

1 Create EGrAMS Login

The EGrAMS application allows users to create their own login account with the application. Each user requires a valid login and password to access the application and users can select their login and password using this screen. Grantee users need to select their grantee agency as their parent agency. If your agency is not available in the system, and you want to create one, please visit help for Grantee Office Request menu option.

New user profiles are approved by the grantor or the grantee office personals. New users can login and start using the application after they are approved or activated.

All users require a valid user name and password to access the EGrAMS system. Your user profile is created by you and is only performed once. Your user status must be 'Active' for access to EGrAMS. Each individual completes their profile by entering their personal information into the EGrAMS system. After you create your user profile you will not have access to EGrAMS until a Project Director activates your user profile.

 Before you attempt to create your user profile, ensure that your agency information has been registered in the EGrAMS system.

To create a user profile, navigate to the EGrAMS home page. Click on the '**Create User Profile**' button. The system will display a blank user profile screen.

Enter your information onto the user profile screen. Make sure that you enter information onto all data fields that have an “*” (Remember that the “*” denotes a mandatory data field). You must also select your system role and identify your parent agency. Some information on the user profile screen is maintained. Items such as menu style (dynamic, dropdown, and list), user status (active/inactive) and password reset represent system maintained information. You may change your menu style. Your user status can only be changed by a system administrator. You must also click on the ‘**Show Security**’ to access the expanded security question and answer fields. The ‘**Show Security**’ information is required in the event that you forget your password to the EGrAMS application. The system will display a security question when you click on the ‘**Forgot Password**’ button located on the EGrAMS login page.

Password Reset: Yes No
 User Status: Inactive
Show Security
OK Cancel

After you click on the **‘Show Security’** button the system expands the window to reveal the fields to maintain your security questions and answers.

Abstinence Program
 Medicaid / Long Term Care
 Substance Abuse

Password Reset: Yes No
 User Status: Inactive
Hide Security

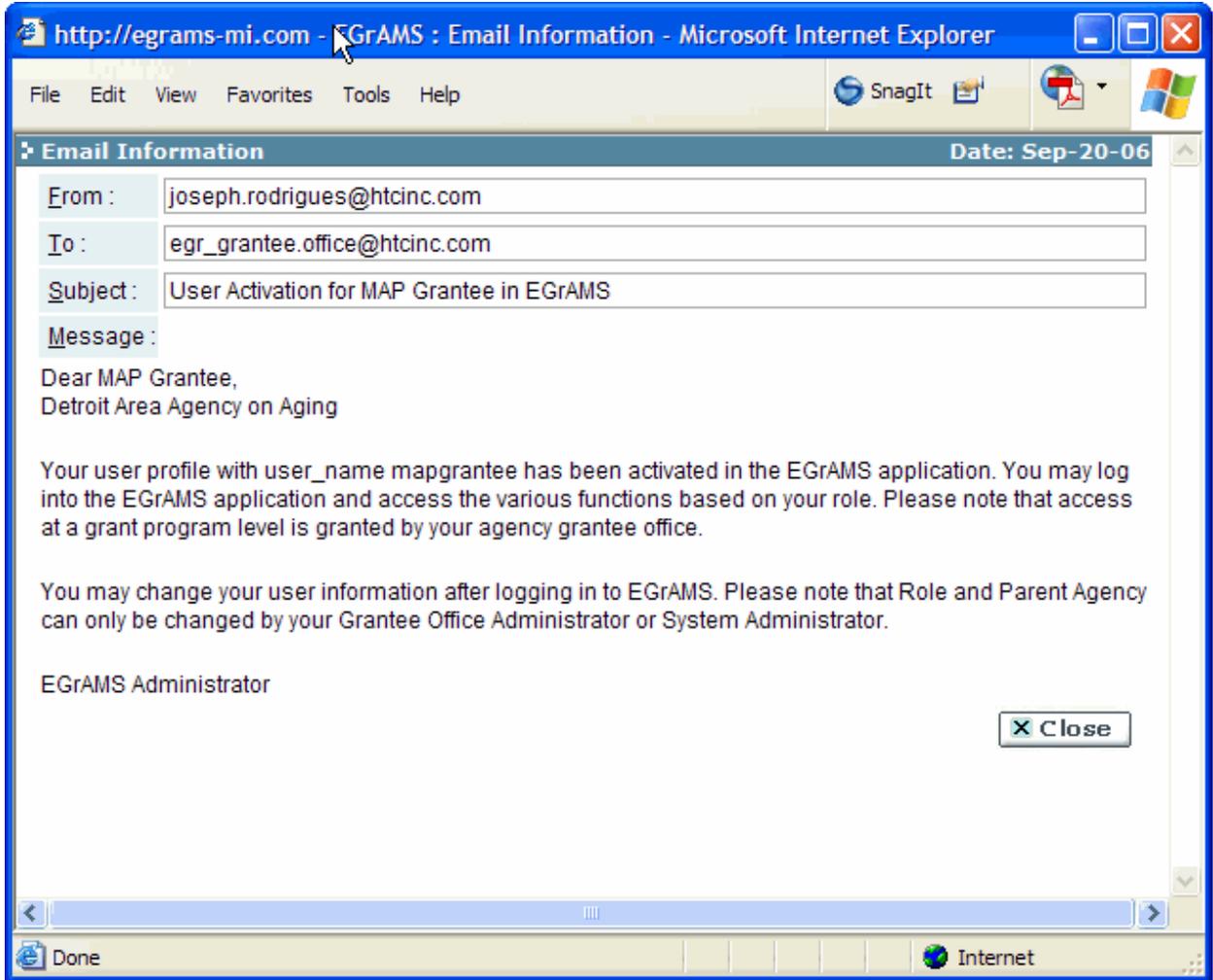
Security Question 1: ...
*Security Answer 1:
Security Question 2: ...
Security Answer 2:

OK Cancel

Select the required security question using the lookup. Then enter the answer to the security question. You may select up to two security questions. When you are finished with your user profile and security question / answer information, click on the **‘OK’** button to save your changes. If you do not want to save your user profile information, click on the **‘Cancel’** button.

Note: You do not have to enter real social security number or date of birth information. The system will not validate this information for your personal credentials. You may instead make up information for these security questions. If you do make up information for the social security number or date of birth, please use something that you will easily recall.

After you create your user profile you will not automatically have access to the EGrAMS application. Your user account created with your profile information is automatically set to an inactive status. Your user profile account must be approved and activated by your authorized agency administrator. Once your user profile has been activated, you will receive a confirmation email sent to the email address you provided in your user profile.



This is a description of the data fields on the user setup page:

Srl	Field	Description
1.	Login Name	Enter a user name that you would like to use to access the EGrAMS system. The system validates the user name and gives you an error if the user name is already entered. This could mean that you have already created your user profile or some other user has already used the user name. If you have already created your user profile, click on 'Cancel' to go back to the EGrAMS home page. If you have not created your user profile, enter a different user name.
2.	Password	Enter your password. The password is encrypted, so you will not see the password characters being typed.

Srl	Field	Description
3.	Confirm Password	Re-enter your password. Make sure that the reentered password is the same as the password.
4.	First Name	Enter your first name
5.	Last Name	Enter your last name
6.	Display Name	The system automatically generates a display name with the first character of your first name, a space and then your last name. (eg. If you enter you first name as John and last name as Smith, then the system generates a display name of J Smith). This is the name that the system uses in the Welcome page. If you wish to change the display name, enter your display name of preference.
7.	Address Line 1	Enter your street address
8.	Address Line 2	This information may or may not be entered
9.	City	Enter the city name
10.	State	Enter your State. You may invoke the lookup the select the desired state.
11.	Zip	Enter 5 digit zip code and 4 digit zip code, if available.
13.	Contact Telephone	Enter your contact telephone number
14.	Telephone Extension	Enter your contact telephone number extension, if any
15.	Fax	Enter your fax number. This information may or may not be entered.
16.	Menu Style	This is a display only field. Dropdown, Dynamic, and List menu displayed by the system.
17.	E-mail Address	Enter your email address. Since most of the communication and notification in EGrAMS is done via email, ensure that your email address is always up to date. In the event that your email address or any of your personal information is changed, you may update your user profile through a link in the Welcome screen.
18.	Designation/Title	Invoke the lookup to select your designation/title in the EGrAMS system.
19.	Role Code	Invoke the lookup to select your role in the EGrAMS system

