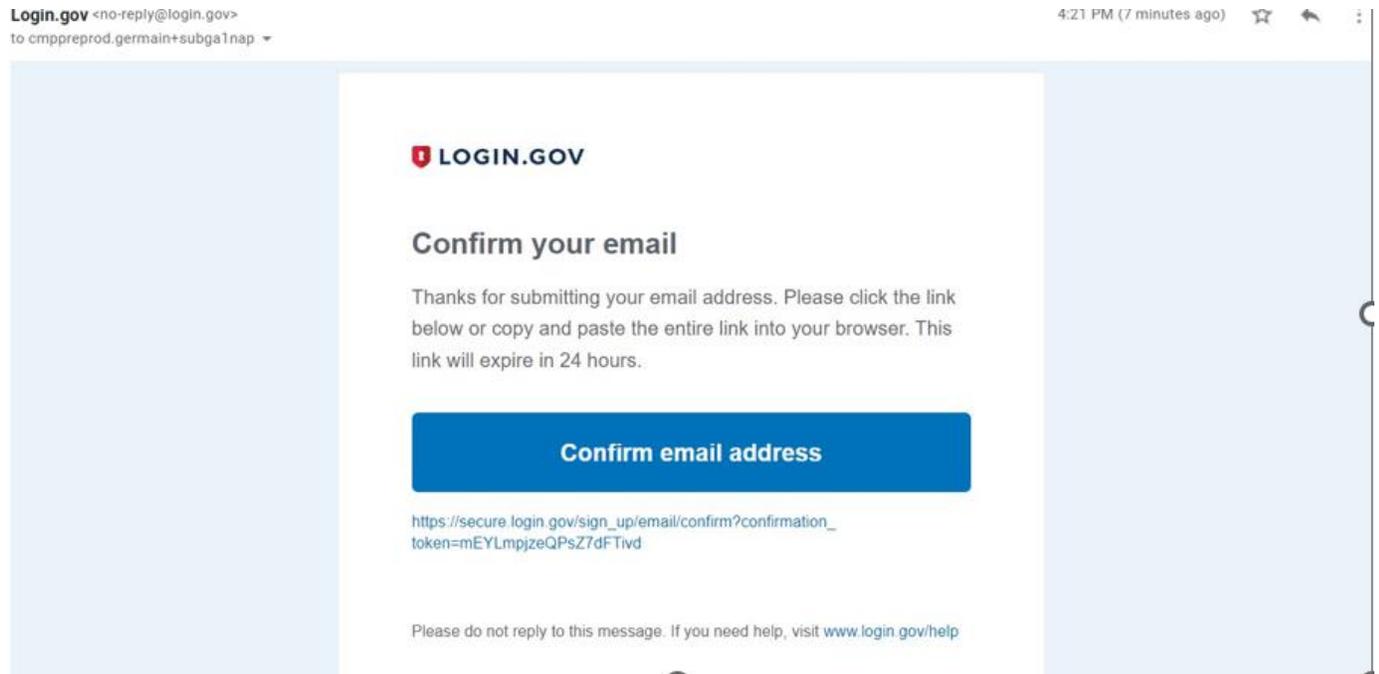7. Click **Submit**

Check m your Email

8. Follow the steps in the email received to confirm your email

Confirm email address

9. Click **Confirm email address**

✔ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password   ☐ Show password

[   ]

Password strength: ...

[**Continue**]

