DVSGMS (aka IGX)

Egrams vs. DVSGMS (IGX)

Egrams

- Grant Documents
- FSRs
- Quarterly Workplans

DVSGMS (aka IGX)

- Who's who at your organization
- Organizational Uploads
- Reporting
- Mass Communications

Access to DVSGMS (aka IGX)

Registering for IGX/DVSGMS

Where do I go: MILogin - Login (michigan.gov).

Who needs a login?

At a minimum:

- Authorized Official
- Financial Officer
- Project Director

Already have a MiLogin Third Party Account?

MILogin Instructions	
Have MILogin for Third Party Account	1. Use the MILogin link above or your bookmarked link and login to the MILogin for Third Party site 2. Click the Request Access link 3. Choose Michigan Department of Health and Human Services in the drop-down menu (see page 7 of attached IGX Grantee Manual) 4. Scroll down and choose MDHHS Division of Victim Services Grants Management System (DVSGMS)

If you do not have a MILogin for Third Party Account

	MILogin Instructions
Do Not Have a MILogin for Third Party Account	1. Use the MILogin link above, click the Sign Up button and follow the instructions to create your account 2. Click the Request Access link 3. Choose Michigan Department of Health and Human Services in the drop down menu (see page 7 of attached IGX Grantee Manual) 4. Scroll down and choose MDHHS Division of Victim Services Grants Management System (DVSGMS)

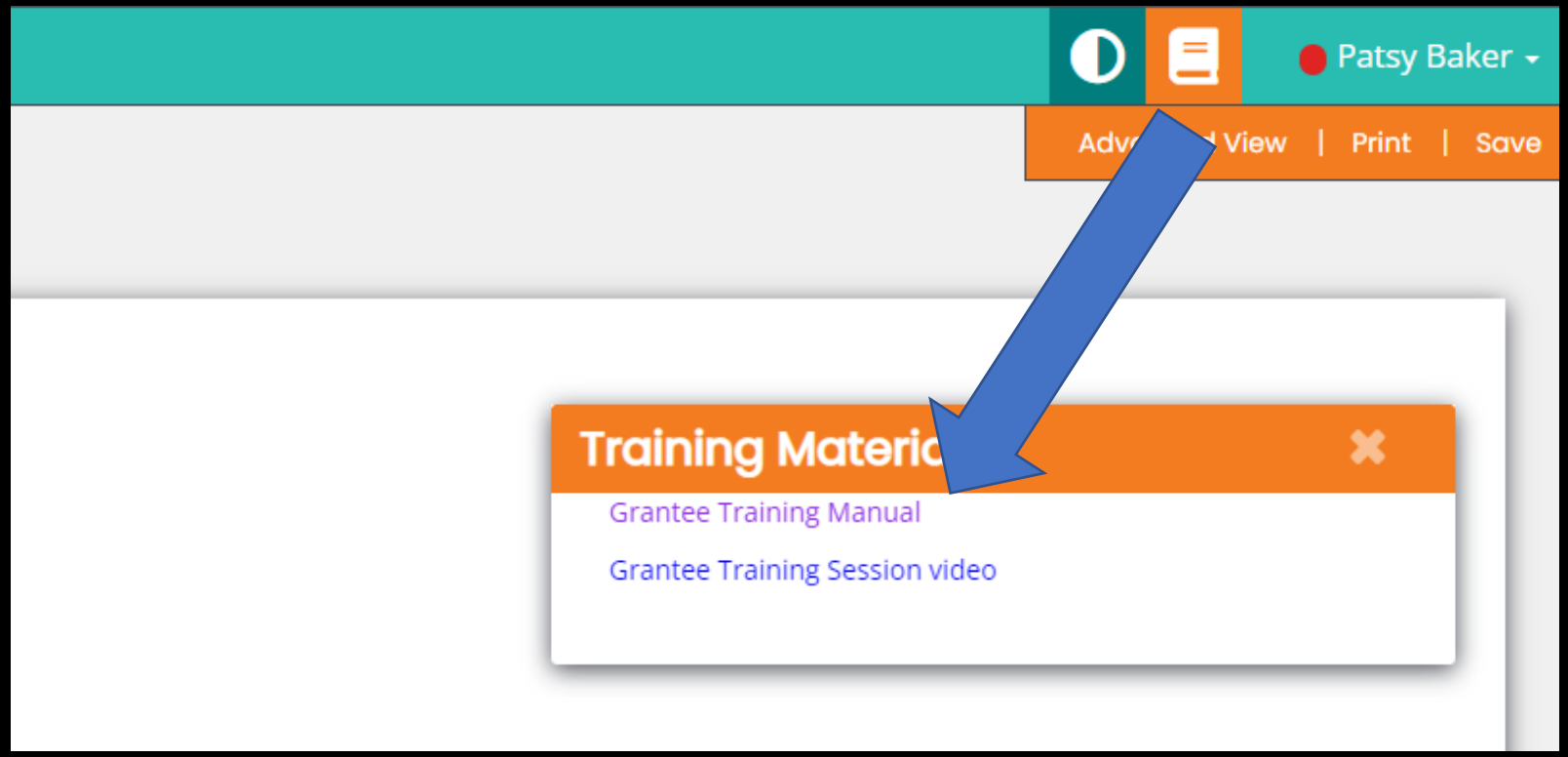
Getting a MILOGIN Third Party Account!

MILogin - Login (michigan.gov).

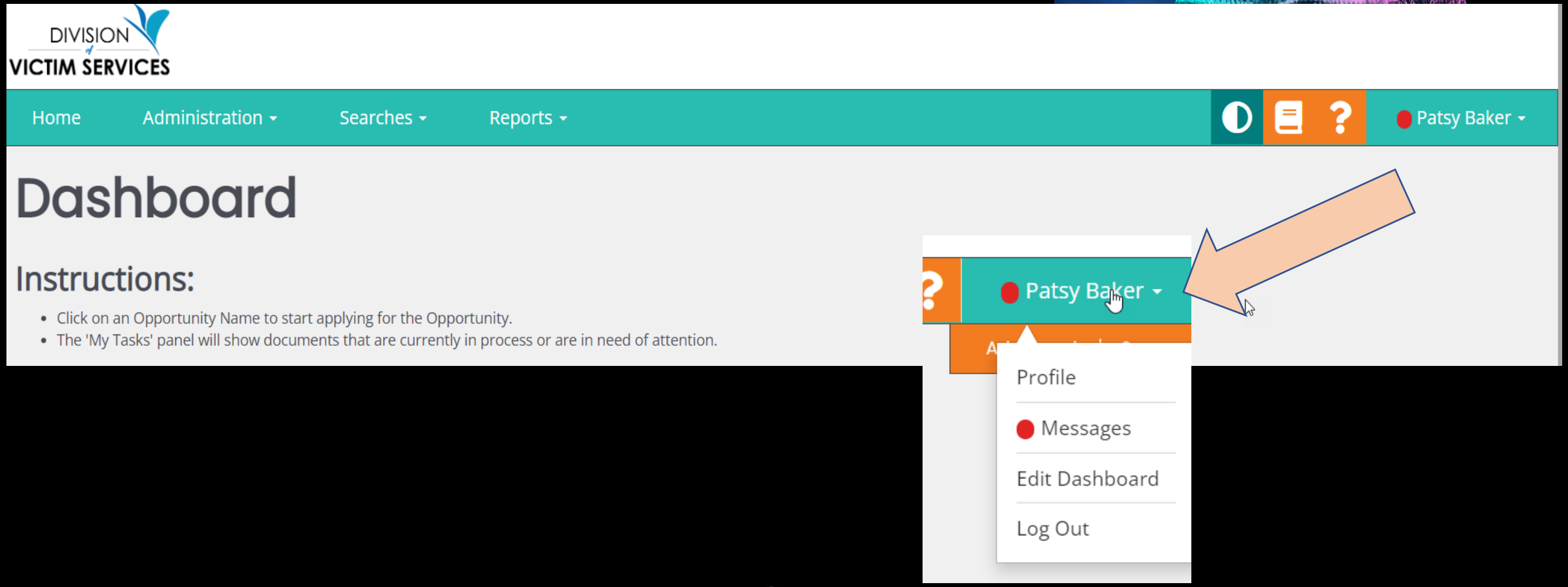
MI Login Instructions continued

- Our office has several steps to complete your registration on the DVSGMS system.
- When your registration is complete, you will receive an email informing you that you have been added to DVSGMS and you may then access the system via your MILogin for Third Party sign on.
- Please note, it may take up to 5 days before you receive your DVSGMS registration approval.

