

## Instructions For Accessing GPMS Production

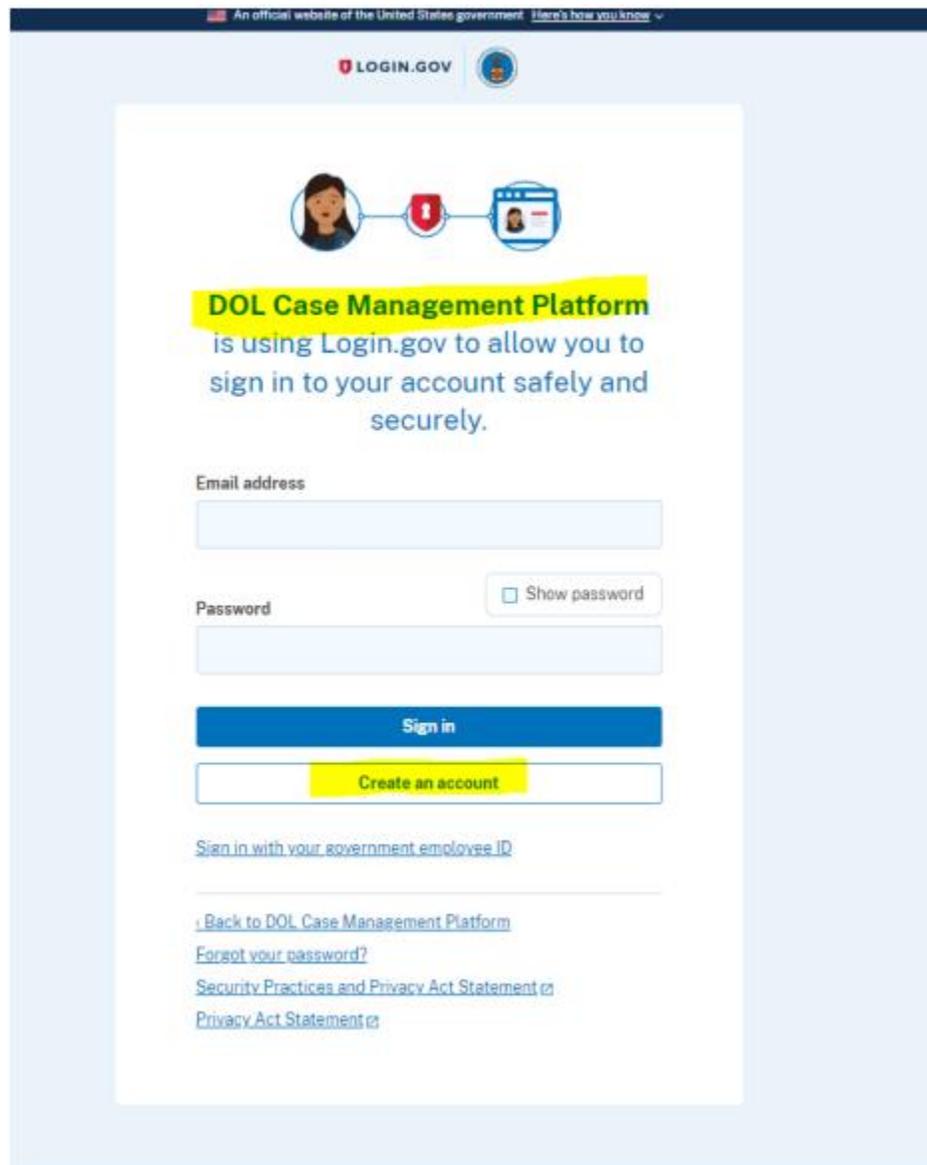
**Login.gov accounts are required for accessing the Grantee Performance Management System (GPMS).** All login.gov accounts created for accessing the Grantee Performance Management System (GPMS), must be done using:

<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**

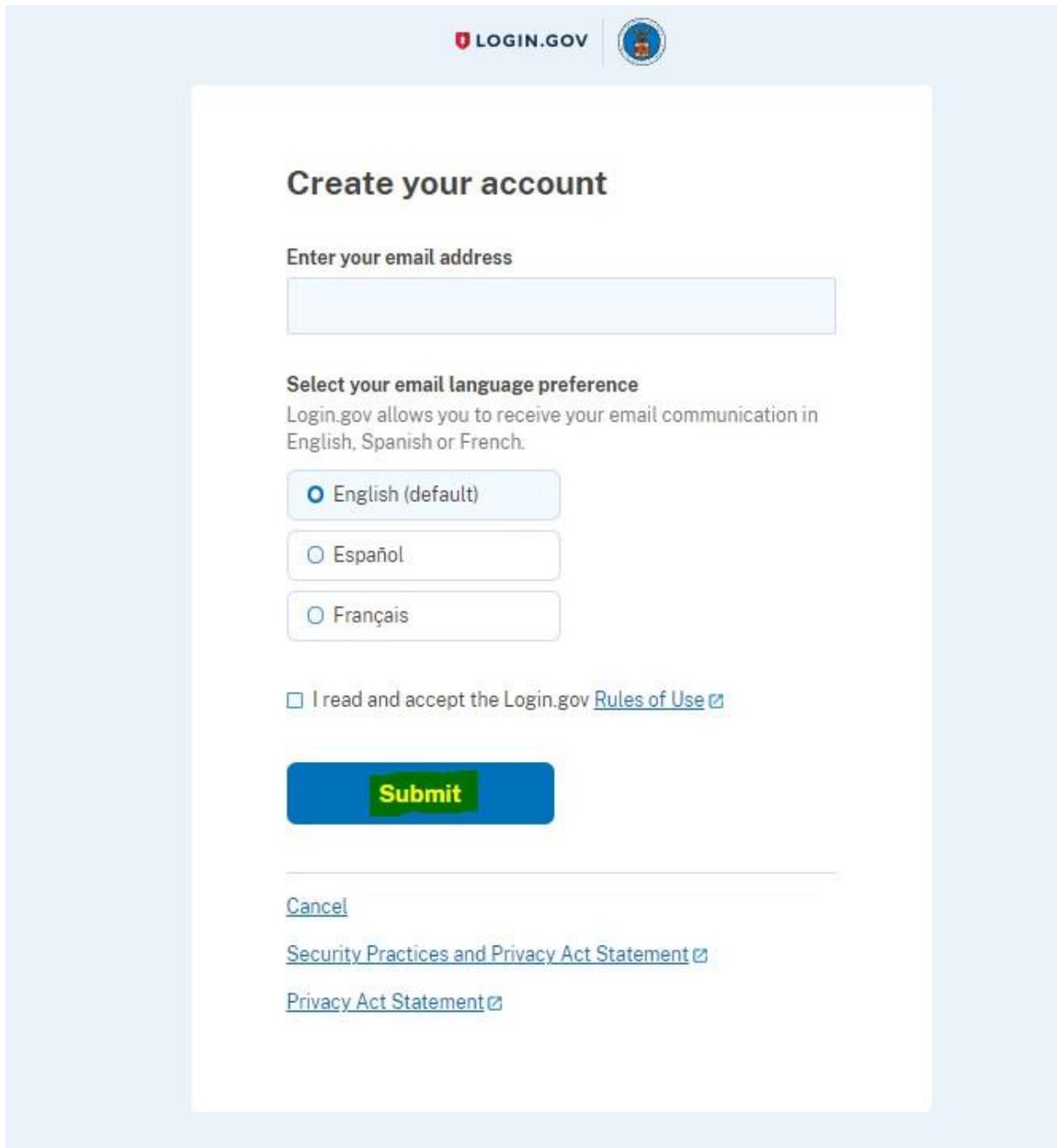
1. Launch <https://cmp.dol.gov/suite?signin=login-gov>



