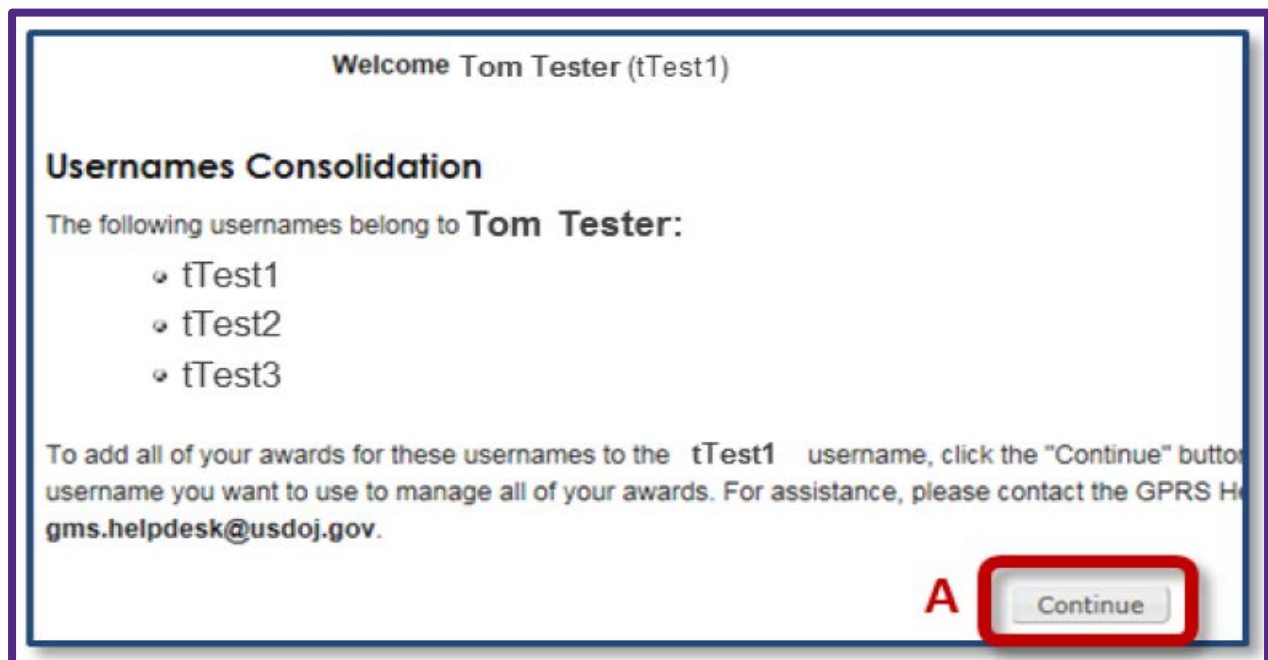


Mandatory GPRS Username Consolidation

1. 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.
 - 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.
 - 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.
 - b. When you are ready to finalize the consolidation process, select **Consolidate (B)**.

U.S. Department of Justice
Grant Payment Request System (GPRS)

Welcome Tom Tester (tTest1)

Usernames Consolidation Confirmation

Pre-Consolidation Active Award Assignment

tTest1
User has no Active Award Assignments

tTest2

Vendor Number	Award Number
000000000	2011-IJ-CX-0000

tTest3
User has no Active Award Assignments

Post-Consolidation Active Award Assignment

tTest1

Vendor Number	Award Number
000000000	2011-IJ-CX-0000

By clicking the "Consolidate" button, you are affirming the consolidation of all your GPRS award assignments listed above into a single username. This consolidation of these usernames in GPRS will NOT consolidate these usernames in GMS. Once you click the Consolidate button, this consolidation cannot be undone.

Are you sure you want to consolidate these usernames?

B

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