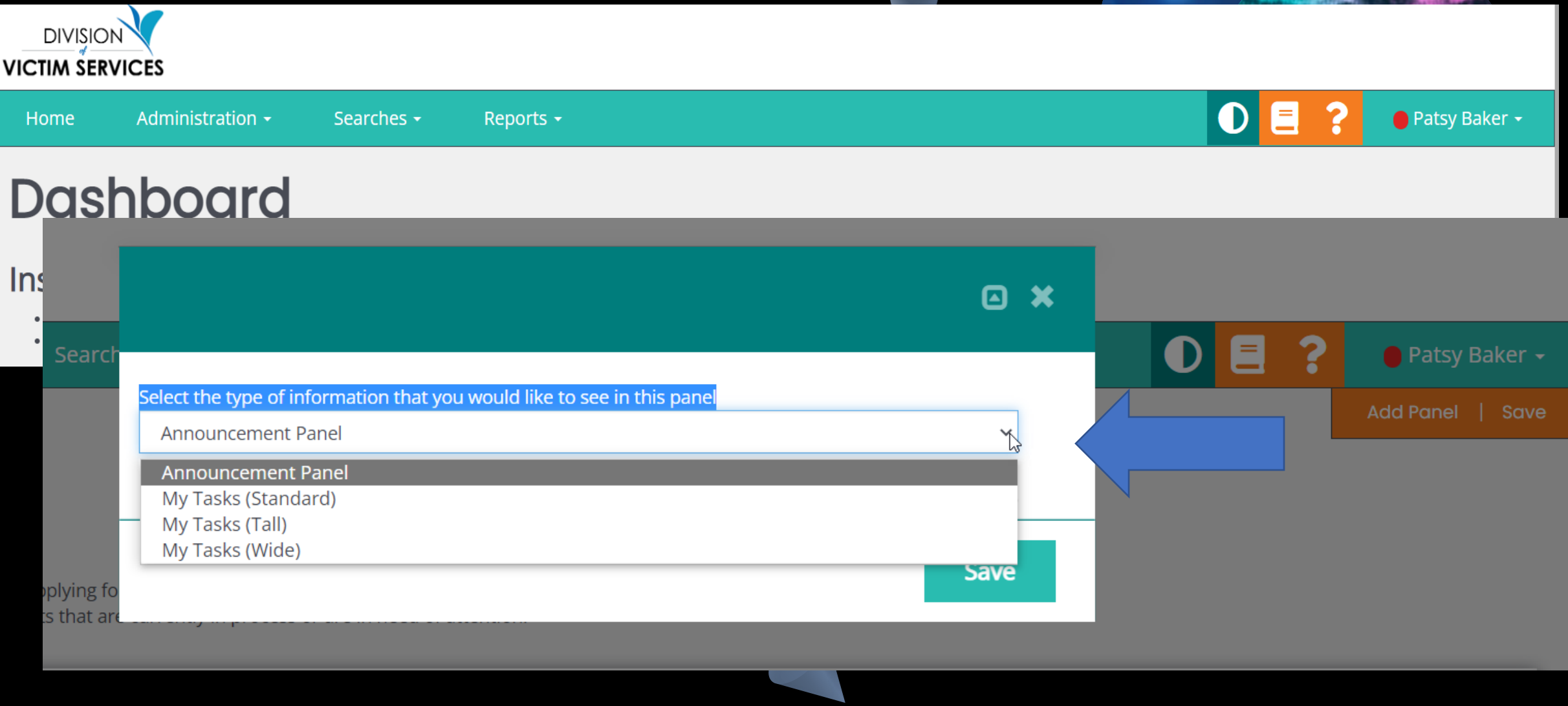
Training Manual



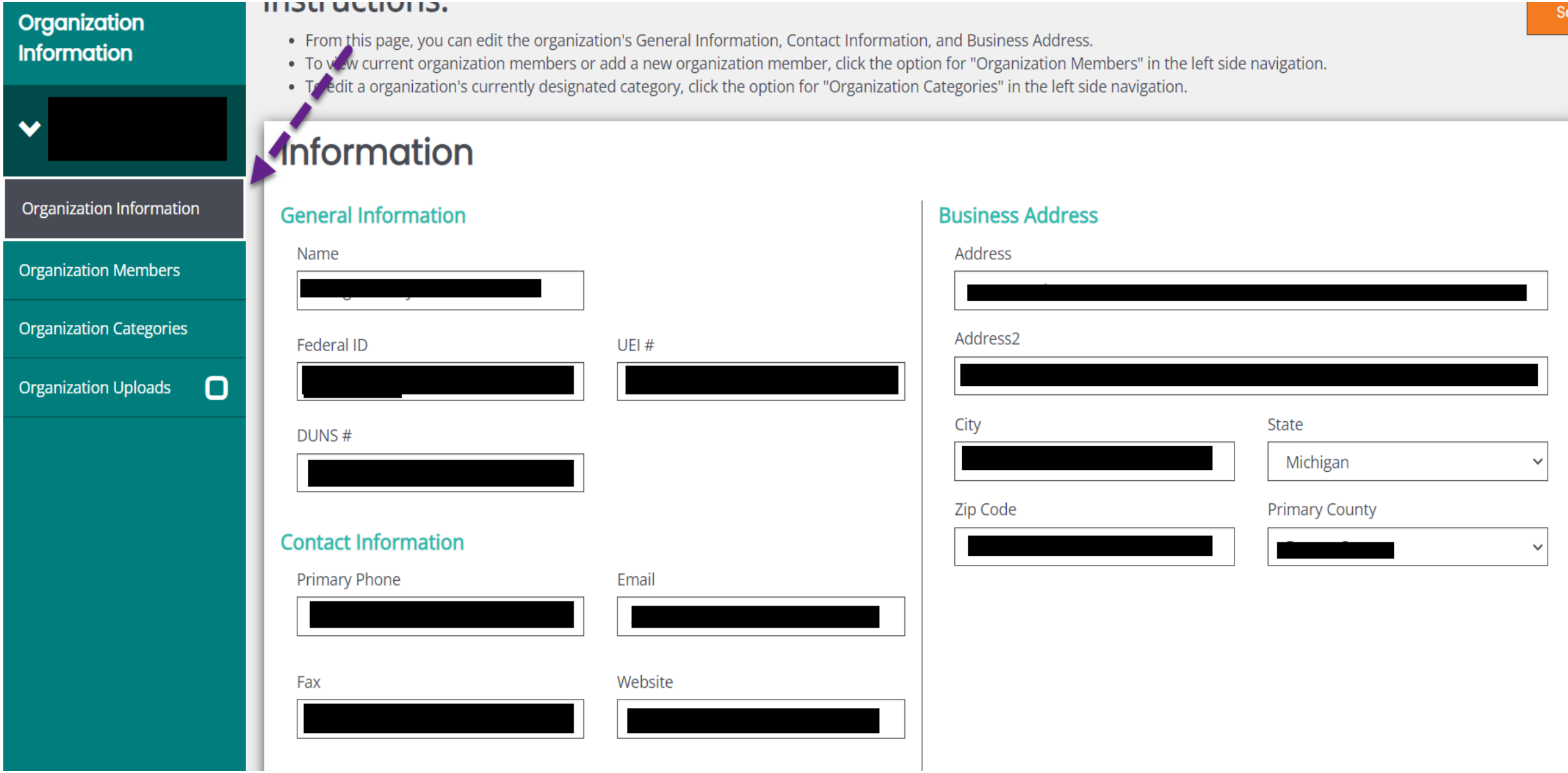
Edit your Dashboard