Password safety tips   ✚

‹ Cancel account creation
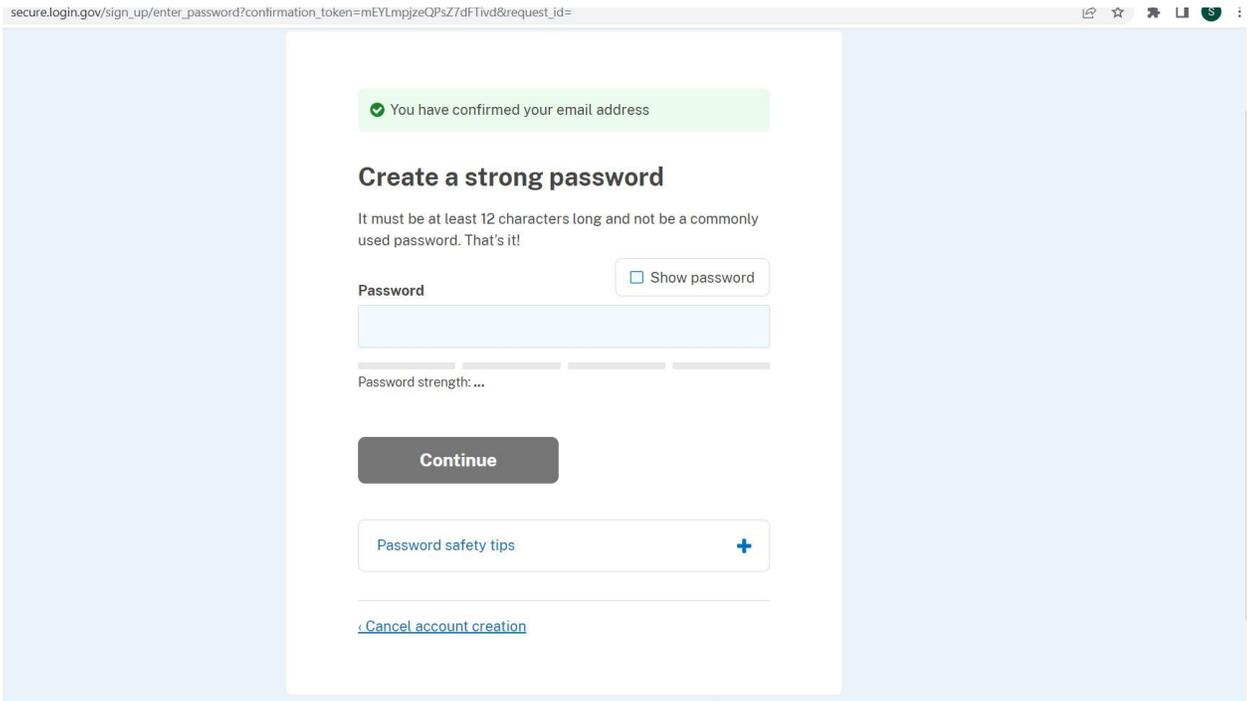
Create a strong password page

10. Create a strong password
11. Click **Continue**

Authentication method setup

Add another layer of security by using one of the multi-factor authentication options below.

Face or touch unlock
Use your device to verify your identity. We do not store your fingerprints or images. Recommended since it prevents phishing.

Security key
A physical device, often shaped like a USB drive, that you plug in to your device.

Government employee ID
PIV/CAC cards for government and military employees. Desktop only.

Authentication application
Download or use an authentication app of your choice to generate secure codes.

Text or voice message
Receive a secure code by (SMS) text or phone call.

Backup codes
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

12. Choose an Authentication Method (**Text or voice message** is commonly chosen and recommended)
13. Click **Continue**

