

Identity Access Management (IAM) Users' Guide

Step by Step Guidelines for GPRS Users

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Section I- First Login with IAM

New GPRS Welcome Page

The screenshot shows the top of a web browser window. The header is dark blue with the U.S. Department of Justice logo on the left and the text "U.S. Department of Justice Grant Payment Request System (GPRS)" in white. Below the header, the page is white with a blue footer. The footer contains the text "OJP | OWV | COPS | FOIA | Privacy Statement".

[GPRS Login](#)
[New GMS User Registration](#) [New COPS User Registration](#)

NOTICE TO USERS: You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transmitted or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

For further information, see the Department order on Use and Monitoring of Department Computers and Computer Systems (NIST 800-53).

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Click on the “GPRS Login” Link to access the system.

The screenshot shows a login page for the Office of Justice Programs. The header is white with the U.S. Department of Justice logo on the left and the text "U.S. DEPARTMENT OF JUSTICE" on the right. Below the header, the page is white with a blue footer. The footer contains the text "For all Grant Payment Request System (GPRS) access issues please contact the GMS Help Desk at 1-888-549-9901, Option 3. For all Bulletproof Vest Partnership (BVP) issues, please call toll-free at 1-877-758-3767 or by email at vests@usdoj.gov".

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You are attempting to access a protected resource
Please identify by entering your Username.

Username:

[Forgot Password](#)

MKC DDC II **MKC DDC**

This is MKC testing Bulletin Board.

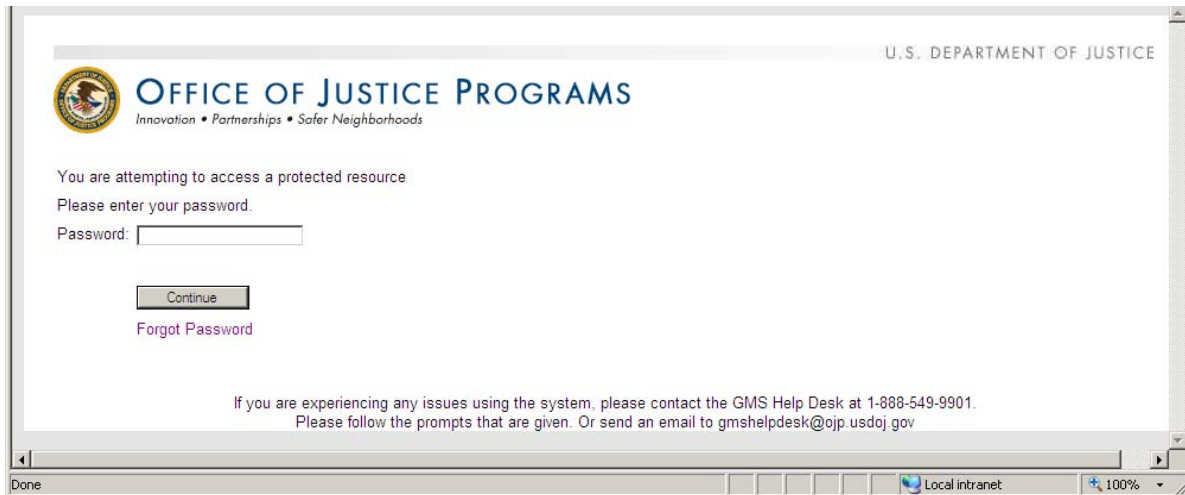
Disclaimer

You are accessing a U.S. Government information system, which includes:
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-You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. at any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
-Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

For all Grant Payment Request System (GPRS) access issues please contact the GMS Help Desk at 1-888-549-9901, Option 3.
For all Bulletproof Vest Partnership (BVP) issues, please call toll-free at 1-877-758-3767 or by email at vests@usdoj.gov