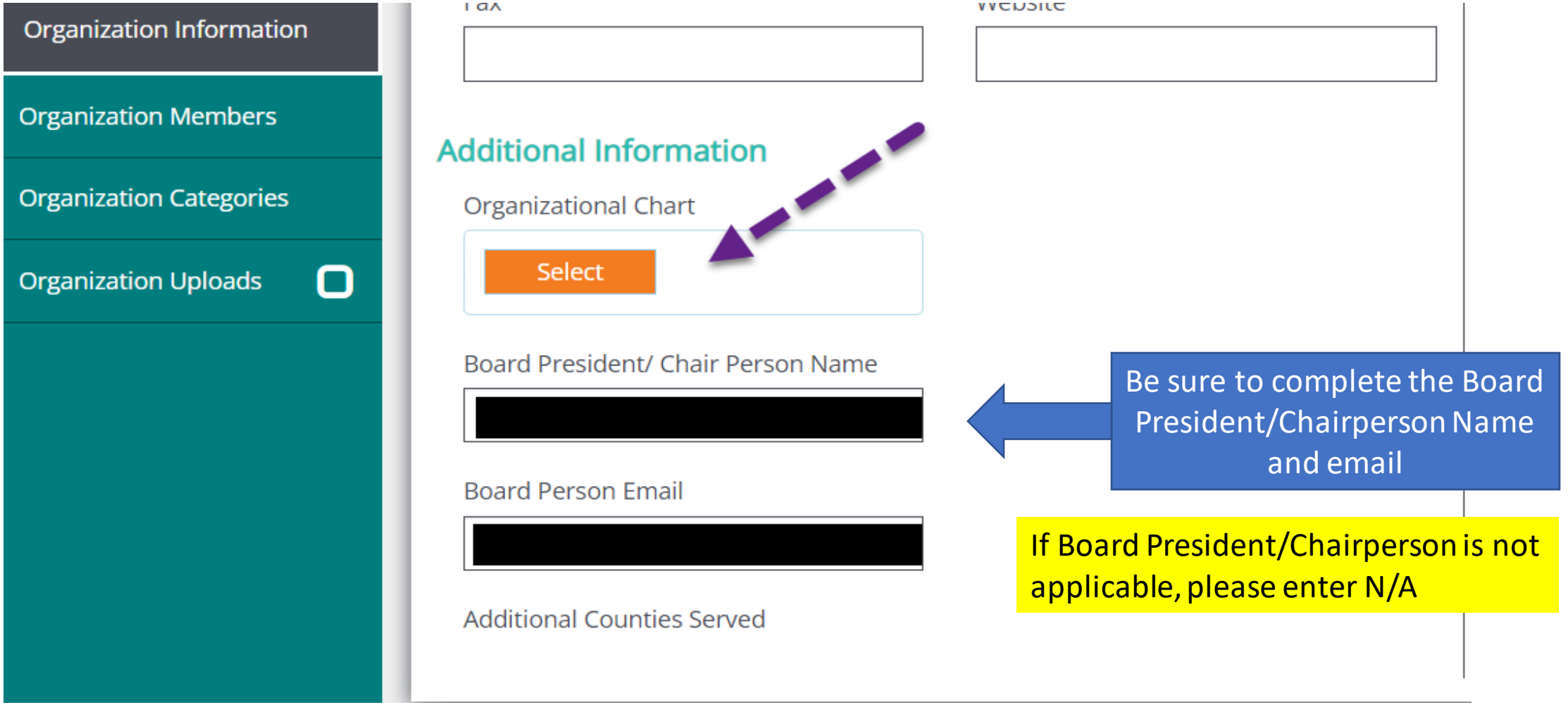
Edit your Dashboard

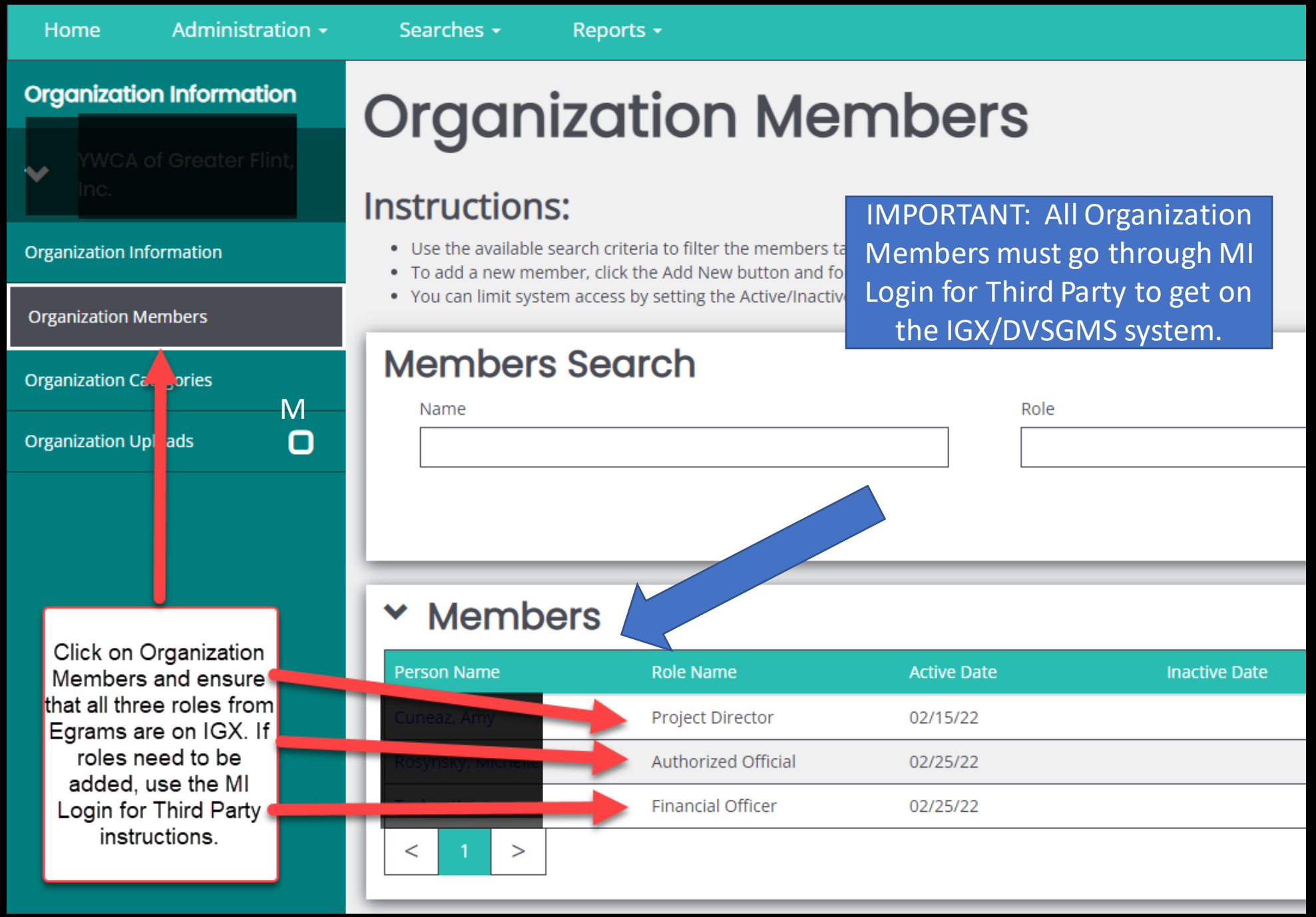


Update your Oganization Info!