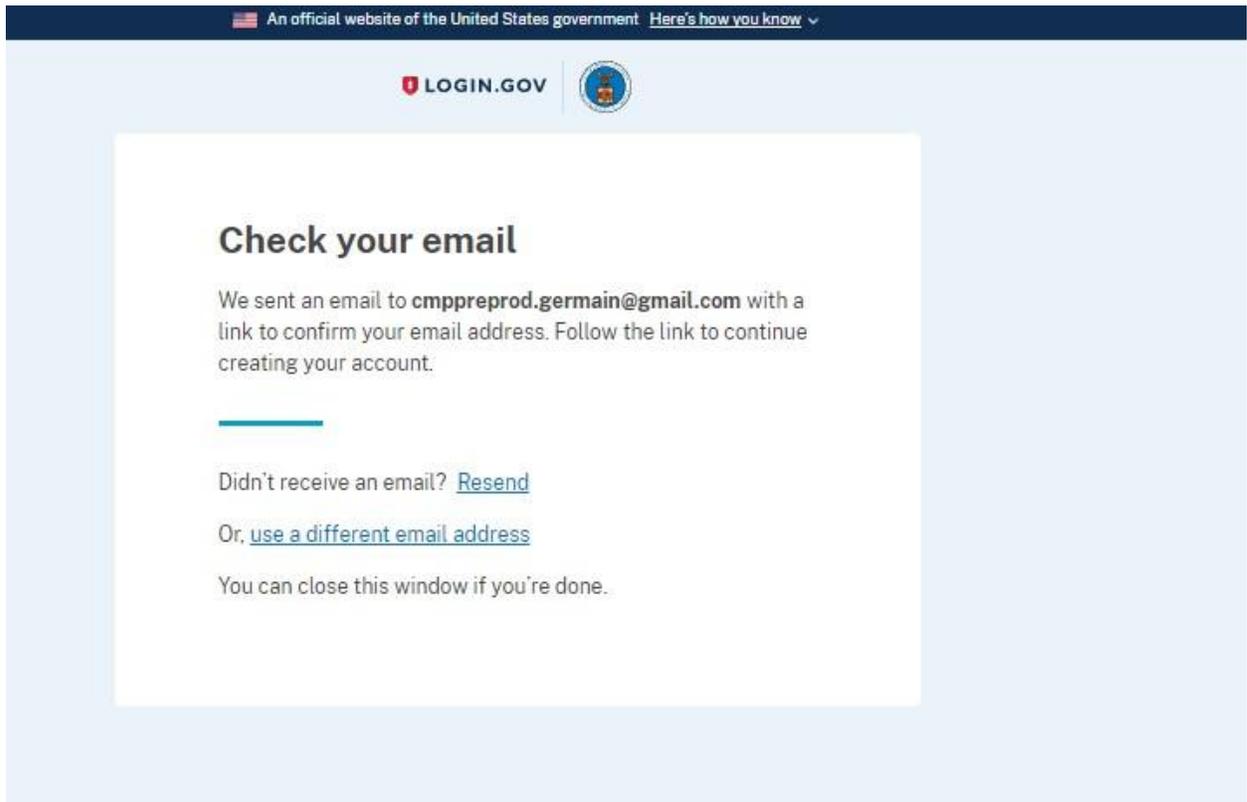
The screenshot shows the Login.gov sign-in interface. At the top, there is a dark blue header with the text "An official website of the United States government. Here's how you know" and the "LOGIN.GOV" logo. Below the header, there are three circular icons: a person's head, a shield with a red exclamation mark, and a computer monitor. A yellow banner highlights the text "DOL Case Management Platform is using Login.gov to allow you to sign in to your account safely and securely." Below this, there are two input fields: "Email address" and "Password". The "Password" field has a "Show password" checkbox. A blue "Sign in" button is positioned below the password field, and a yellow "Create an account" button is below it. At the bottom, there are several links: "Sign in with your government employee ID", "Back to DOL Case Management Platform", "Forgot your password?", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