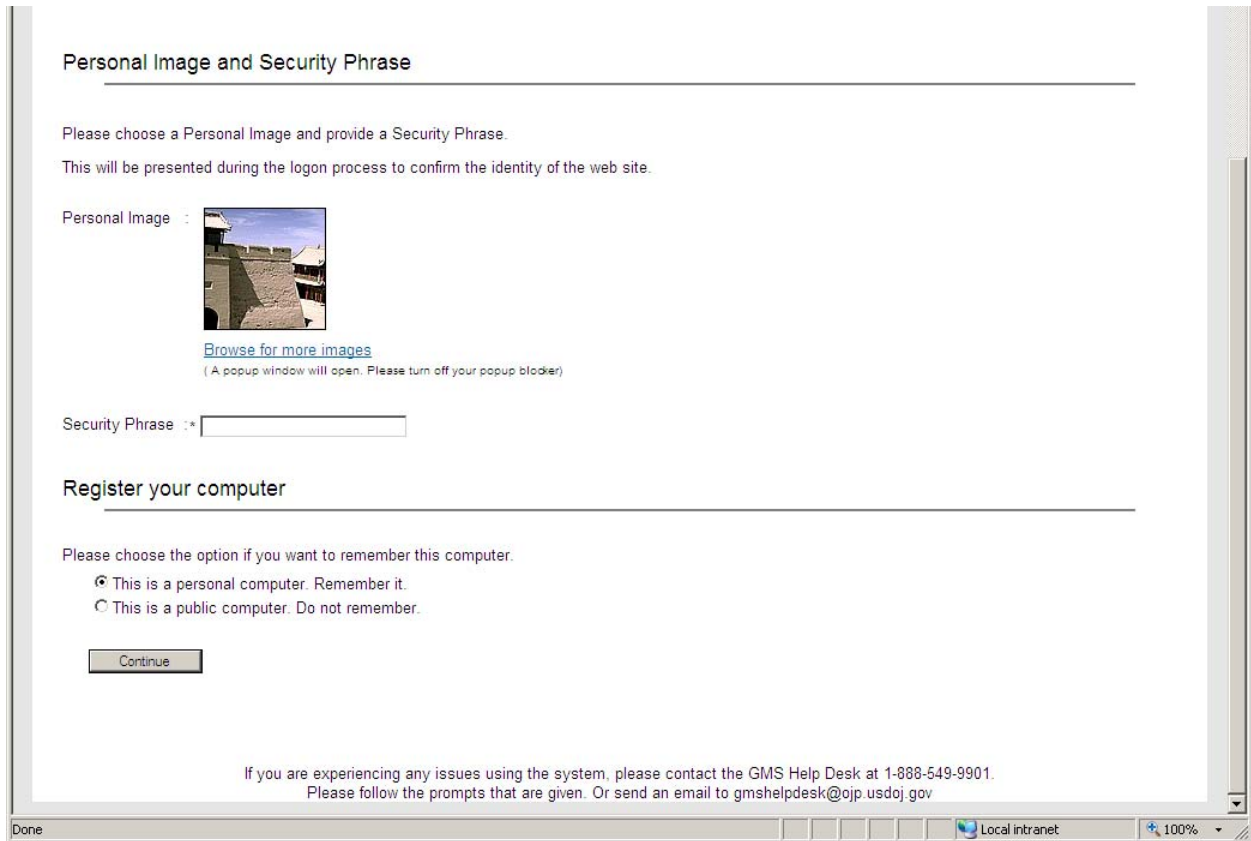
Type in your Username and then click “Continue”.



Type in your password and then click “Continue”.

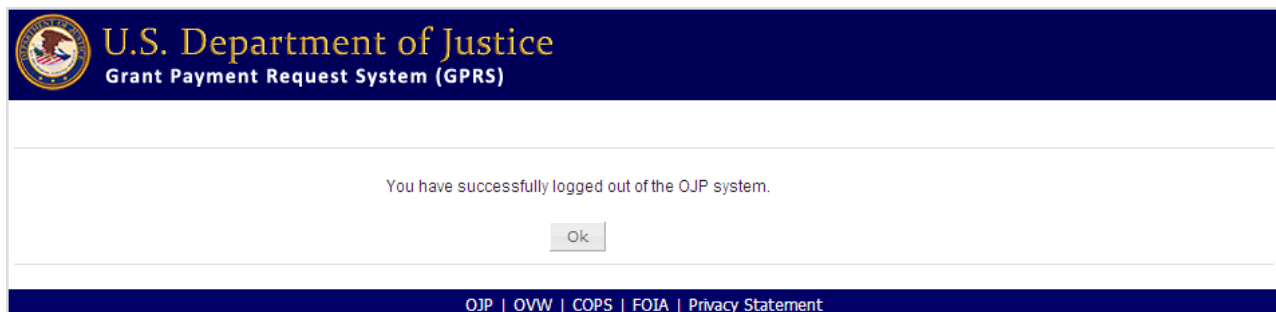


Select three security questions and provide answers.