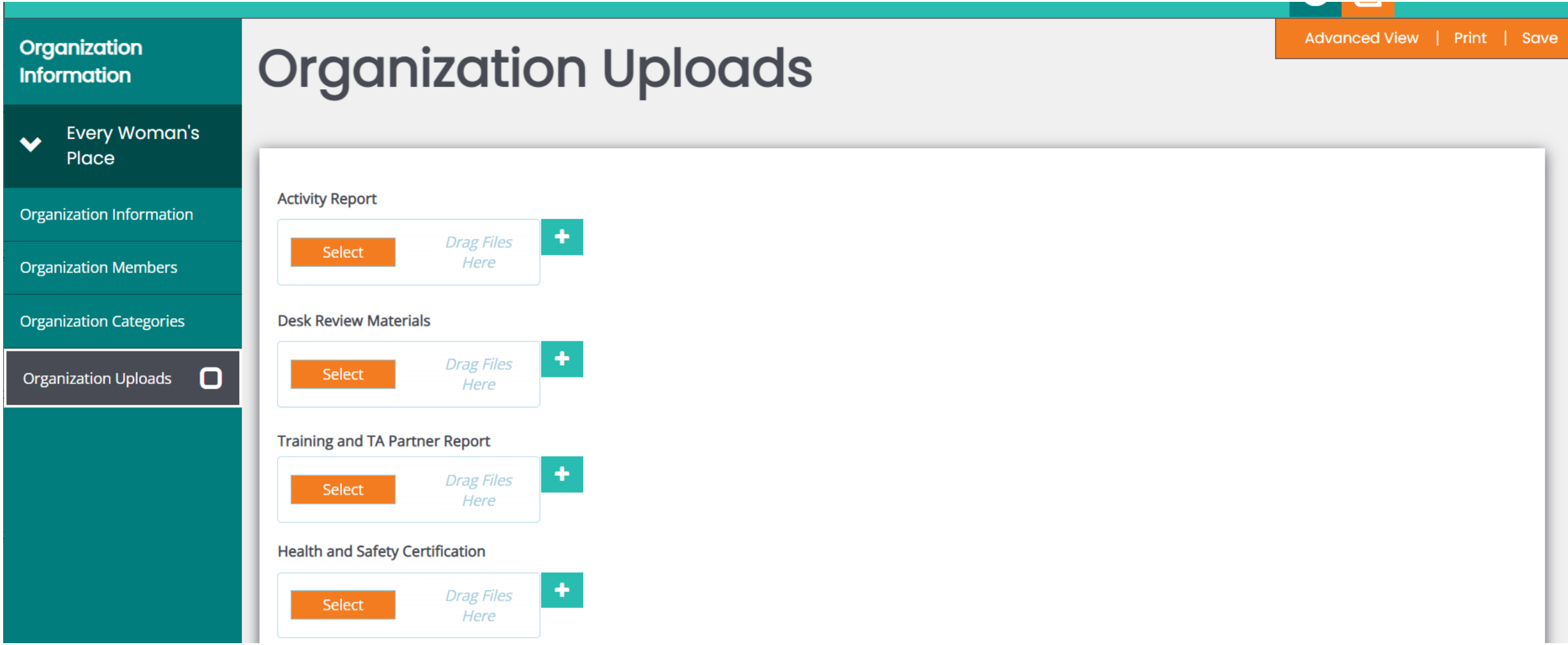

Organization Information
[redacted]
Organization Information
Organization Members
Organization Categories
Organization Uploads
Instructions:
From this page, you can edit the organization's General Information, Contact Information, and Business Address.
To view current organization members or add a new organization member, click the option for "Organization Members" in the left side navigation.
To edit a organization's currently designated category, click the option for "Organization Categories" in the left side navigation.
Information
General Information
Name
[redacted]
Federal ID
[redacted]
UEI #
[redacted]
DUNS #
[redacted]
Contact Information
Primary Phone
[redacted]
Email
[redacted]
Fax
[redacted]
Website
[redacted]
Business Address
Address
[redacted]
Address2
[redacted]
City
[redacted]
State
Michigan
Zip Code
[redacted]
Primary County
[redacted]

Add your Organizational Information

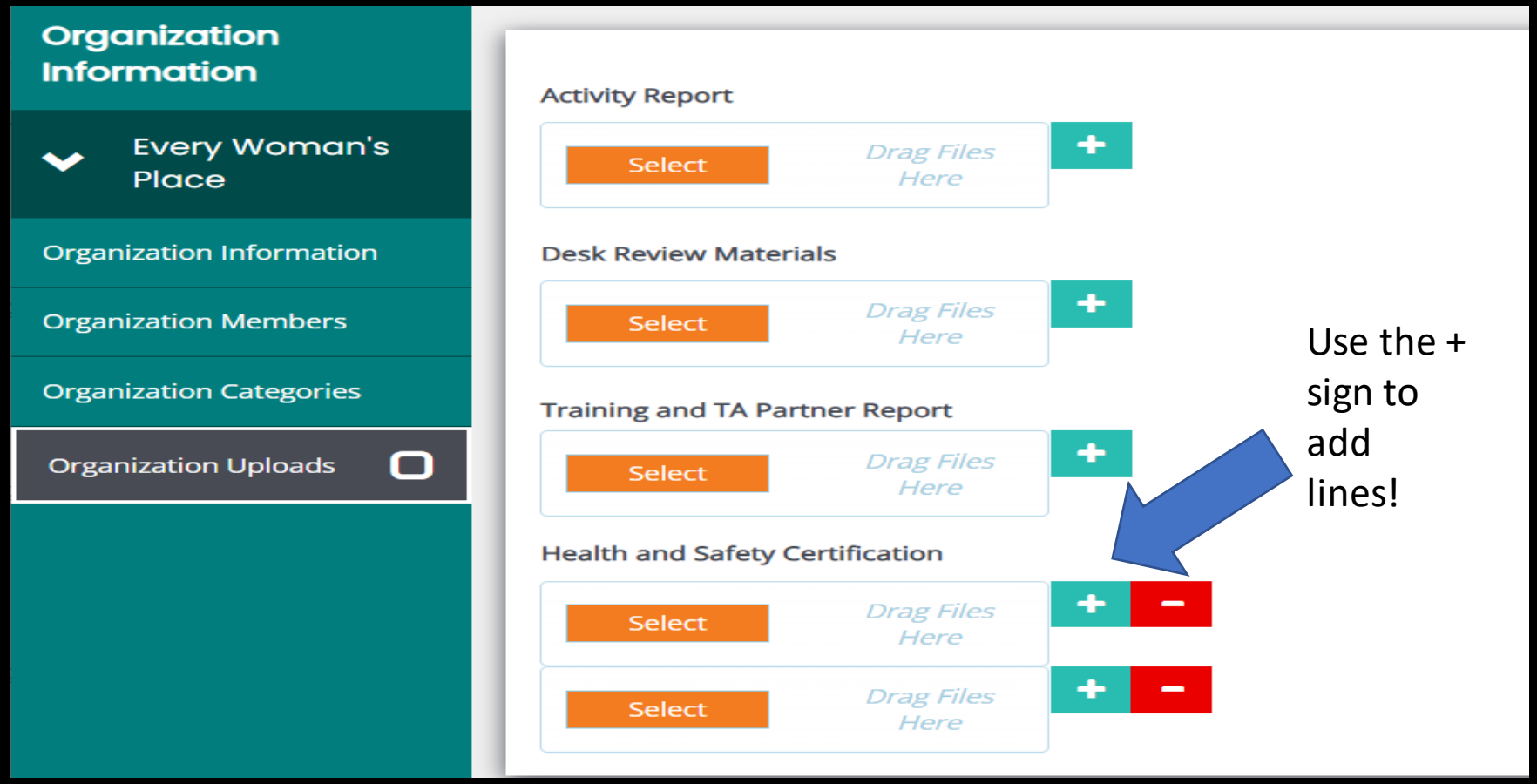



Home
Administration
Searches
Reports
Organization Information
YWCA of Greater Flint, Inc.
Organization Information
Organization Members
Organization Categories
Organization Uploads
Organization Members
Instructions:
Use the available search criteria to filter the members ta
To add a new member, click the Add New button and fo
You can limit system access by setting the Active/Inactiv
IMPORTANT: All Organization Members must go through MI Login for Third Party to get on the IGX/DVSGMS system.
Members Search
Name
Role
Members
Person Name
Role Name
Active Date
Inactive Date
Cuneaz, Amy
Project Director
02/15/22
Authorized Official
02/25/22
Financial Officer
02/25/22
1
Click on Organization Members and ensure that all three roles from Egrams are on IGX. If roles need to be added, use the MI Login for Third Party instructions.