Srl	Field	Description
20.	Parent Agency	If your role is a grantee, local council or multi purpose collaborative board, you need to enter your parent agency. Enter your parent agency federal id or invoke the lookup to select your parent agency information.
21.	County	If your role is only an independent reviewer, you need to enter the county you belong to. Invoke the lookup to select your county information.
22.	Password Reset	Displayed by the system
23.	User Status	Displayed as 'Inactive' by the system
24.	Show Security/Hide Security	Display or hide predefined security questions and answers.
25.	Security Question 1	Invoke the lookup to display the security questions contained in the system and select the one you choose.
26.	Security Answer 1	 This information is used if you forget your password. If you are concerned about disclosing this information and you enter any made up information, make sure you know what you entered otherwise you may not be able to reset your password.
27.	Security Question 2	Invoke the lookup to display the security questions contained in the system and select the one you choose.
28.	Security Answer 2	 This information is used if you forget your password. If you are concerned about disclosing this information and you enter any made up information, make sure you know what you entered otherwise you may not be able to reset your password.

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.	Login name cannot be empty	The login name is blank	Enter a login name
2.	Password cannot be	The password is blank	Enter a password

Srl	Error	Description	Corrective Action
	empty		
3.	Confirm Password cannot be empty	The confirmation password is blank	Enter the confirmation password
4.	Mismatch in entered passwords	The password entered and the confirmation password are not the same	Enter the same password and confirmation password
5.	First name cannot be empty	First name is blank	Enter your first name
6.	Last name cannot be empty	Last name is blank	Enter your last name
7.	Display name cannot be empty	Display name is blank	Enter a display name
8.	Address Line 1 cannot be empty	The street address is blank	Enter your street address
9.	City cannot be blank	City is blank	Entry the city in which your agency is located
10.	State code cannot be empty	State is blank	Enter the state your agency is in. Invoke the lookup the select the desired state
11.	Please enter Zip Code	The 5 digit zip code is blank or is less than 5 digits	Enter a 5 digit zip code
12.	Phone cannot be empty	Contact telephone is blank	Enter a valid contact telephone number
13.	Email cannot be empty	The email you entered is blank	Enter a valid email address
14.	Invalid. Enter a valid email address	The email you entered does not meet the email address standards validated by the system	Enter a valid email address
15.	Role code cannot be empty	Role code is blank	Enter a valid role code or invoke

Srl	Error	Description	Corrective Action
			the lookup to select a valid role code
16.	Parent agency code cannot be blank	Parent agency is blank. Based on your role, parent agency information is mandatory	Enter your parent agency federal id or invoke the lookup to select the valid parent agency information
17.	County code cannot be empty	County code is blank. Based on your role, county information is mandatory	Enter your county code or invoke the lookup to select the valid county information
18.	Your username is too short. Your username should be between 'x' and 'x' characters.	Your username does not meet the standard length.	Lengthen the number of characters in your username to fit into the specified range.
19.	Your username is too long. Your username should be between 'x' and 'x' characters.	Your username does not meet the standard length.	Shorten the number of characters in your username to fit into the specified range.
20.	Your password is too short. Your password should be between 'x' and 'x' characters.	Your password does not meet the standard length.	Lengthen the number of characters in your password to fit into the specified range.
21.	Your password is too long. Your password should be between 'x' and 'x' characters.	Your password does not meet the standard length.	Shorten the number of characters in your password to fit into the specified range.

Srl	Error	Description	Corrective Action
22.	Please enter a valid year 4 digit year between 1900 and 2099	The year of your security question was not in the proper range.	Please retype your security answer year as you entered it in your user profile security question answer.
23.	Please enter a valid date for security question 1 or 2	The date you typed to answer your security question was not in a valid format.	Please retype your security answer year as you entered it in your user profile security question answer
25.	Only numeric values allowed for security question 1 or 2	You did not type numeric values for your security question answers.	Please retype your security answer as you entered it in your user profile security question answer

This concludes the create user profile section.