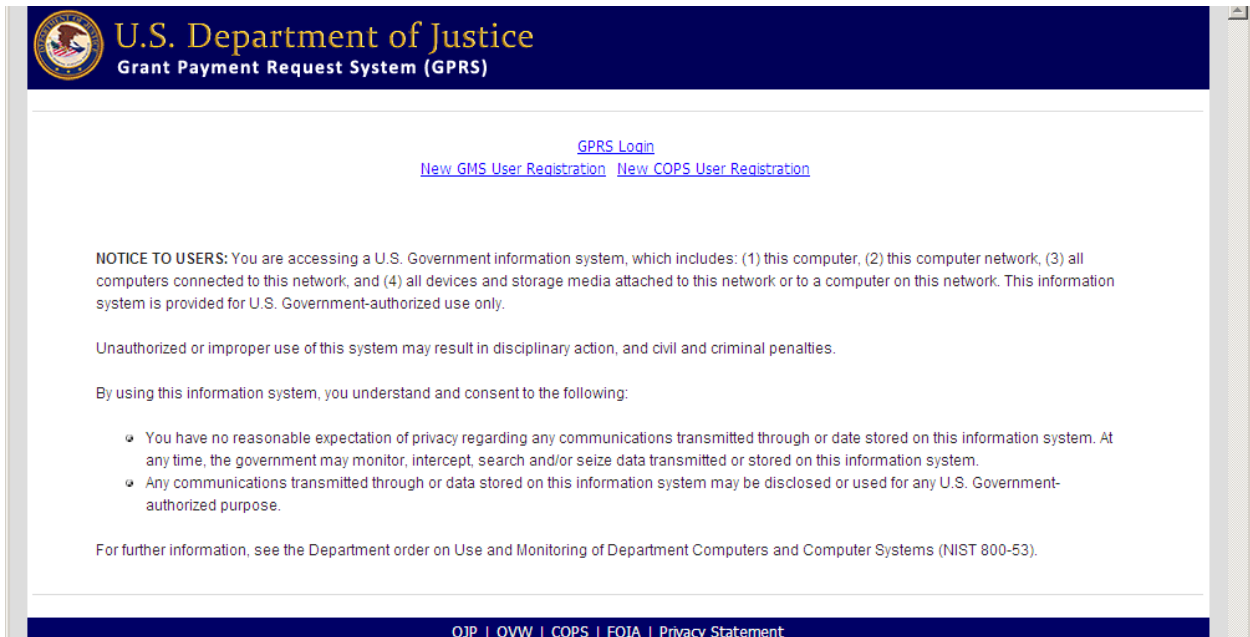


Choose an image of your choice by clicking on “browse for more images” and then type a security phrase. This image and Phrase should appear each time you log into the system. Select appropriate option to register your computer and then click “Continue”.

After successfully logging into the system you will be directed to your default home page for GPRS. (Note: Always remember to “log out” of the system)

