

## Mandatory GPRS Username Consolidation

After June 17, 2016, the Grants Payment Request System (GPRS) will require that you consolidate multiple active GPRS usernames for the same grantee organization. This change will simplify your utilization of GPRS by enabling you to request funds from a single login for all of the organization's active grants to which you are currently assigned, whether they are from the Office of Justice Programs (OJP), the Office on Violence Against Women (OVW), or the Office of Community Oriented Policing Services (COPS). Follow the steps below to successfully consolidate your GPRS usernames.

### How to Confirm Your GPRS Username Consolidation

1. After June 17, access GPRS at <https://grants.ojp.usdoj.gov/gprs> and select the **GPRS Login** link.
2. Enter the **GPRS Username** and **Password** you wish to retain.
3. Read the notification and select **Continue**.
4. Review your list of usernames in GPRS for the same grantee organization (**Figure 1**).
  - a. To consolidate into a username other than the one you are currently logged in with, select **Logout** and re-access GPRS with the other username information.
  - b. When you are ready to move on, select **Continue (A)**.
5. Review the lists of active awards assigned to each username (**Figure 2**).
  - a. If any information is incorrect or missing, note the missing information and select **Logout**. Then contact the GMS Helpdesk at 1-888-549-9901 (option 3) or [gms.helpdesk@usdoj.gov](mailto:gms.helpdesk@usdoj.gov).
  - b. When you are ready to finalize the consolidation process, select **Consolidate (B)**.

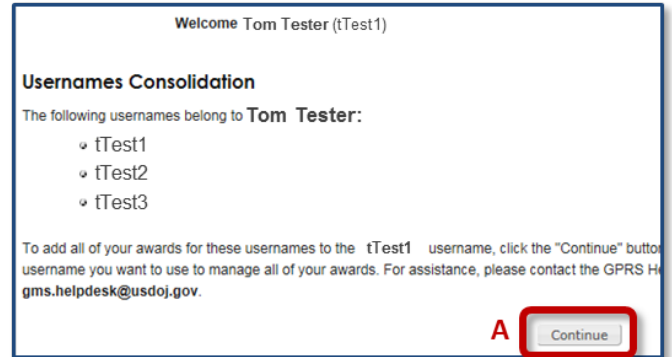


Figure 1 Usernames for Consolidation

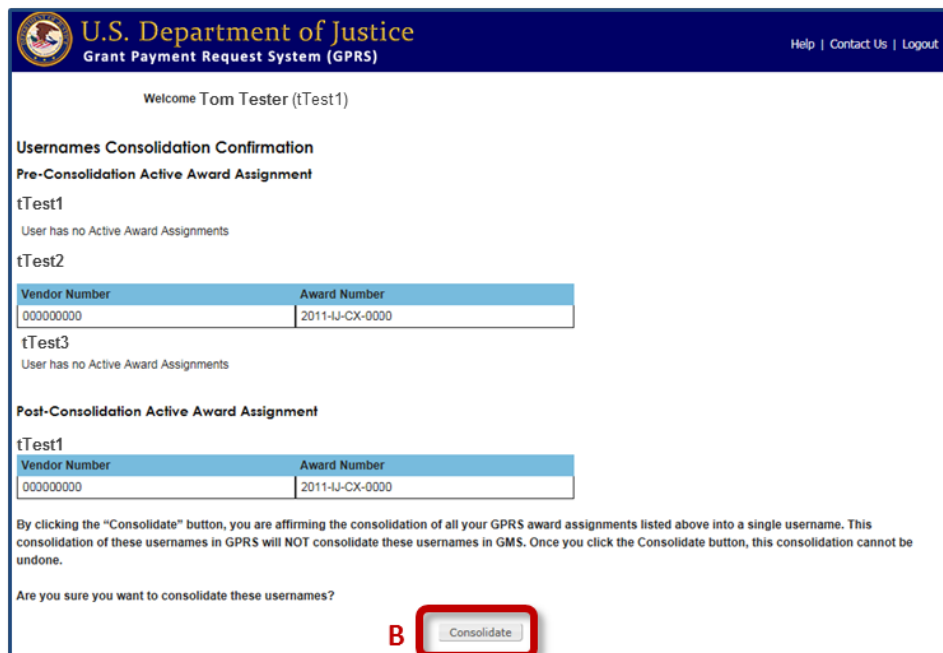


Figure 2 Usernames Consolidation Confirmation page showing Award Assignments before Consolidation

The system consolidates all active awards into the username you are currently logged in with and displays the updated Active Award List so you can review award information, monitor transactions, and create payment requests.

## Additional Steps for OJP and OVW GMS Users

The consolidation of GPRS usernames will not affect your Grant Management System (GMS) FPOC login information. All your existing usernames and accounts in GMS as of June 17 will be retained. However, if you create a new FPOC account in GMS after June 17 and at least one award is assigned to it, you will be required to consolidate that account in GPRS the next time you log in.

**NOTE:** The consolidation of GPRS accounts will not affect COPS Users' Agency Portal login information. All existing username(s) and accounts in Agency Portal as of June 17 will be retained. COPS Agency Portal users will not have any additional steps to take in Agency Portal.

### FPOC Users

FPOC users should avoid registering additional FPOC usernames in GMS.

In addition, if you already have more than one username in GMS, communicate to your GMS Grantee Point of Contact (POC) the username you choose to retain in GPRS so he/she can make all future award assignments to this account.