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**

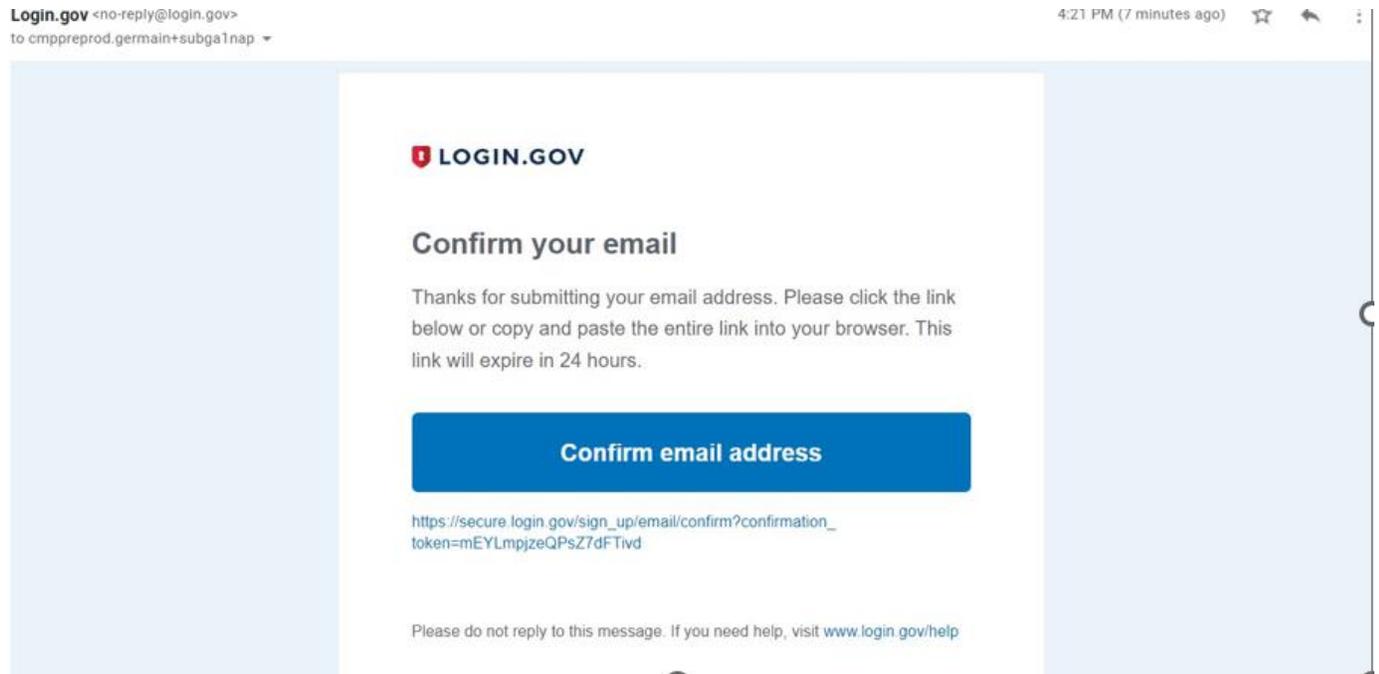


The screenshot shows the 'Create your account' page on the Login.gov website. At the top, there is a header with the 'LOGIN.GOV' logo and a circular seal. The main heading is 'Create your account'. Below this, there is a section for 'Enter your email address' with a text input field. The next section is 'Select your email language preference', with a subtext stating 'Login.gov allows you to receive your email communication in English, Spanish or French.' There are three radio button options: 'English (default)', 'Español', and 'Français'. Below the language options is a checkbox labeled 'I read and accept the Login.gov Rules of Use' with a link to the 'Rules of Use' document. A prominent blue 'Submit' button is located below the checkbox. At the bottom of the form, there are three links: 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.