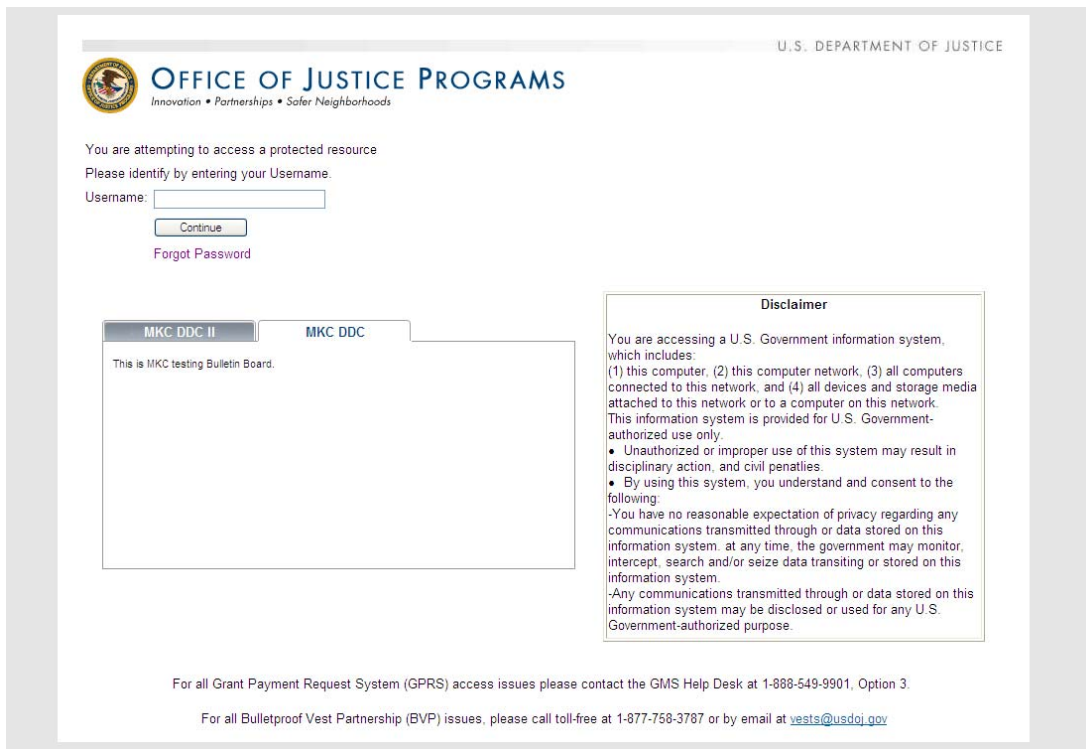


Section II- Forgot Password



The screenshot shows the top of the GPRS website. At the top left is the U.S. Department of Justice logo. To its right, the text reads "U.S. Department of Justice" in a large, serif font, with "Grant Payment Request System (GPRS)" in a smaller, sans-serif font below it. In the center, there are three blue links: "GPRS Login", "New GMS User Registration", and "New COPS User Registration". Below these links is a "NOTICE TO USERS" section with a paragraph of text. Underneath that is a line of text: "Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties." This is followed by another line: "By using this information system, you understand and consent to the following:". Below this is a bulleted list with two items. At the bottom of the main content area, there is a line of text: "For further information, see the Department order on Use and Monitoring of Department Computers and Computer Systems (NIST 800-53)." At the very bottom of the page, there is a dark blue footer bar with white text: "OJP | OVW | COPS | FOIA | Privacy Statement".


Click on “GPRS Login”



The screenshot shows the login page for the Office of Justice Programs. At the top right, it says "U.S. DEPARTMENT OF JUSTICE". On the left is the Office of Justice Programs logo with the tagline "Innovation • Partnerships • Safer Neighborhoods". Below the logo, the text reads: "You are attempting to access a protected resource. Please identify by entering your Username." There is a text input field for "Username:" and a "Continue" button below it. A link for "Forgot Password" is located below the "Continue" button. To the right of the login form is a "Disclaimer" box containing a notice about the system and a bulleted list of terms. Below the login form, there are two tabs: "MKC DDC II" (which is selected) and "MKC DDC". The "MKC DDC II" tab shows a message: "This is MKC testing Bulletin Board." At the bottom of the page, there are two lines of contact information: "For all Grant Payment Request System (GPRS) access issues please contact the GMS Help Desk at 1-888-549-9901, Option 3." and "For all Bulletproof Vest Partnership (BVP) issues, please call toll-free at 1-877-758-3787 or by email at vests@usdoj.gov".

Click on “Forgot Password”


U.S. DEPARTMENT OF JUSTICE

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OJP User

Enter your credentials to change your password.

Enter Username *



(Letters are case-sensitive)

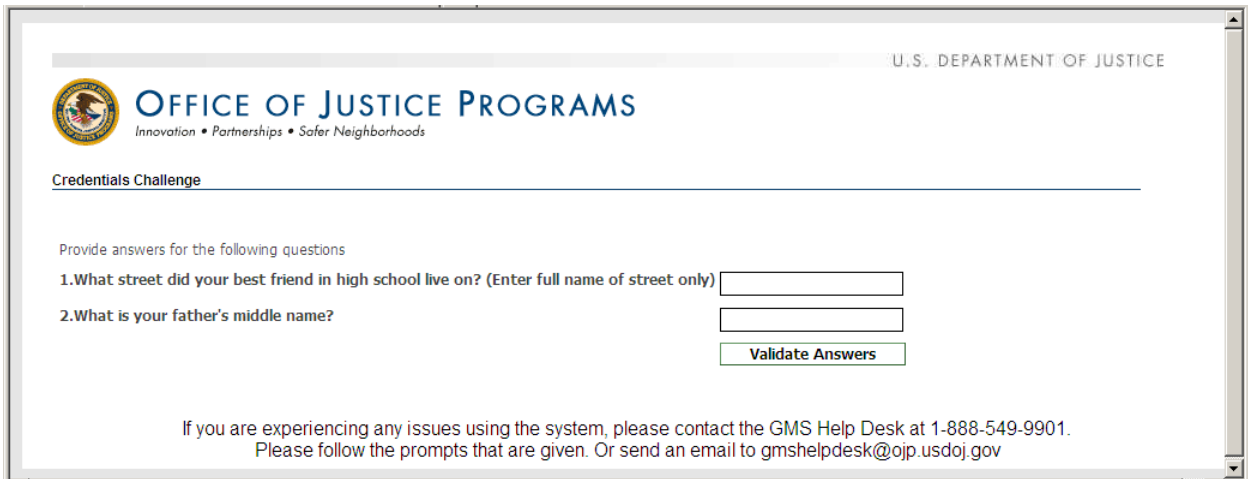
Enter Image Text *

If you are experiencing any issues using the system, please contact the GMS Help Desk at 1-888-549-9901.
Please follow the prompts that are given. Or send an email to gmshelpdesk@ojp.usdoj.gov