Send Code

14. Enter phone number to be used for text or call
15. Click **Send code**

16. Enter Security code received
17. Click **Submit**
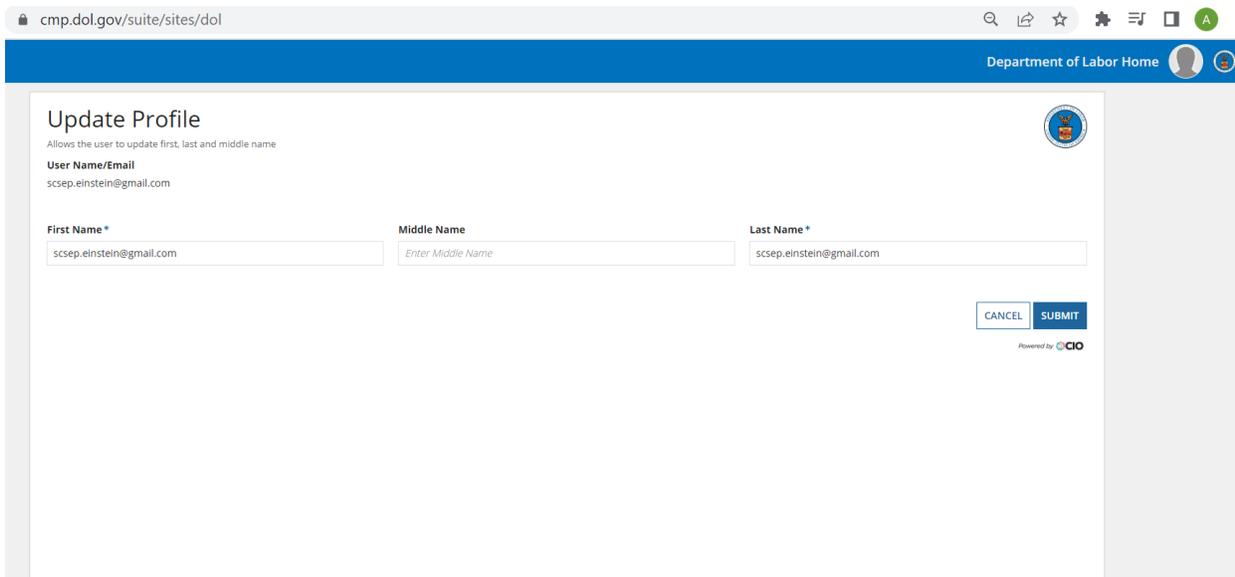
18. Confirm email address
19. Click **Agree and Continue**
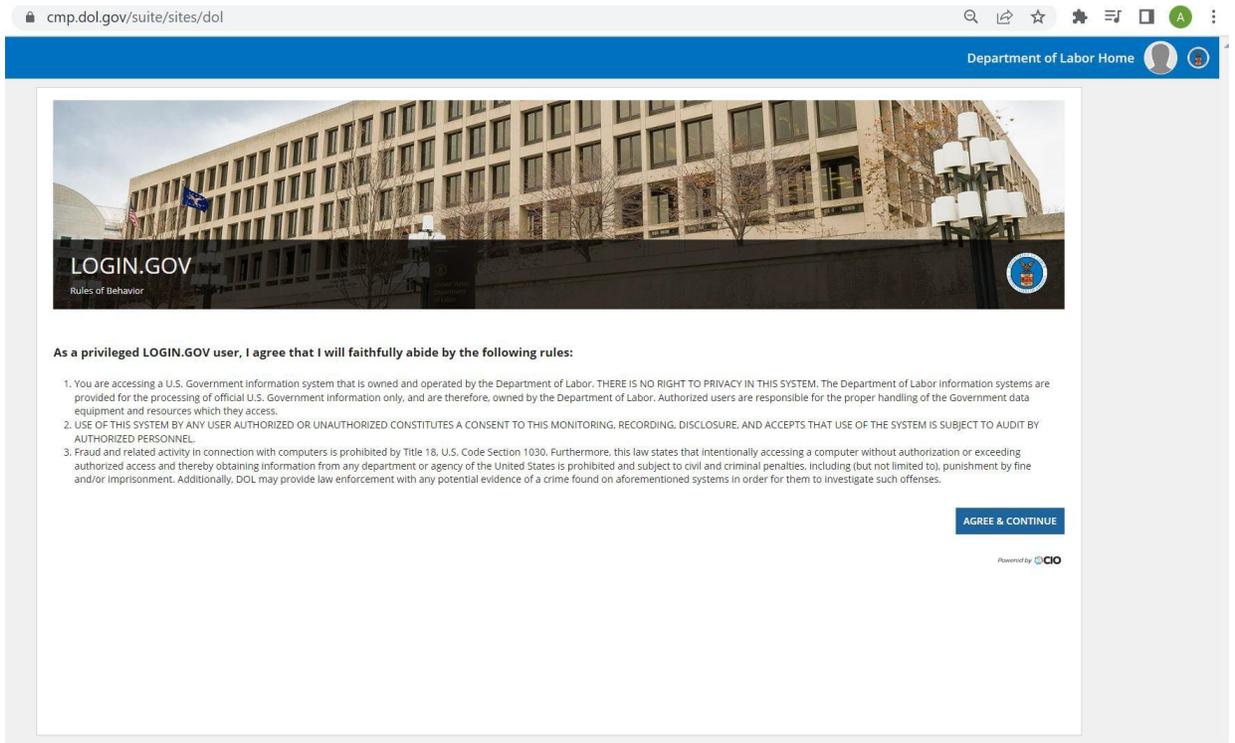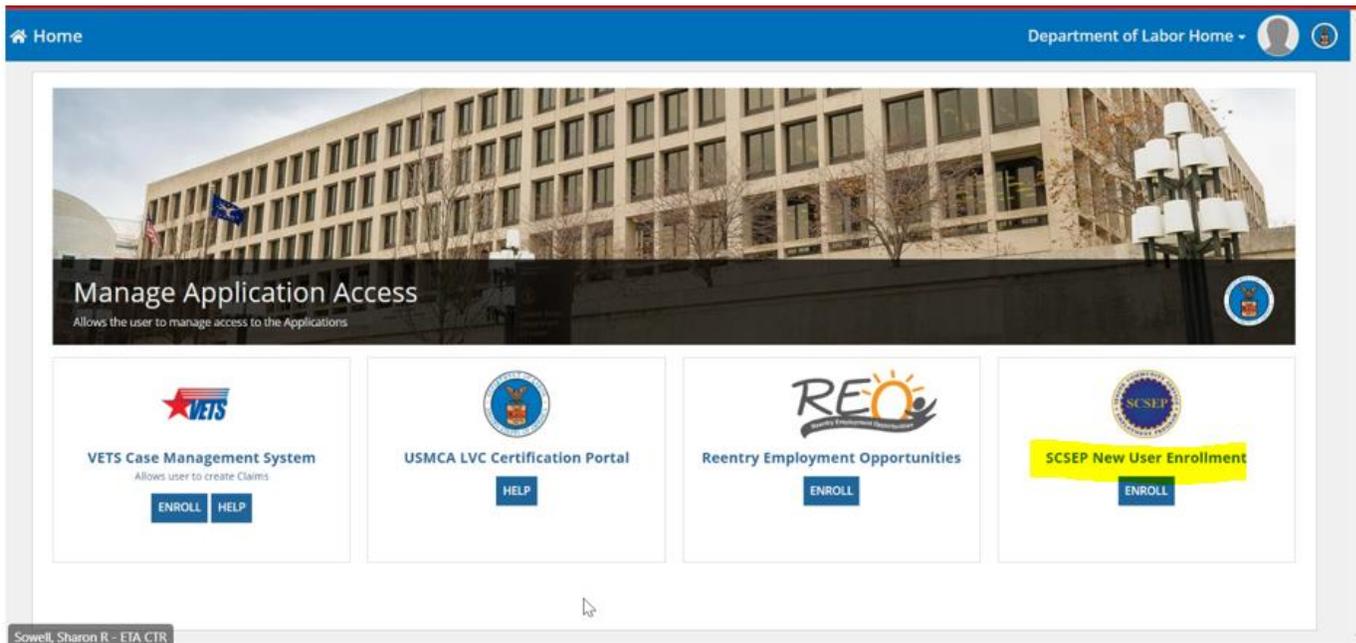
Department of Labor Home page