Uploading Documents to your Organization’s Information Page


Organization Information
Every Woman's Place
Organization Information
Organization Members
Organization Categories
Organization Uploads
Advanced View | Print | Save
Organization Uploads
Activity Report
Select
Drag Files Here
Desk Review Materials
Select
Drag Files Here
Training and TA Partner Report
Select
Drag Files Here
Health and Safety Certification
Select
Drag Files Here

Organizational Uploads

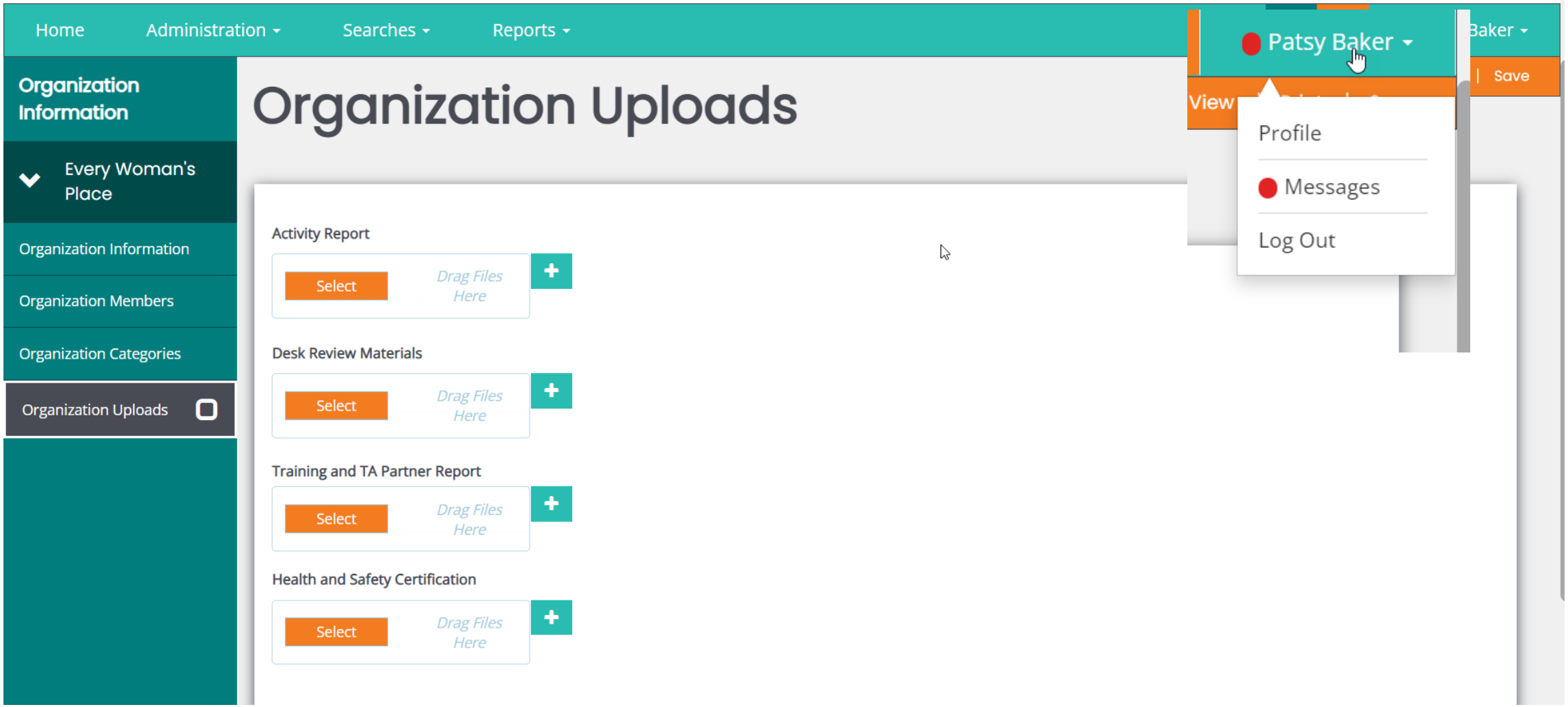


Messages

Mass Communication beginning October 1, 2022

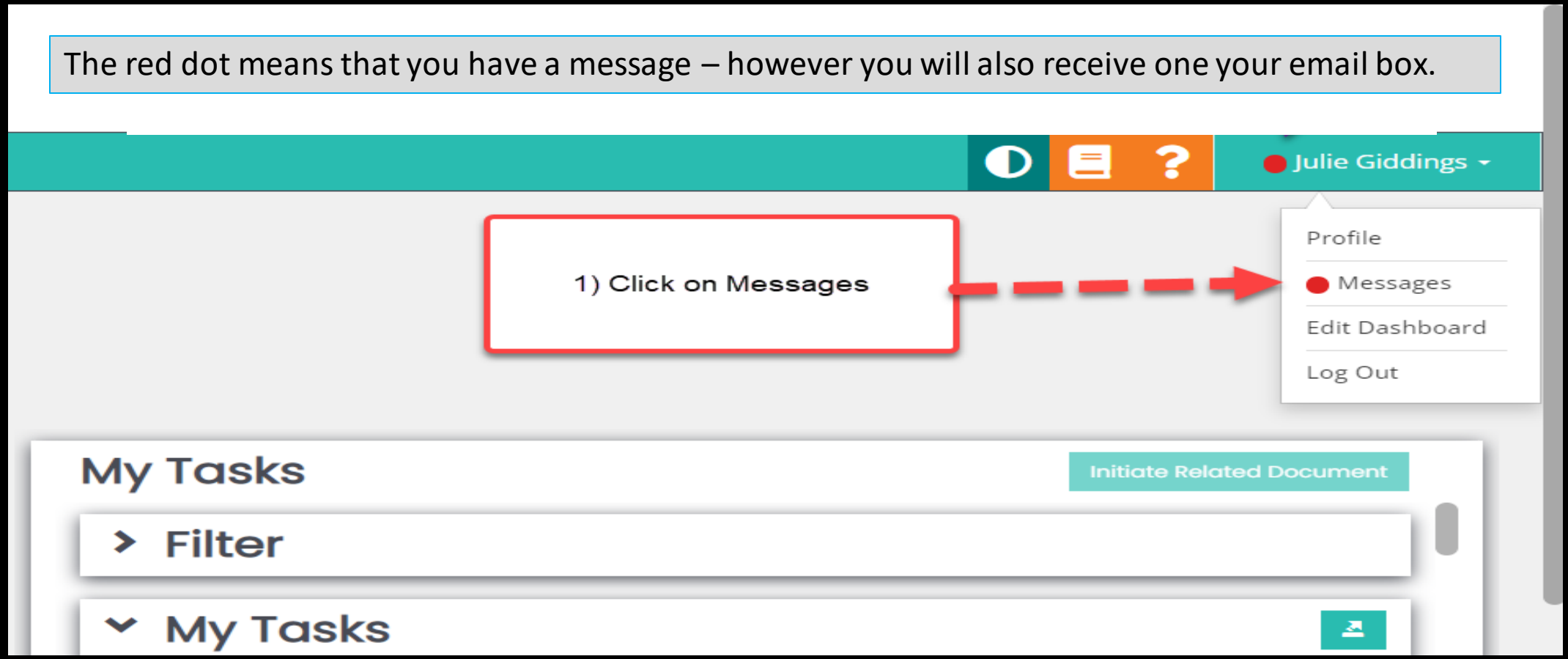
- All mass communication will be going out through IGX. If you do not have an account you will not receive important information!