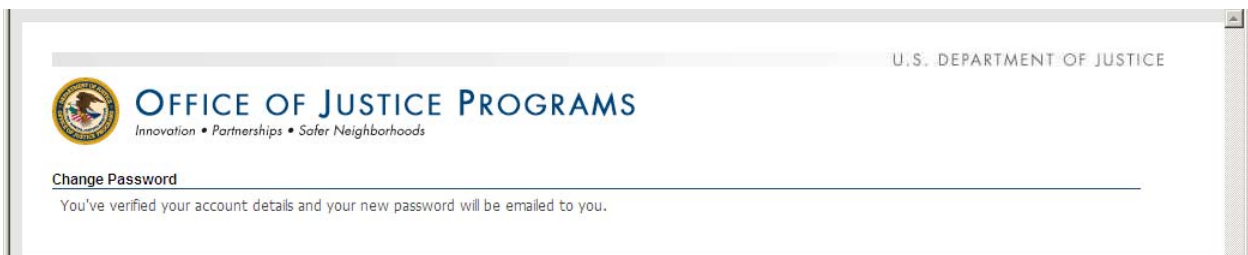
Type in your username and enter the letters from the “Image Text” and click
“submit”



Verify your personal image and security phrase then click “Continue”.



Answer your security questions then click “Validate Answers”

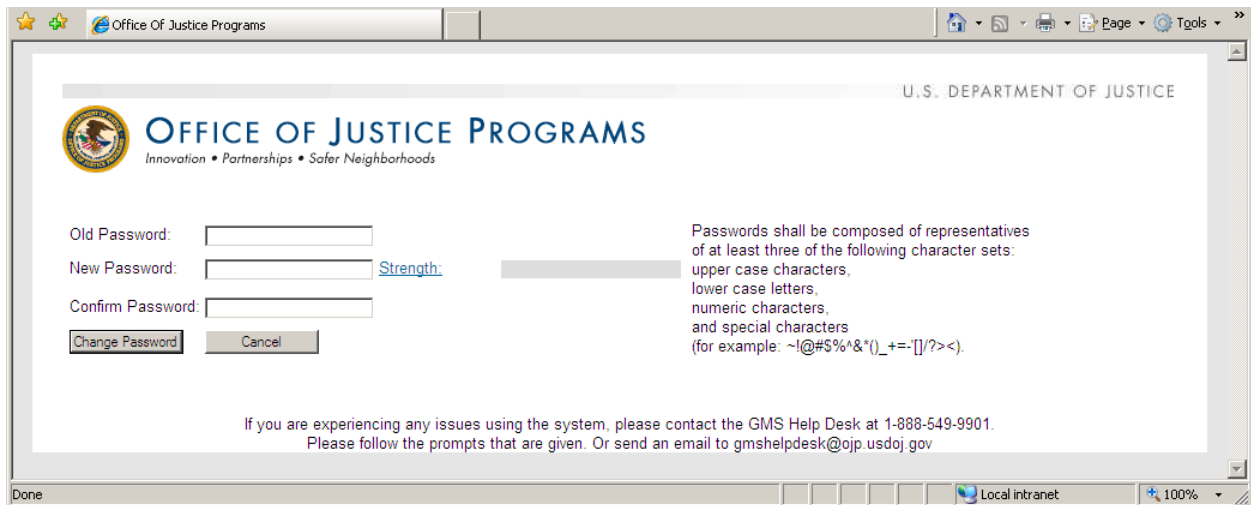


A temporary password will be emailed to the email address on file.

Section III- Change Password




At the bottom of the “User Profile” page in GPRS click on “Change Password”.



Type in your Current Password, New Password, and Confirm Password. Then click
“Change Password”

Note: Once you change your password in GPRS, your GMS password will also be changed. Your GPRS and GMS password will always be the same.

