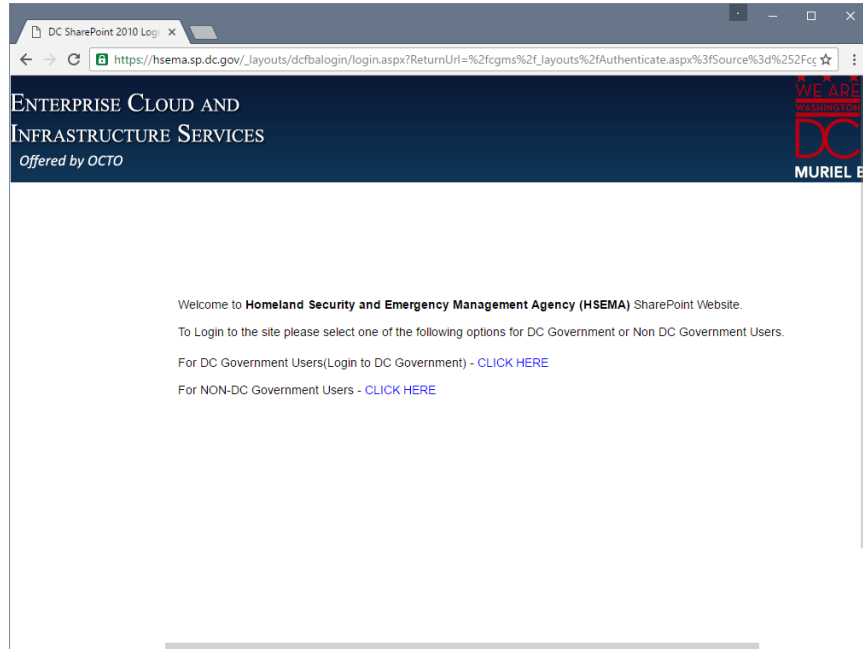


HOW TO ACCESS CGMS

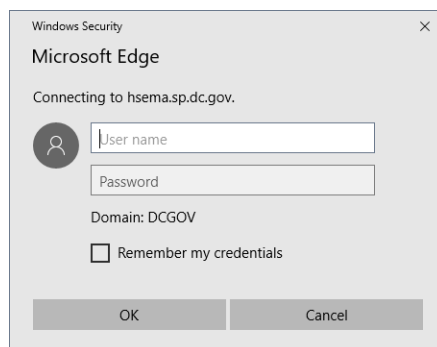
The website can be found here: <https://hsema.sp.dc.gov/cgms>



1 DC GOVERNMENT EMPLOYEES

If you are a District of Columbia government employee, follow the appropriate link and enter your dcgov login credentials as follows:

- Username: `firstname.lastname`
- Password: `dcgov password`



2 NON-DC GOVERNMENT EMPLOYEES

If you are not a District of Columbia government employee, please click the appropriate link and enter your credentials as follows:

- Username: full.email@address
- Password: P@ssw0rd

The screenshot shows a web browser window with the URL https://hsema.sp.dc.gov/_layouts/dcfbalogin/login.aspx?ReturnUrl=%2fcgms%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252Fcc. The page header includes "ENTERPRISE CLOUD AND INFRASTRUCTURE SERVICES Offered by OCTO" and a "WE ARE WASHINGTON DC MURIEL B." logo. The main content area contains the following text: "This page is for NON-DC Government user login. Please enter the 'User Name' and 'Password' that you have been assigned. You should have received this in email. If you did not receive this please contact the [Site Administrator](#)." Below this text are two input fields: "User Name:" and "Password:". A "Log In" button is positioned below the password field. At the bottom of the form area, there is a link: "Back To Authentication Type".

After logging in, please change the temporary password by clicking on the dropdown menu on the top right of the screen. The password must contain eight characters or more, including at least one digit (0-9) and one symbol (e.g. @, #, \$).

The screenshot shows the home page of the "Comprehensive Grants Management System". The page has a blue header with the system name. Below the header, there is a "Home" section with a "My Home" button and a "My Profile" button. A "My Suburds" section is visible, showing a table with columns for "Suburds", "Info", "Suburds Details", "Award", "Exp", and "Trans". A "Change Password" button is located in the bottom right corner of the page.

The screenshot shows the "Change Password" page. The page title is "HSEMA Portals - Change Password". There are two input fields: "Current Password" and "New Password". Below these fields are two buttons: "Change Password" and "Cancel".

3 LOGIN

Once you have successfully logged in, you will see the following screen with the subawards for your organization listed.

Subrecipient	Title	Subaward Details	Amount	Type	Year	SAA	PMP	QSR 2016 Q2
Training Subrecipient	Training Subaward 1	1STRAINING-01	\$190,000.00	TEST	2015	Shackelford, Jerica (HSEMA)	Draft	
Training Subrecipient	Training Subaward 2	1STRAINING-02	\$190,000.00	TEST	2015	Coleman, Bettina (HSEMA)	Draft	Draft
Training Subrecipient	Training Subaward 3	1STRAINING-03	\$190,000.00	TEST	2015	Alsop, Vermeicia (HSEMA)	Draft	
Training Subrecipient	Training Subaward 4	1STRAINING-04	\$190,000.00	TEST	2015	Ross, Cembrye (HSEMA)	Draft	
Training Subrecipient	Training Subaward 5	1STRAINING-05	\$190,000.00	TEST	2015	Reed, Tristan (HSEMA)	Approved	
Training Subrecipient	Training Subaward 6	1STRAINING-06	\$190,000.00	TEST	2015	Madden, Charles (HSEMA)	Create	
Training Subrecipient	Training Subaward 7	1STRAINING-07	\$190,000.00	TEST	2015	Madden, Charles (HSEMA)	Create	
Training Subrecipient	Training Subaward 8	1STRAINING-08	\$190,000.00	TEST	2015	Reed, Tristan (HSEMA)	Create	

If you have any questions or concerns about the projects that are listed, please notify an SAA staff member.