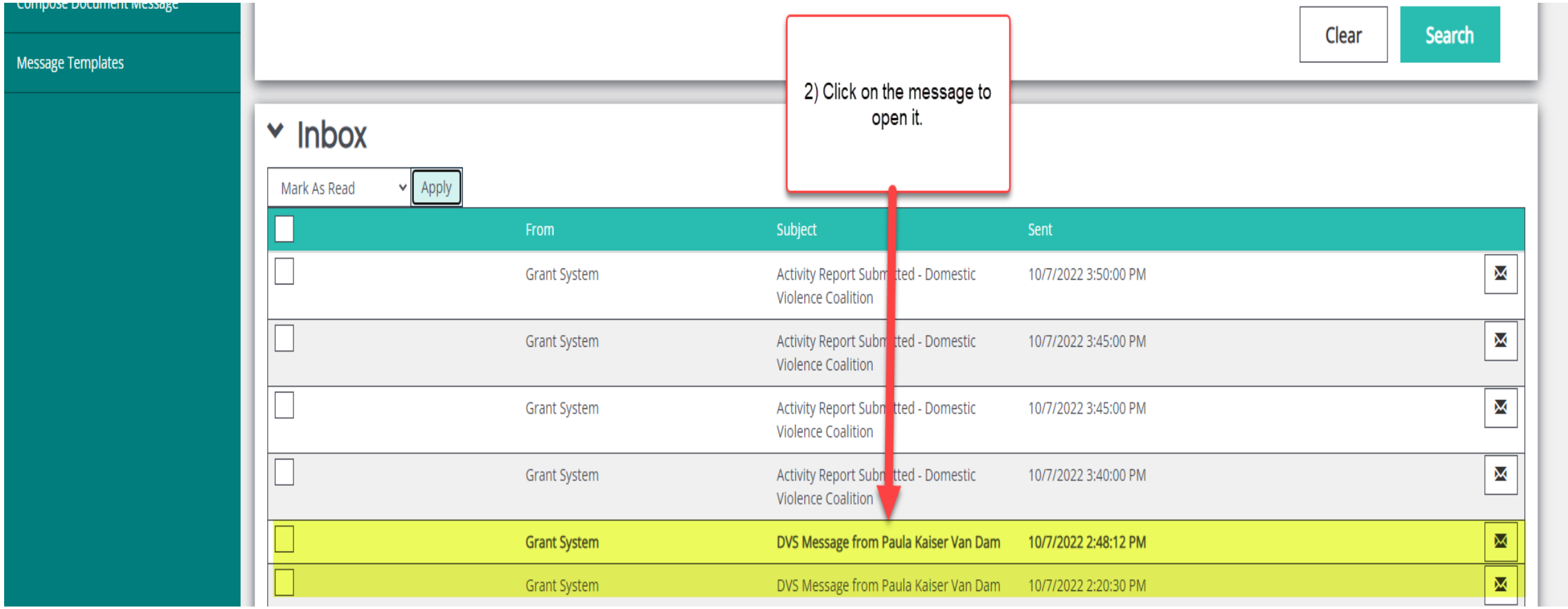
Accessing messages



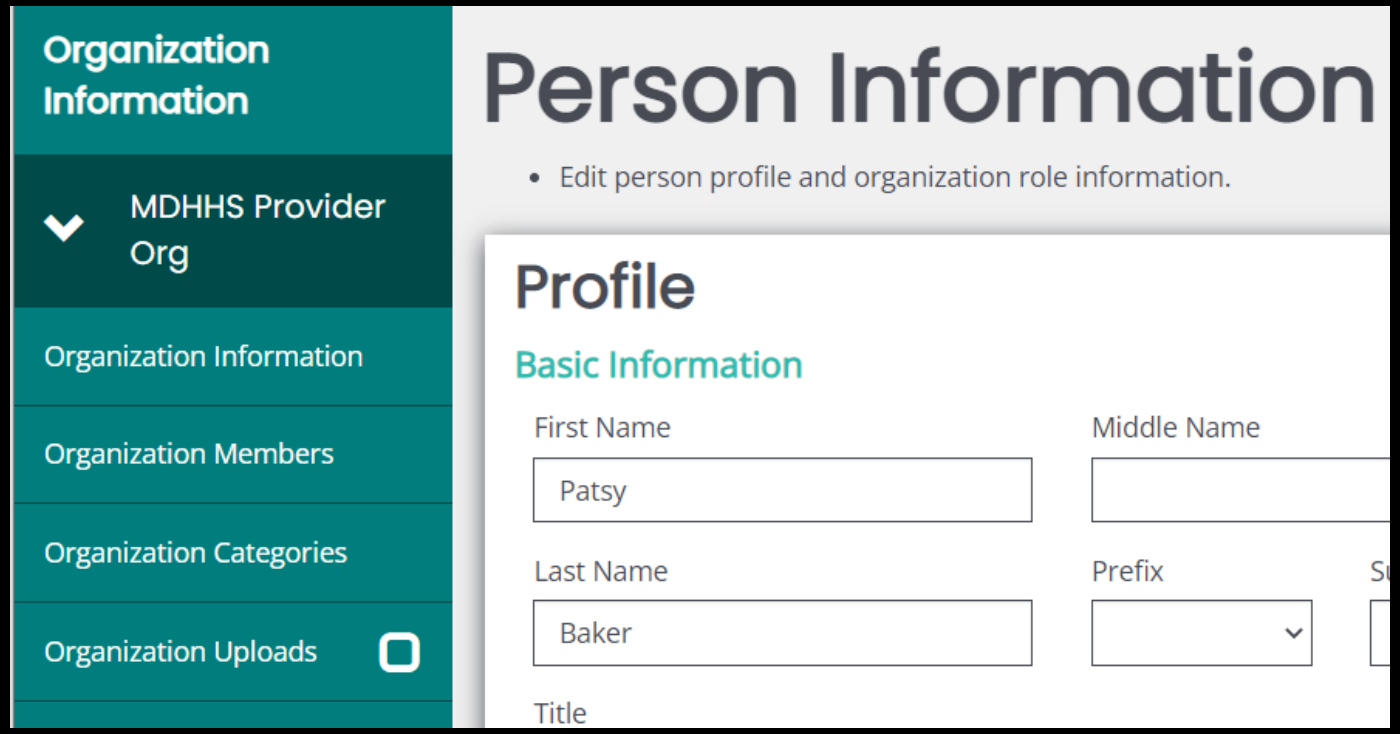
Accessing Messages

The red dot means that you have a message – however you will also receive one your email box.




Compose Document Message
Message Templates
Clear
Search
2) Click on the message to open it.
Inbox
Mark As Read
Apply
From
Subject
Sent
Grant System
Activity Report Submitted - Domestic Violence Coalition
10/7/2022 3:50:00 PM
Grant System
Activity Report Submitted - Domestic Violence Coalition
10/7/2022 3:45:00 PM
Grant System
Activity Report Submitted - Domestic Violence Coalition
10/7/2022 3:45:00 PM
Grant System
Activity Report Submitted - Domestic Violence Coalition
10/7/2022 3:40:00 PM
Grant System
DVS Message from Paula Kaiser Van Dam
10/7/2022 2:48:12 PM
Grant System
DVS Message from Paula Kaiser Van Dam
10/7/2022 2:20:30 PM

How can I tell who is registered on IGX?



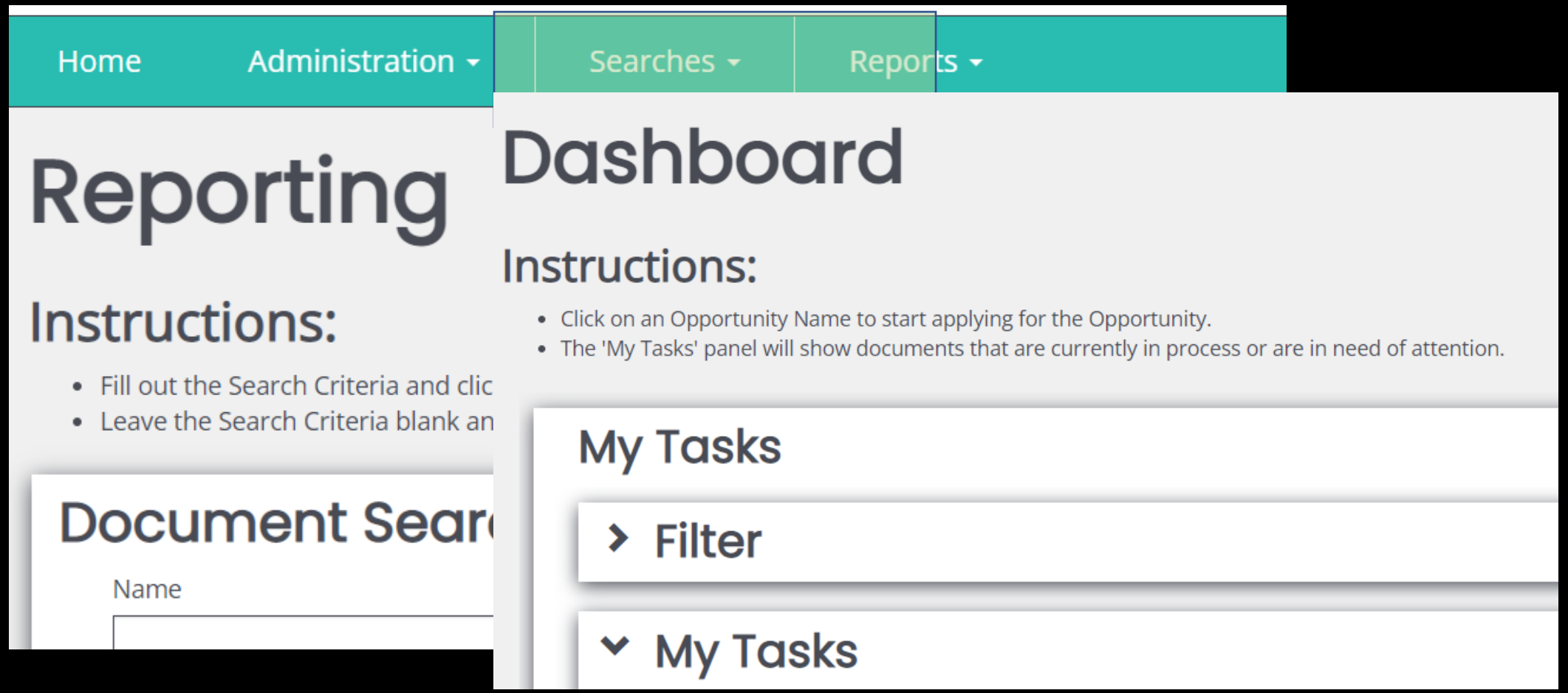
- Organization Members –
- his area contains a list of members in the organization. Searching for a Member A user can search the list of members in the organization by typing in the Name column or selecting items from either drop-down list before clicking SEARCH. This will bring up a list of members filtered by those selections.