Section IV- New GPRS User Registration



The screenshot shows the top navigation bar with the U.S. Department of Justice logo and the text "U.S. Department of Justice Grant Payment Request System (GPRS)". Below the header, there are links for "GPRS Login", "New GMS User Registration", and "New COPS User Registration". A "NOTICE TO USERS" section follows, detailing the scope of the government information system and the consequences of unauthorized use. Below the notice, a consent statement is provided, followed by a bulleted list of privacy-related terms. At the bottom of the page, there is a footer with links for "OJP | OVW | COPS | FOIA | Privacy Statement".

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

[GPRS Login](#)
[New GMS User Registration](#) [New COPS User Registration](#)

NOTICE TO USERS: You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

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Click on “New GMS User Registration”



The screenshot shows the registration instructions page. It features the same header as the previous page. The main content area contains a list of five steps for registering for GMS. Below the list is a button labeled "Continue to Registration". The footer is identical to the previous page.

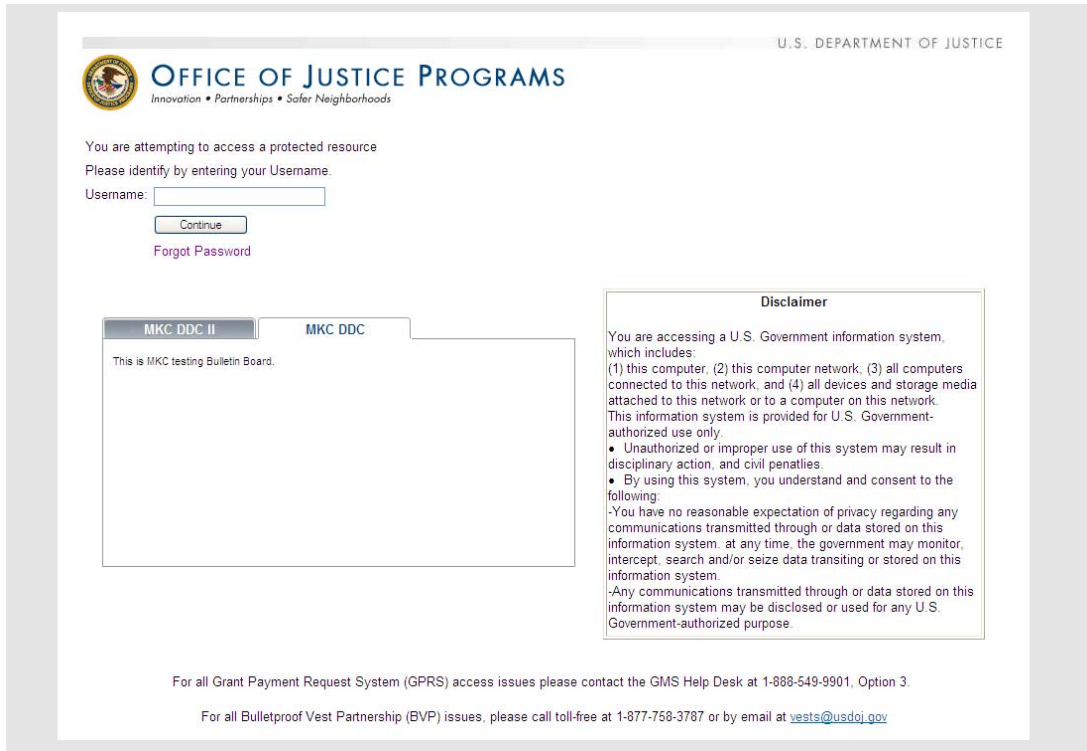
U.S. Department of Justice
Grant Payment Request System (GPRS)

To register for GMS, follow these steps:

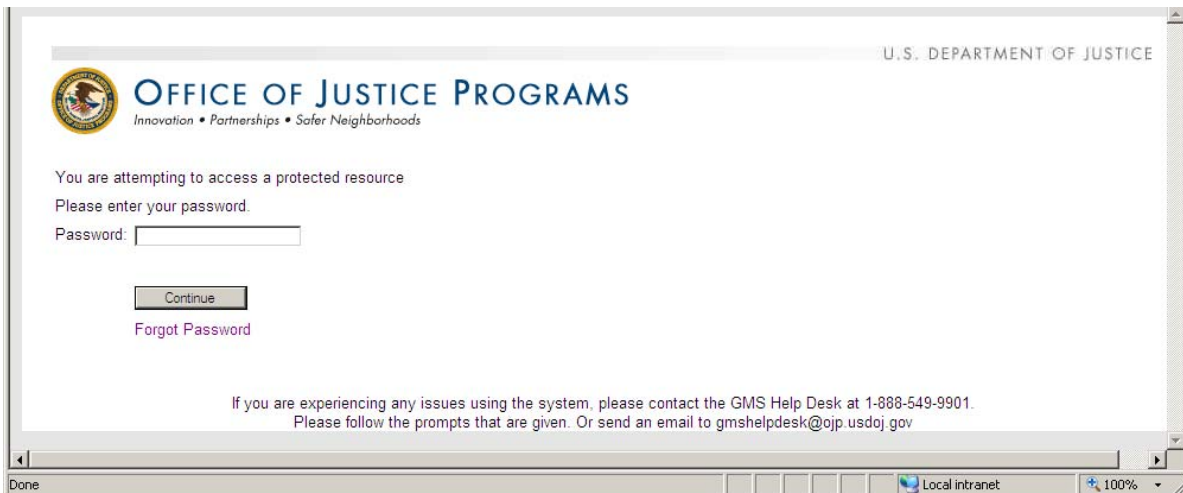
1. Click on the Continue to Registration button below.
2. Enter your GMS username and password when you are prompted.
3. If there are no security questions on file for you, you will be asked to fill these in.
4. You will see the information we have for you on record; verify this is correct, then continue.
5. If your registration is accepted, you will be given a confirmation screen. An email will be sent to you when your registration has been processed.

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Read information and then click “Continue to Registration”.



Enter your GMS Username and click “Continue”.



Enter your GMS Password and click “Continue”.



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If you sign in from a computer we do not recognise, we will make sure it is really you by asking questions only you can answer or we will contact you on your phone and verify your identity.

What are the next steps?

- Select 3 questions from the drop box and provide answer to it.
- Select a Personal image and a Security phrase.
- Confirm your settings.

*is a required field.

Enroll Questions

Please provide answers to the following security questions.

You will be asked to answer these questions when you login from an unregistered computer.

1. Security Question :

Security Answer : *

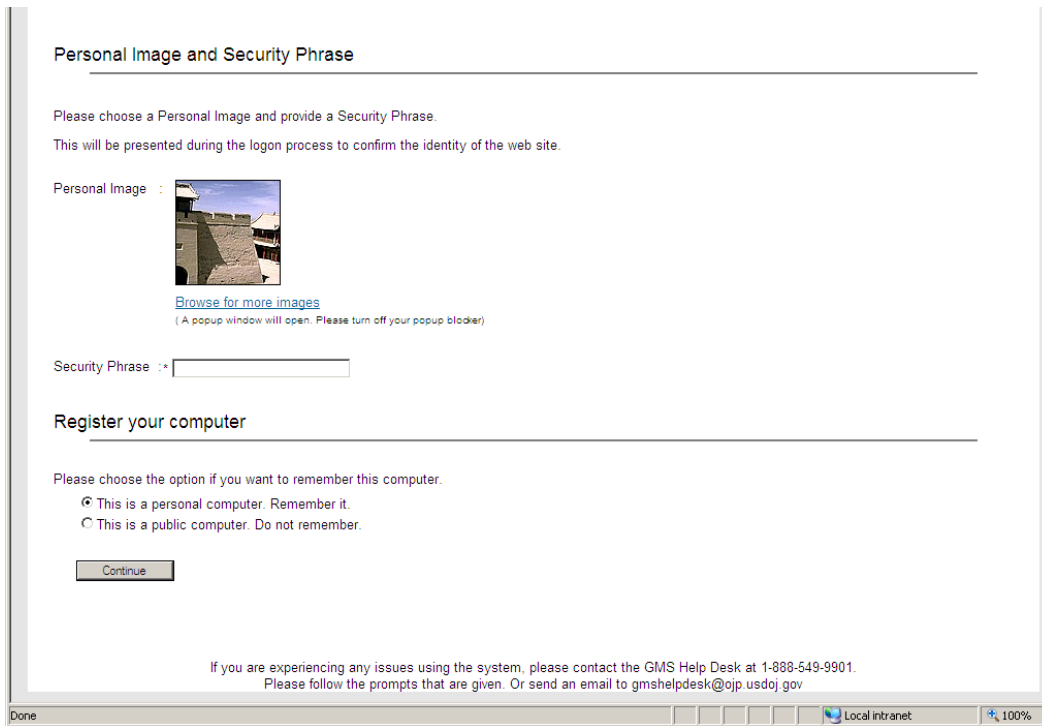
2. Security Question :

Security Answer : *

3. Security Question :

Security Answer : *

Select three security questions and provide answers.