20. Click **AGREE & CONTINUE**

Update Profile Page

21. Update your profile by entering all required fields i.e. **First Name, Last Name**
22. Click **SUBMIT**

Manage Application Access page

23. Click the **ENROLL** button on the **SCSEP New User Enrollment** section of the DOL landing page. (The Profile page will be loaded)

24. Click the **ACCEPT** button on the Profile page.

Accept Button

25. Complete the required fields (fields marked with an asterisk (*)) on the Profile page.

Required Fields on the Profile page

26. Click the **SUBMIT** button. The system returns a message to the user(s).

Success!

Request has been approved

RETURN

Message from System

27. Select **SIGN OUT** from the drop drown on the **Department of Labor Home page.**

28. The SCSEP Help team will notify the Grantee Administrator when the account has been created.

29. The Grantee Administrator will inform the user that they can log into the system using their established user credentials.

ESTABLISHED USERS

1. Launch **https://cmp.dol.gov/suite?signin=login-gov**
2. Enter your credentials
3. Click **Sign in**
4. Enter the code received from login.gov
5. Click **Submit**
6. Select **SCSEP** from the drop down on the Department of Labor Home page

GMPS Landing page

OTHER

Please contact the SCSEP Help team **https://scsephelp.zendesk.com** for any issues encountered.