

## 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> Using any other URL for account creation may not allow the user to access GPMS without the SCSEP Help team's intervention.

When a login.gov account is created note the email address used and send it to SCSEP Help at: <https://scsephelp.zendesk.com> by responding to the ticket used for the initial new user request.

**HINT:** Copy the email address for the account created and paste it in the Zendesk ticket.

### **FIRST TIME USERS**

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



**DOL Case Management Platform**  
is using Login.gov to allow you to  
sign in to your account safely and  
securely.

Email address

Password

Show password

Sign in

Create an account


[Sign in with your government employee ID](#)

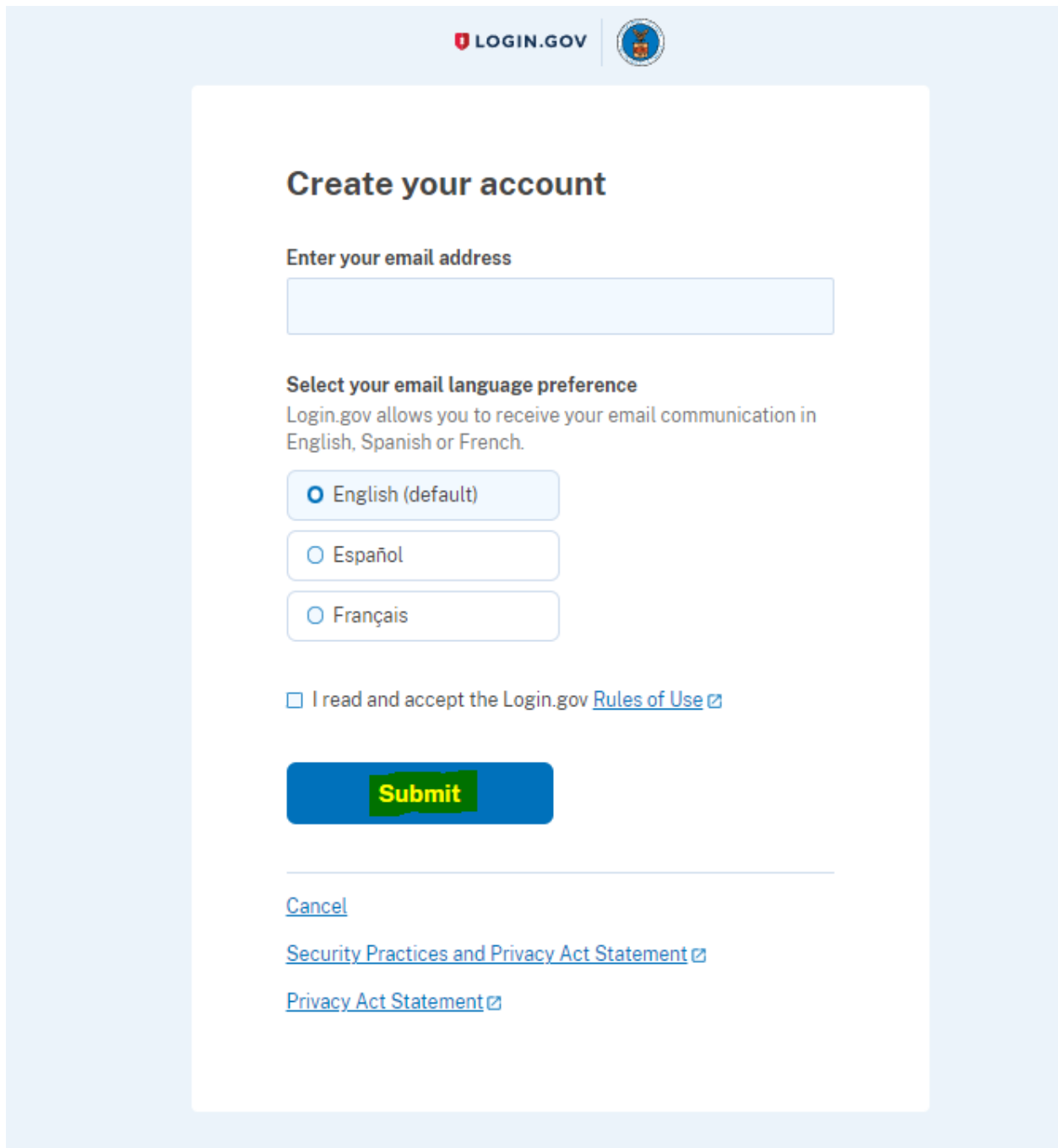
[Back to DOL Case Management Platform](#)


[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#) [↗](#)

[Privacy Act Statement](#) [↗](#)

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**



**LOGIN.GOV** 

## Create your account

Enter your email address

**Select your email language preference**  
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

**Submit**

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[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)