Choose an image of your choice by clicking on “browse for more images” and then type a security phrase. This image and phrase should appear each time you log into the system. Select appropriate option to register your computer and then click “Continue”.



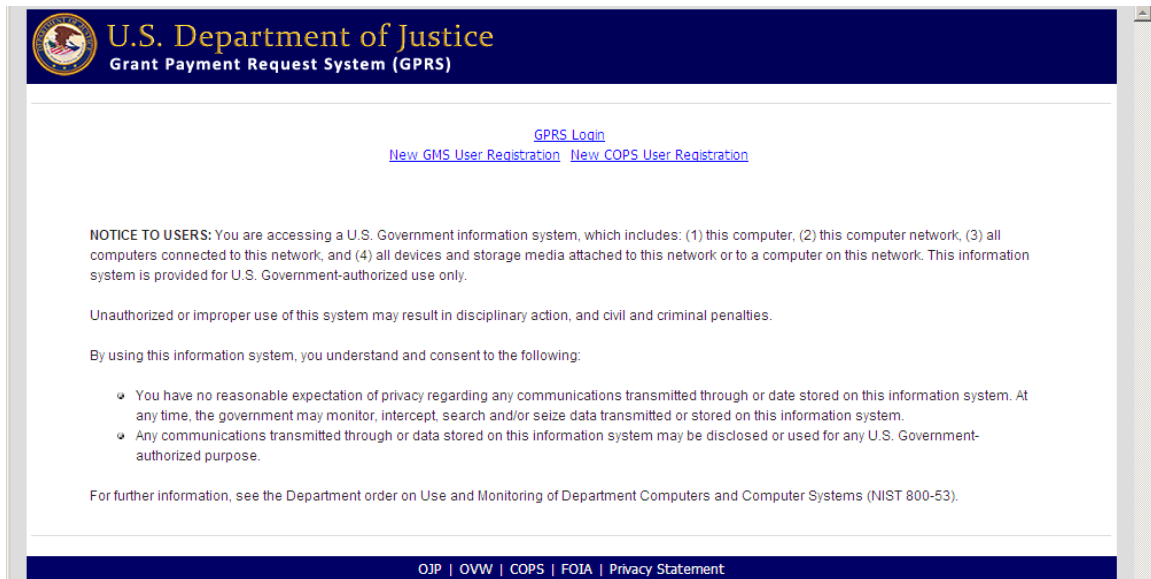
Review your information and click “Register”.

Registration Complete



You will receive an email confirmation of your successful registration

New GPRS COPs User Registration



Click on “New COPS User Registration”



New GPRS User Registration for COPS

Username*
The username can contain @, -, _ letters and numbers. It is recommended to use your email.

Prefix If other, please specify:

First Name*

Middle Initial

Last Name*

Suffix If other, please specify:

Title

Phone Number* e.g. 123-456-7890 **Phone Extension Number:**

Fax Number e.g. 123-456-7890

Email*

Address Line 1*

Address Line 2

City*

County

State*

Complete all required fields (noted by *) and click “Award Selection”



New GPRS User Registration for COPS

Vendor Number:**

Awards Requested:

<input type="checkbox"/>	Vendor Number	Award Number	Award Begin Date
No Records Found			

**Comma separated values supported.

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Enter your organizations vendor number and click “Add Vendor”.

Vendor Number**:

Awards Requested:

<input type="checkbox"/>	Vendor Number	Award Number	Award Begin Date
<input checked="" type="checkbox"/>	000000000	2010-CD-EF-3456	03/11/2009
<input type="checkbox"/>	000000000	2010-AB-CD-1234	03/11/2009
<input type="checkbox"/>	000000000	2009-EF-GH-3567	03/11/2009
<input type="checkbox"/>	000000000	2009-AB-CD-7890	03/11/2009
<input checked="" type="checkbox"/>	000000000	2008-GH-IJ-7654	03/11/2009
<input type="checkbox"/>	000000000	2008-CD-EF-2345	12/26/2007

**Comma separated values supported.

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All awards associated with that vendor number will be displayed. Check all awards for which you are requesting access and click “Submit Registration”.

Your registration has been submitted.
 You will receive an email shortly confirming your registration and the awards assigned to you.
 Please contact customer service by phone at 1-800-458-0786 (press 2) or by email at Ask.Ocfo@usdoj.gov
 if you have any questions or concerns or you wish to modify your assignments in the future.

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After approval, you will receive an email confirmation of your successful registration.