

## EGrAMS Login

In order to access the various functionalities of EGrAMS, you need to login into the system. Select this option to login to the EGrAMS application using your EGrAMS login credentials – User name and password.

Before attempting to log into the EGrAMS system, make sure that your user name has been activated.

If you do not have a valid user name and a password, create your user name and password by selecting the 'Create EGrAMS Login' option.

If your user account has been created but is Inactive, wait for an activation confirmation email (as entered in your user profile), before attempting to login.

Illustrated below is the screen you will see on selection of the EGrAMS Login option:

This screen enables the user to

1. Login to EGrAMS by entering his/her user name and password
2. Change his/her existing password.
3. Reset the password, if the user cannot recollect their password.

Srl	Field	Description
1.	User Name	Enter your user name as entered in the 'Create EGrAMS Login' screen.
2.	Password	Enter your password. Make sure that the password entered is exactly the same as the one entered in the 'Create EGrAMS Login' screen.

Srl	Field	Description
		(Passwords are case sensitive).

Click on 'OK' to login to the application. The system will authenticate the information provided and grant access to the application.

If the information provided is incorrect, the system will display an informational message and display the same logon screen. If you fail to enter valid information within three (or, as configured) attempts, the system will lock your user account. Unlocking of locked user accounts can only be done by authorized system administrators.

On successful authentication, the system will display the Welcome screen as follows.

Home Grantee Logout

Welcome Screen Timeout Left: 60 mins Date: Oct-25-10

**Hello B Smith ,**

Welcome to the EGrAMS (Electronic Grants Administration & Management System) Application.

You may begin using the application by selecting menu options from the top menu bar.

If you have any problem accessing the application, please contact EGrAMS Help Desk at (248) 786-2500 or at [egramshelp@htcinc.com](mailto:egramshelp@htcinc.com). Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

The Welcome Page displays a salutation with your display name as entered in the user profile. It also displays the Application Menu that allows the user to access the various modules, sub modules and programs in the EGrAMS application. Above the EGrAMS Welcome Page title is the menu bar that displays the application menu.

If you need to review or change your user profile information (address, telephone number, email address, etc), click the 'click here' link. For details on changing your user profile information, refer to 'Create User Profile' section in the documentation.



*If it is the first time you are logging into EGrAMS, it may be a good idea to review your user profile and make sure all your information is correct (especially the parent agency and email address).*

If you receive any errors, please refer to the table below for an explanation of the error and the corrective action that may be needed.

Srl	Error	Description	Corrective Action
1.	Please enter user name	User name is blank	Enter user name
2.	Please enter a password	Password is blank	Please enter a password
3.	Invalid User. You are not authorized to use the EGrAMS application.	The user name entered is incorrect	Please verify your user name and re-enter
4.	Invalid Password. You are not authorized to use the EGrAMS application.	The password entered is incorrect	Please verify your password and re-enter
5.	Your user status is inactive in the EGrAMS application. You should have an Active status to access the EGrAMS application. Please	Your user account status is inactive	If you are a project director, contact your implementing agency grant administrator to

Srl	Error	Description	Corrective Action
	contact System Administrator for assistance.		activate your account. If you are an agency user, contact your project director to activate your account.

If you need to change your user profile information (address, telephone number, email address, etc), click the 'click here' link. For details on changing your user profile information, refer to 'Create EGrAMS Login' option documentation.

## Change Password

Select this option to change your existing password. On selection of this option, the system will display the Change Password screen as follows.

Srl	Field	Description
1.	User Name	Enter your user name as entered in the 'Create EGrAMS Login' screen.
2.	Password	Enter your password. Make sure that the password entered is exactly the same as the one entered in the 'Create EGrAMS Login' screen. (Passwords are case sensitive).
3.	New Password	Enter your new password
4.	Re-type New Password	Enter your new password again

Click on '**OK**' for your new password to take effect. On saving your new password, the system will take you to the EGrAMS Login screen.

Click on '**Cancel**' to discard your new password and retain your old password. On discarding your changes, the system will take you to the EGrAMS Login screen.

If you receive any errors, please refer to the table below for an explanation of the error and the corrective action that may be needed.

Srl	Error	Description	Corrective Action
1.	Please enter user name	User name is blank	Enter user name
2.	Please enter a password	Password is blank	Please enter a password
3.	Please enter a new password	The new password entered is blank	Enter a new password
4.	Please confirm your password	The new password confirmation is blank	Re-enter the new password
5.	Please verify your user name and password	The user name or password entered is incorrect	Please verify your user name and password and re-enter. If you have forgotten, your password, select 'Cancel' and choose the 'Forgot Password' option in the EGrAMS Login screen
6.	New password and re-type password does not match	The new password and the confirmation password entered are not the same.	Enter the confirmation password as the same as the new password.

### Forgot Password

Select this option if you have forgotten your password and want to reset your existing password. On selection of this option, the system will display the Forgot Password screen as follows.

Reset Password

<b>*User Name:</b>	<input type="text" value="josephr"/>
Security <u>Q</u> uestion 1 :	<input type="text" value="What are the last 4 digits of your Social Security number?"/>
<b>*Security Answer 1 :</b>	<input type="text"/>
Security <u>Q</u> uestion 2 :	<input type="text"/>
<b>*Security Answer 2 :</b>	<input type="text"/>
<b>*New Password:</b>	<input type="password"/>
<b>*Retype New Password:</b>	<input type="password"/>

Srl	Field	Description
1.	User Name	Enter your user name as entered in the 'Create EGrAMS Login' screen.
2.	Date of Birth	Enter your date of birth in MM/DD/YYYY format. Make sure that the date of birth entered is exactly the same as the one entered in the 'Create EGrAMS Login' screen
3.	Security Question 1	This field will be populated after entering the user name and tabbing out of the field.
4.	Security Answer 1	Enter response to the security question 1
5.	Security Question 2	This field will be populated after entering the user name and tabbing

Srl	Field	Description
		out of the field.
6.	Security Answer 2	Enter response to the security question 2
7.	New Password	Enter your new password
8.	Retype New Password	Enter your new password again (must exactly math the entry in New Password field)

Click on '**OK**' for your new password to take effect. On saving your new password, the system will take you to the EGrAMS Login screen.

Click on '**Cancel**' to discard your new password and retain your old password. On discarding your changes, the system will take you to the EGrAMS Login screen.

If you receive any errors, please refer to the table below for an explanation of the error and the corrective action that may be needed.

Srl	Error	Description	Corrective Action
1.	Please enter user name	User name is blank	Enter user name
2.	Please enter date of birth	Date of Birth is blank	Enter your date of birth
3.	Security Answer 1/2 cannot be empty	Response to Security Question 1/2 is blank	Enter response to security question 1/2
4.	Please enter a new password	The new password entered is blank	Enter a new password
5.	Please re-type a new password	The new password confirmation is blank	Re-enter the new password
6.	Security Answer 1/2 does not match	The response to security question 1/2 does not match with the entry during user profile creation.	Please verify your response and re-enter.
7.	New password and re-type password does not match	The new password and the confirmation password entered are not the same.	Enter the confirmation password as the same as the new password.