## Check your email

We sent an email to [cmppreprod.germain@gmail.com](mailto:cmppreprod.germain@gmail.com) with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

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

Confirm your email Inbox x



**Login.gov** <no-reply@login.gov>  
to cmppreprod.germain+subga1nap

4:21 PM (7 minutes ago) ☆ ↶ ⋮

LOGIN.GOV

### Confirm your email

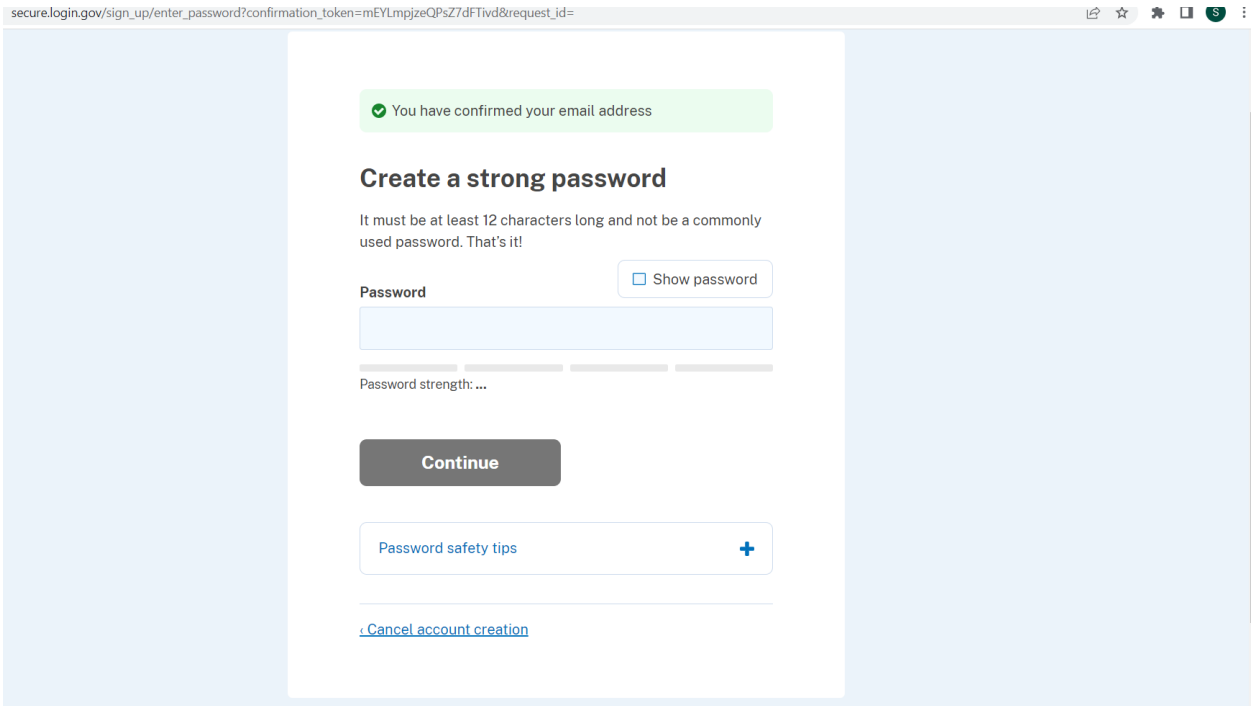
Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

[Confirm email address](#)

[https://secure.login.gov/sign\\_up/email/confirm?confirmation\\_token=mEYLmpjzeQPsZ7dFTvd](https://secure.login.gov/sign_up/email/confirm?confirmation_token=mEYLmpjzeQPsZ7dFTvd)

Please do not reply to this message. If you need help, visit [www.login.gov/help](http://www.login.gov/help)