### Grantee POC Users

Grantee POC users should take note of the username each FPOC retains in GPRS. They should then take the following steps in GMS after June 17 to simplify the administration of award assignments:

- 1) Assign all active awards in GMS to the user ID the FPOC user retained in GPRS via the Manage Users / Manage FPOC screen.
  - a. Select the **Manage Users** link, and then select **Manage FPOC** (**Figure 3**).
  - b. Select each of the FPOC's active name links until you locate the one with the correct **User ID** (**Figure 4, A**).

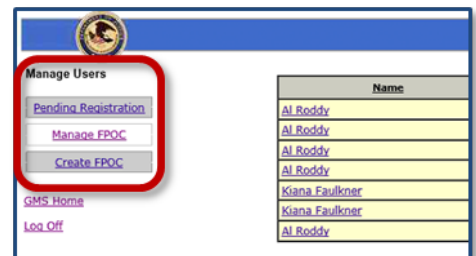


Figure 3 Select Manage Users and then Manage FPOC.

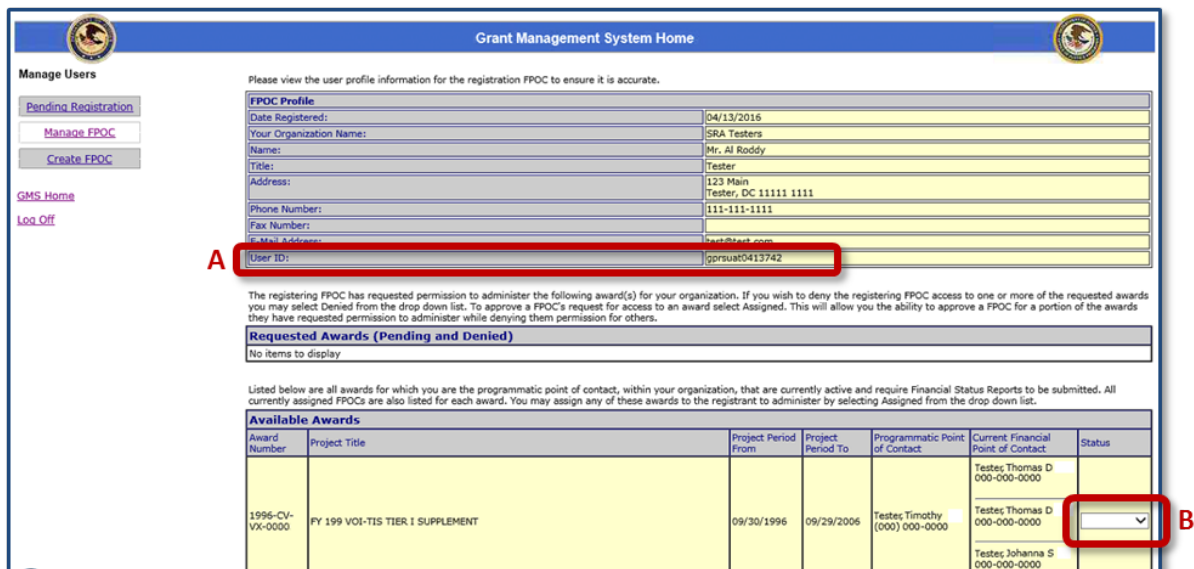


Figure 4 Check for the User ID the FPOC retained in GPRS; then assign all awards to this FPOC Profile.

- c. Set the **Status** of all Available Awards for this FPOC Profile to "Assigned" (**Figure 4, B**).
- 2) Unassign all awards from the FPOC's other profiles via the Manage FPOC screen. This will list them as "inactive" in GMS (**Figure 5**).

Grants Management					
Manage Users					
	Name	Organization Name	Phone Number	Status	Updated Date
<a href="#">Pending Registration</a>	<a href="#">Al Roddy</a>	SRA Testers	111-111-1111	Active	04/13/2016
<a href="#">Manage FPOC</a>	<a href="#">Al Roddy</a>	SRA Testers	111-111-1111	Inactive	04/07/2016
<a href="#">Create FPOC</a>	<a href="#">Al Roddy</a>	SRA Testers	111-111-1111	Inactive	04/06/2016
<a href="#">GMS Home</a>	<a href="#">Al Roddy</a>	SRA Testers	111-111-1111	Inactive	04/05/2016
<a href="#">Log Off</a>	<a href="#">Kiana Faulkner</a>	SRA Testers	111-111-1111	Active	04/05/2016
	<a href="#">Kiana Faulkner</a>	SRA Testers	111-111-1111	Inactive	04/05/2016
	<a href="#">Al Roddy</a>	SRA Testers	111-111-1111	Inactive	04/05/2016

Figure 5 FPOC Profiles with no awards are listed as “Inactive” on the Manage FPOC screen

- 3) Make all future award assignments to the remaining “active” profile via the Manage FPOC screen.

**NOTE:** The Financial Point of Contact Designation screen in GMS lists all available FPOC accounts in the **Financial Point of Contacts** drop-down, regardless of whether they are active or inactive. By making all future award assignments on the Manage FPOC screen, Grantee POC users will be able to easily identify the “active” profile.

Grantee POC users should also take care not to create a duplicate profile for an FPOC user on the Financial Point of Contact Designation screen by always first checking the **Financial Point of Contacts** drop-down.

### For More Information

If you have any questions regarding this change, or need assistance with the consolidation process, please contact the GMS Helpdesk at 1-888-549-9901 (option 3) or [gms.helpdesk@usdoj.gov](mailto:gms.helpdesk@usdoj.gov).