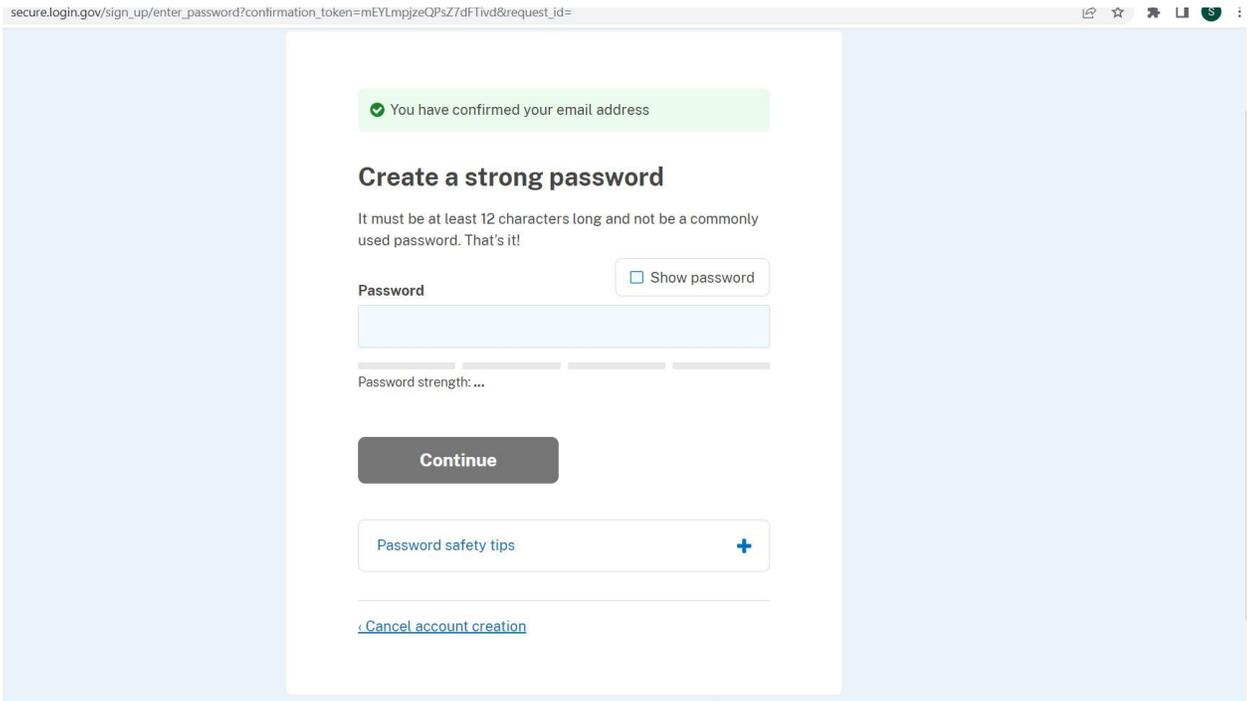
Check in your Email

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



Confirm email address

9. Click **Confirm email address**



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 your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in**.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

### Phone number

Example: (201) 555-0123

### How should we send you a code?

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS)

Phone call

[Mobile terms of service](#)

**Send code**

Send Code

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

secure.login.gov/login/two\_factor/sms/otp\_make\_default\_number=&reauthn=false

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

## Enter your security code

We sent a security code to +1 908-229-1590. This code will expire in 10 minutes.

### One-time code

Remember this browser

**Submit**

[Get another code](#)

Entered the wrong phone number?  
[Use another phone number](#)

16. Enter Security code received
17. Click **Submit**



✓ A phone was added to your account.