### 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

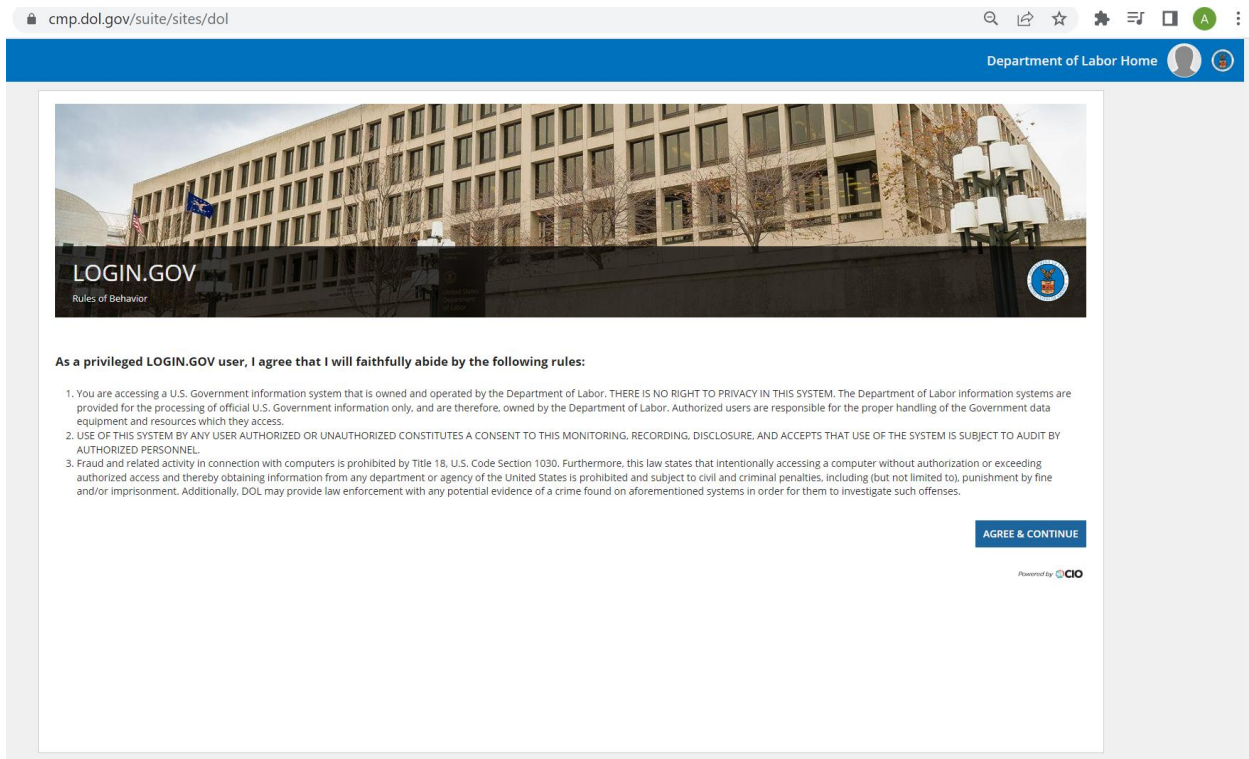
We'll share this information with **DOL Case Management Platform**:

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

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

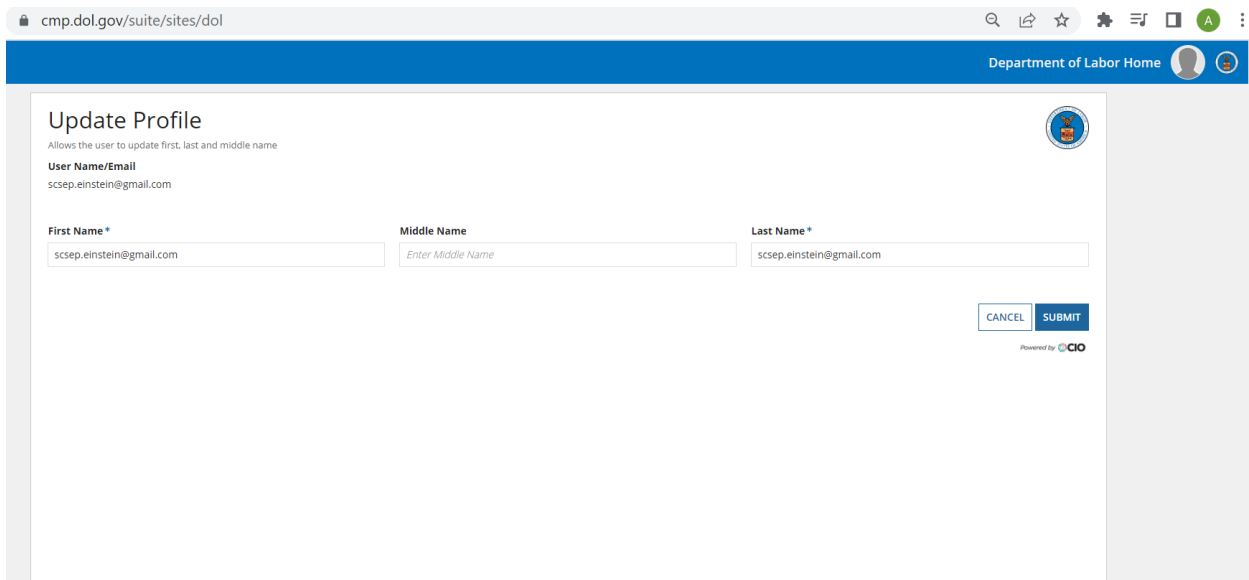
**Agree and continue**

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



Department of Labor Home page

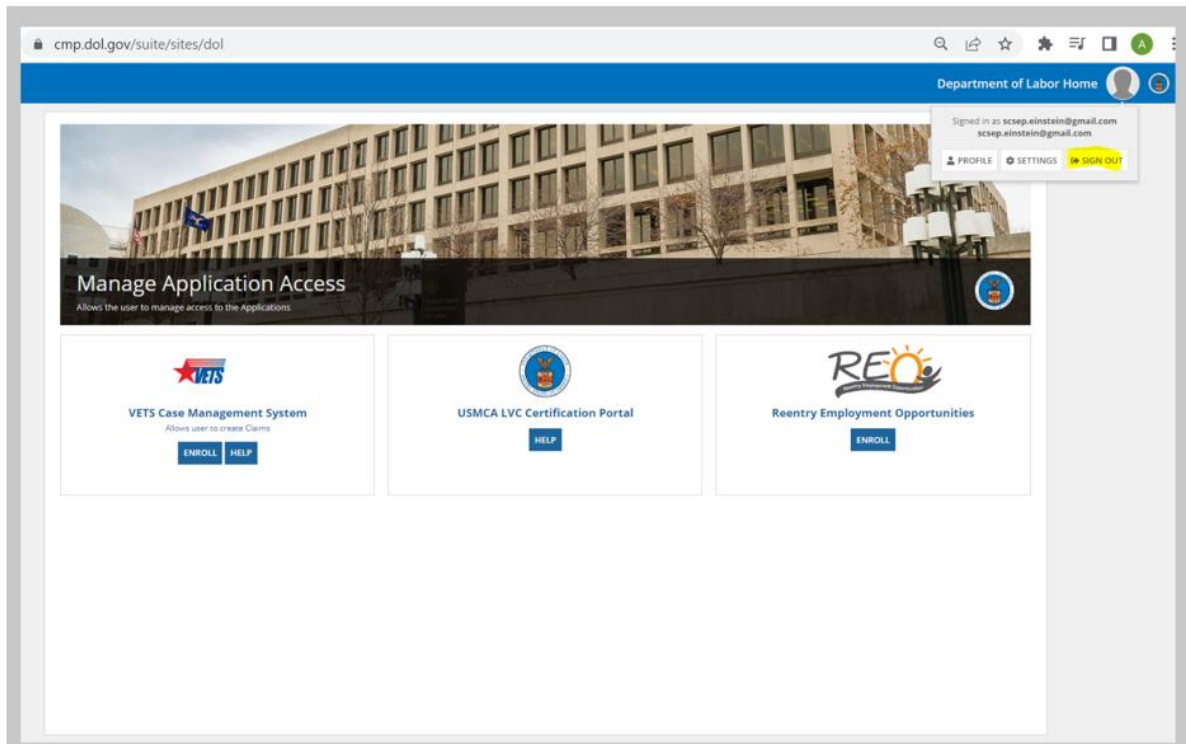
## 20. Click **AGREE & CONTINUE**



Update Profile Page

## 21. Update your profile by entering all required fields i.e. **First Name, Last Name**

## 22. Click **SUBMIT**

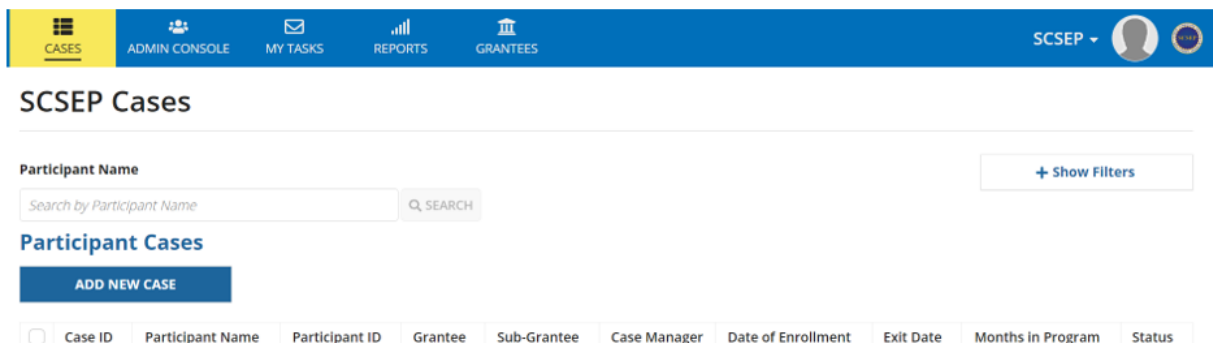


Manage Application Access page

23. Select **SIGN OUT** from the down on the **Department of Labor Home page**
24. Update your Zendesk ticket with the email address, the help team will work with the developers to grant access to GPMS.

### 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



GMPS Landing page

## OTHER

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