What about information in Egrams?

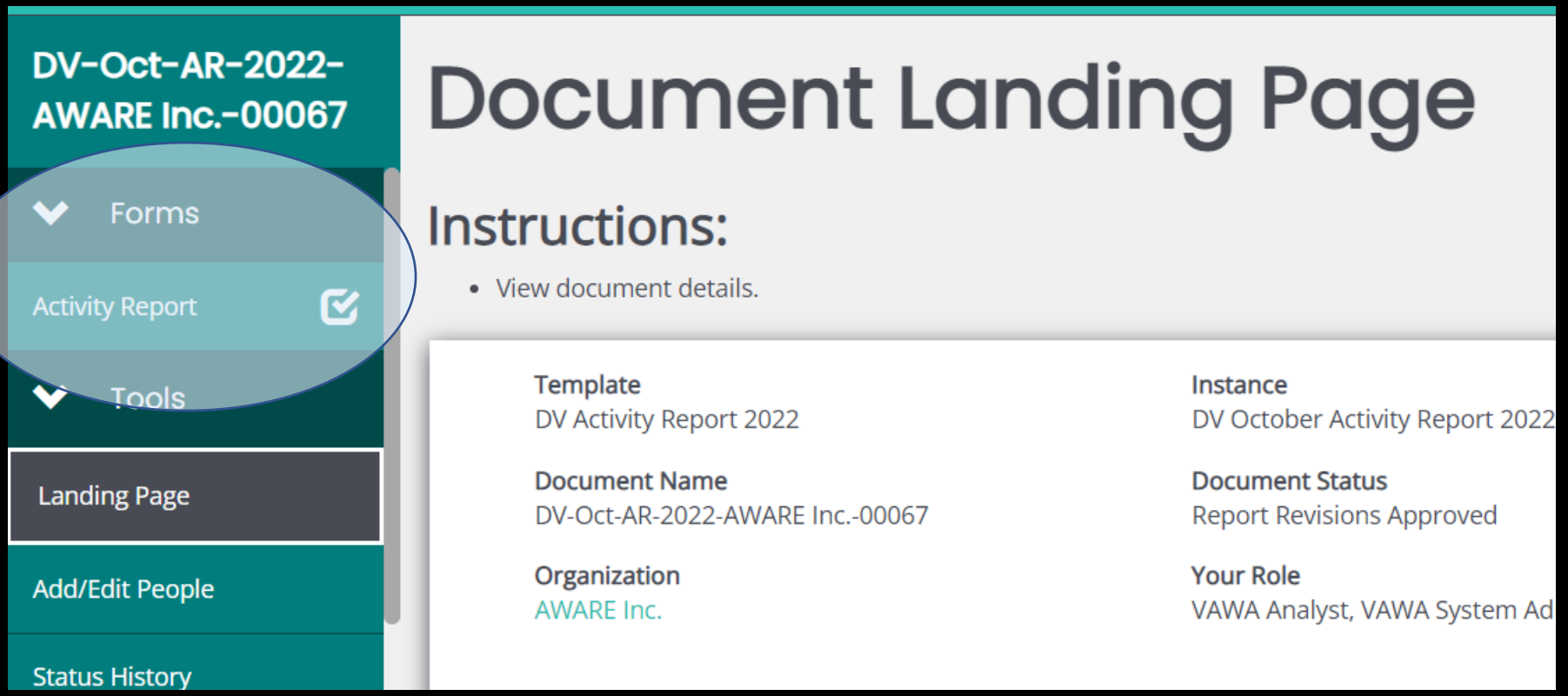
Egrams also has to be kept up to date on the three critical staff positions:

- Authorized Official
- Financial Officer
- Project Director

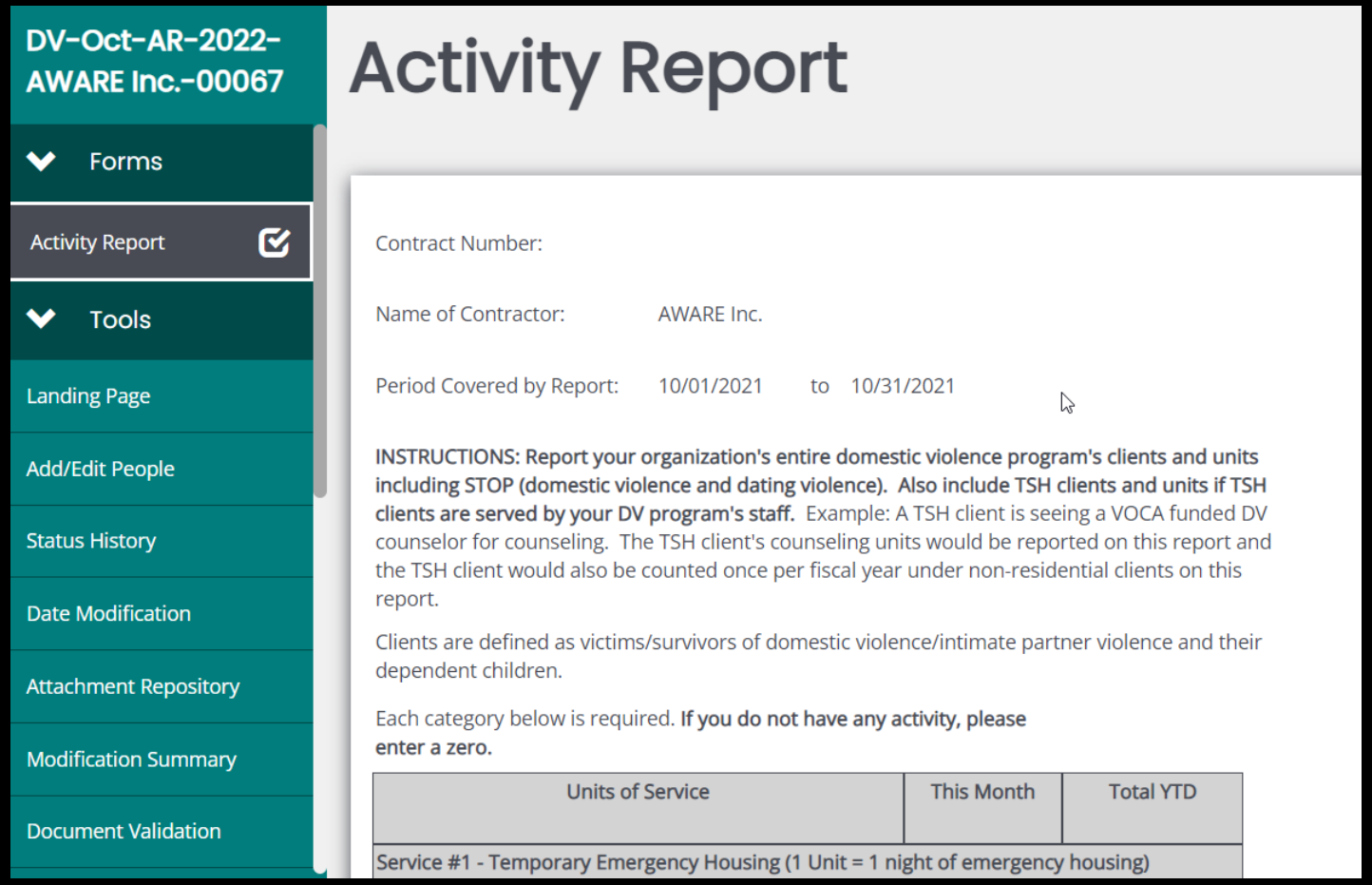
Finding Reports



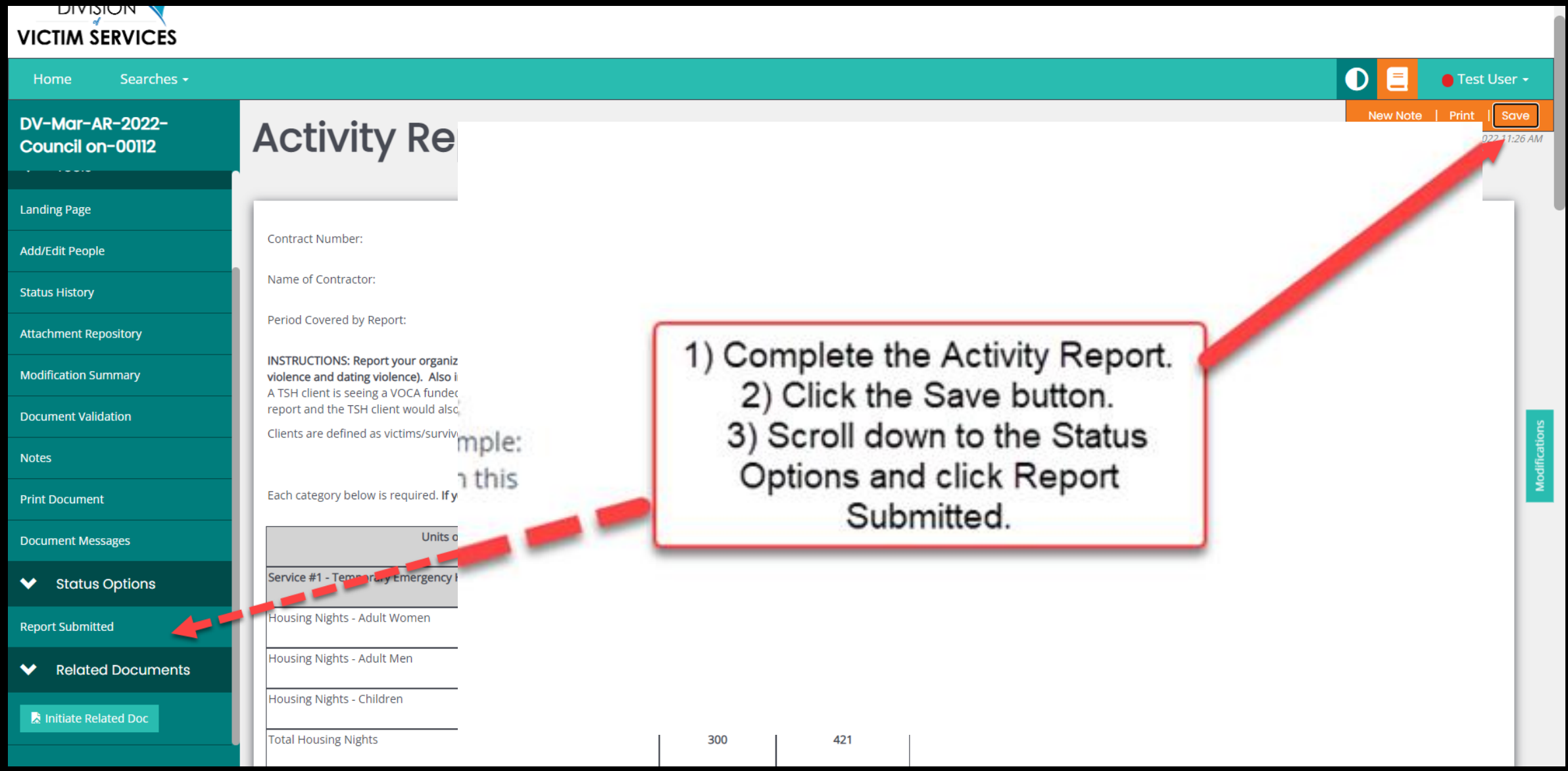
Accessing Reports



Accessing Reports



Second Screen – Activity Report



Document Status History

Instructions:

- View or export document status history.

Template
DV Activity Report 2022

Instance
DV October Activity Report 2022

Process
Reporting

Document Name
DV-Oct-AR-2022

Document Status
Report Revisions Approved

Organization
AWARE Inc.

Your Role
VAWA Analyst, VAWA System Administrator

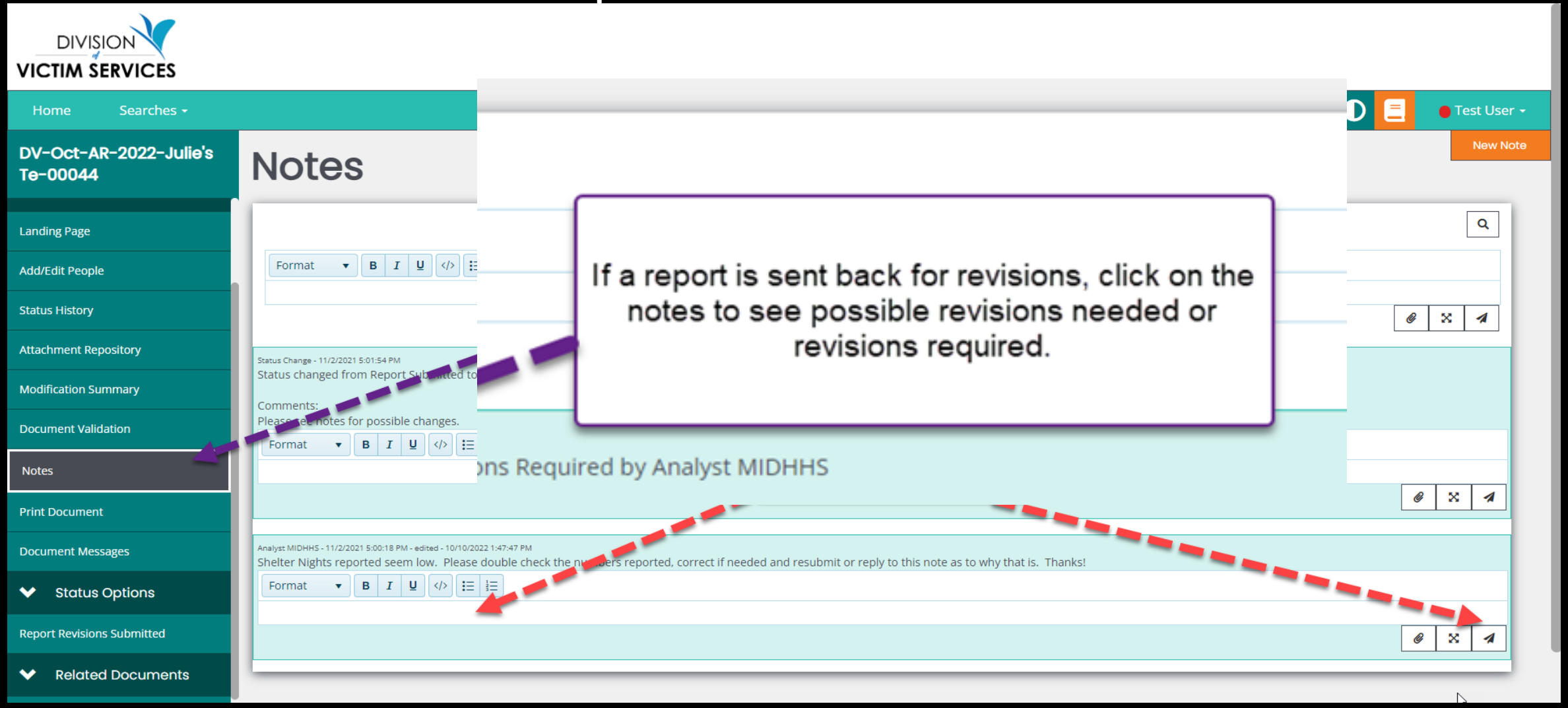
Period Date
10/1/2021 12:00:00 AM
10/31/2021 11:59:00 PM

Due Date
4/1/2022 9:00:00

Document Status History

Status	Date/Time	Person	Notes
Report In Progress	2/15/2022 11:19:40 AM		
Report Submitted	3/31/2022 10:19:30 AM		Report complete
Report Revisions Required	4/20/2022 9:49:55 AM		
Report Revisions Submitted	4/28/2022 2:35:00 PM		

Report Revisions



Report Revisions