## You've created an account with Login.gov

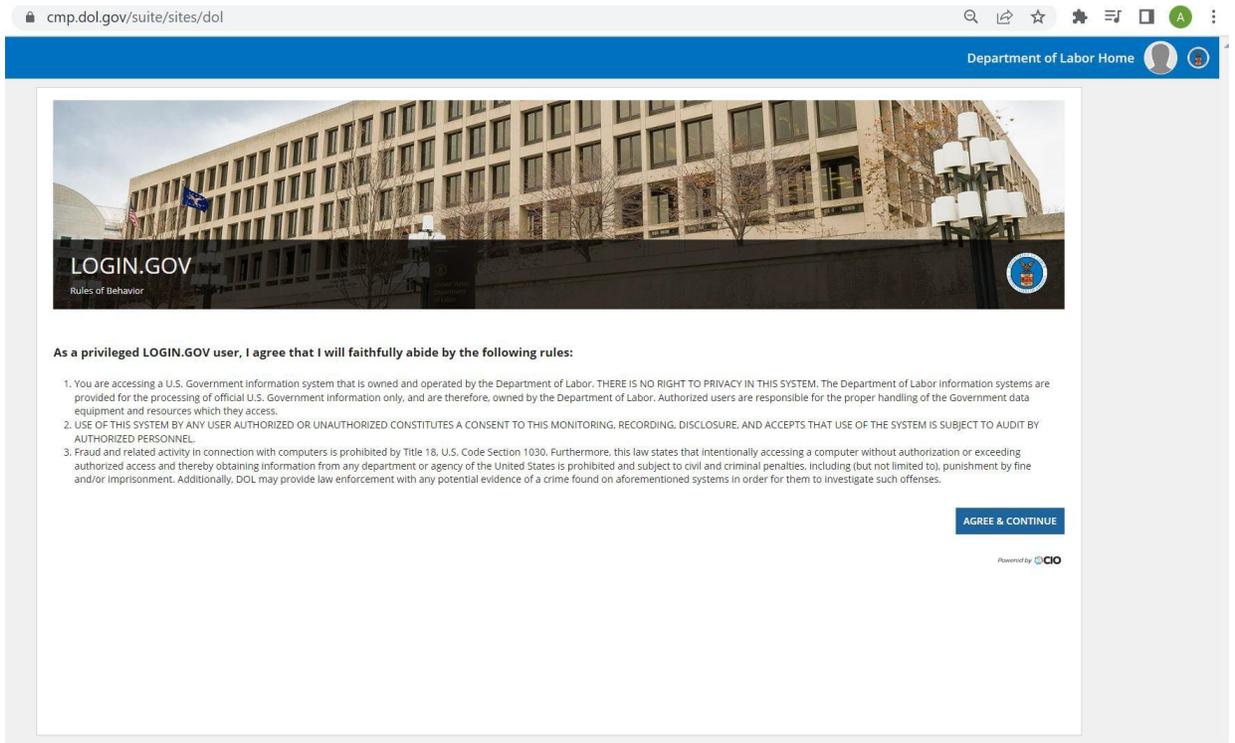
We'll share this information with **DOL Case Management Platform**:

✓ **Email address**  
scsep.einstein@gmail.com

**DOL Case Management Platform** will only use this information to connect to your account.

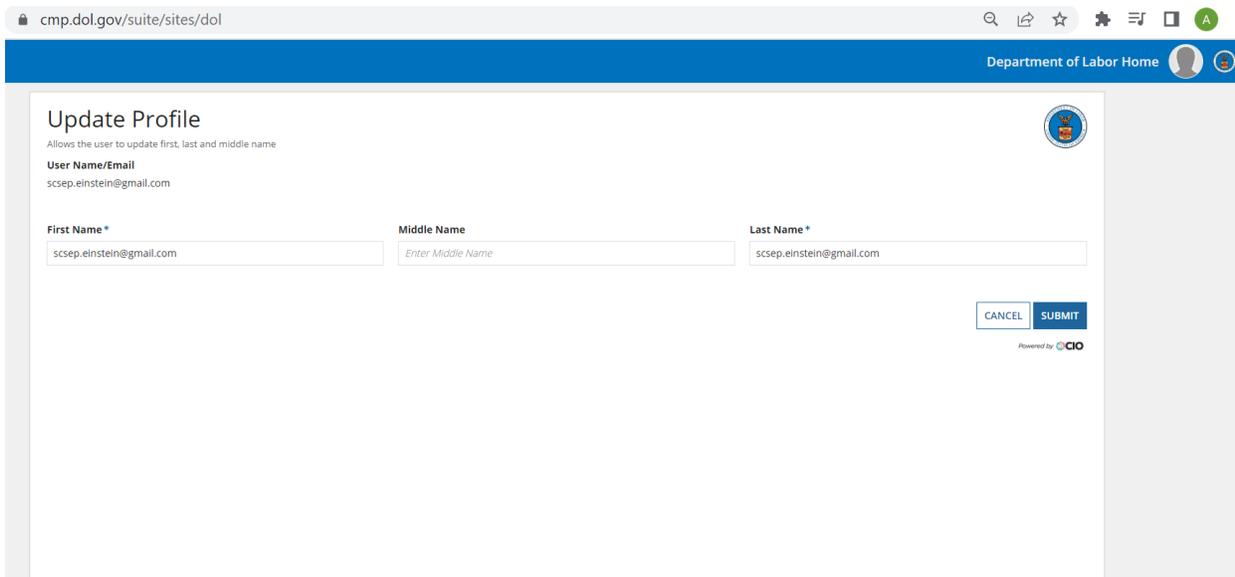
**Agree and continue**

18. Confirm email address
19. Click **Agree and Continue**



Department of Labor Home page

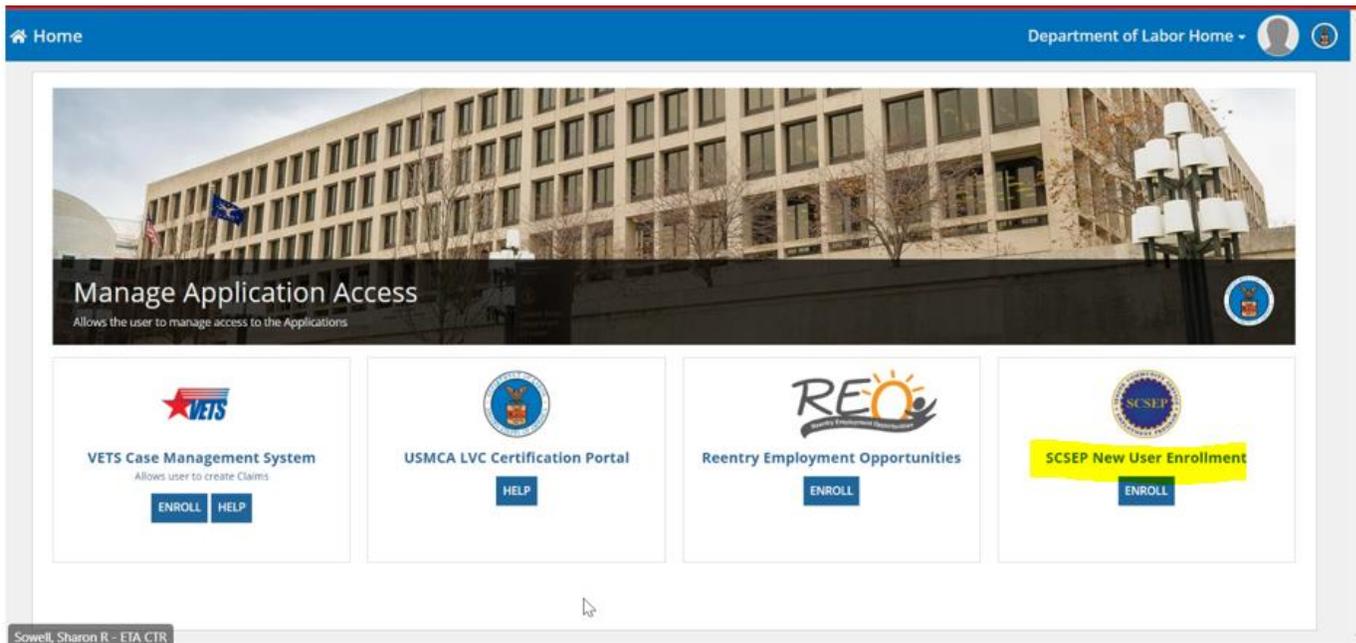
## 20. Click **AGREE & CONTINUE**



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.

Complete the information below with the selections provided. Completing and submitting this form will provide permissions to privileged roles for grantees and grantee selected.

### User Details

**Relationship to SCSEP \***  
-- Please select a value --

**Grantee \*** --Select a Grantee--      **Sub-Grantee \*** --Select a Sub-Grantee--

**Role \*** -- Select A User Role --

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 down 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

The screenshot shows the SCSEP Cases management interface. At the top is a blue navigation bar with icons for CASES, ADMIN CONSOLE, MY TASKS, REPORTS, and GRANTEES. On the right of the bar, it says 'SCSEP' with a dropdown arrow, a user profile icon, and a 'LOG OUT' button. Below the navigation bar, the page title is 'SCSEP Cases'. There is a search section for 'Participant Name' with a search box containing the placeholder text 'Search by Participant Name' and a 'SEARCH' button. To the right of the search box is a '+ Show Filters' button. Below the search section is a 'Participant Cases' section with a blue 'ADD NEW CASE' button. At the bottom, there is a table header with the following columns: Case ID, Participant Name, Participant ID, Grantee, Sub-Grantee, Case Manager, Date of Enrollment, Exit Date, Months in Program, and Status.

GMPS Landing page

## **OTHER**

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