

## How to Use Login.gov to Access eGMS Reach

### Introduction

eGMS Reach is used by awardees to manage their awards and cooperative agreements, and by reviewers who participate in peer review panels. When you are granted access to an IMLS award or panel, you will receive an email to initiate the process of accessing eGMS Reach.

### eGMS Reach and Login.gov

As of January 20, 2023, IMLS uses Login.gov for user authentication in eGMS Reach. Login.gov allows you to sign into multiple government websites (such as SAM.gov and Grants.gov) with the same email address and password. In addition, Login.gov helps protect your identity through stronger passwords and two-factor authentication. By using Login.gov, you'll get an extra layer of security to help protect your account against password compromises, hacking, and other malicious attacks.

Your Login.gov email address must be unique to you and must match the email address provided to IMLS with your application or reviewer information.

### Accessing eGMS Reach

You will receive an email from [IMLS-Reach@imls.gov](mailto:IMLS-Reach@imls.gov) that will provide you with a URL for eGMS Reach. Click on the link to go to eGMS Reach and sign in to your account using Login.gov.

**Tip:** Be sure to add [IMLS-Reach@imls.gov](mailto:IMLS-Reach@imls.gov) to your email account's safe or trusted senders list. If you haven't yet done so and you don't receive the email, check your spam or junk folder.

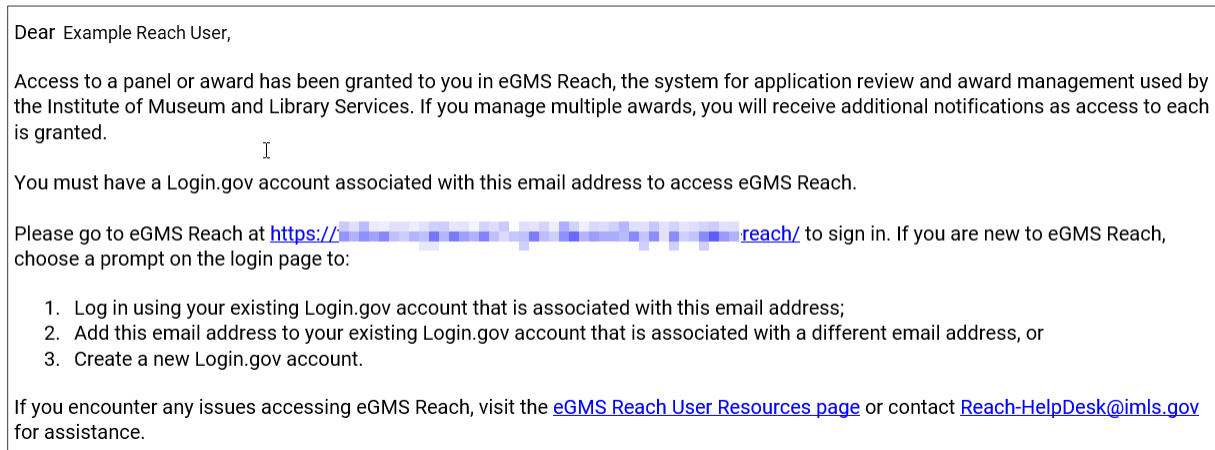


Figure 1: eGMS Reach Account Information email

Review the three prompts to access eGMS Reach using Login.gov and select the option that applies to you.

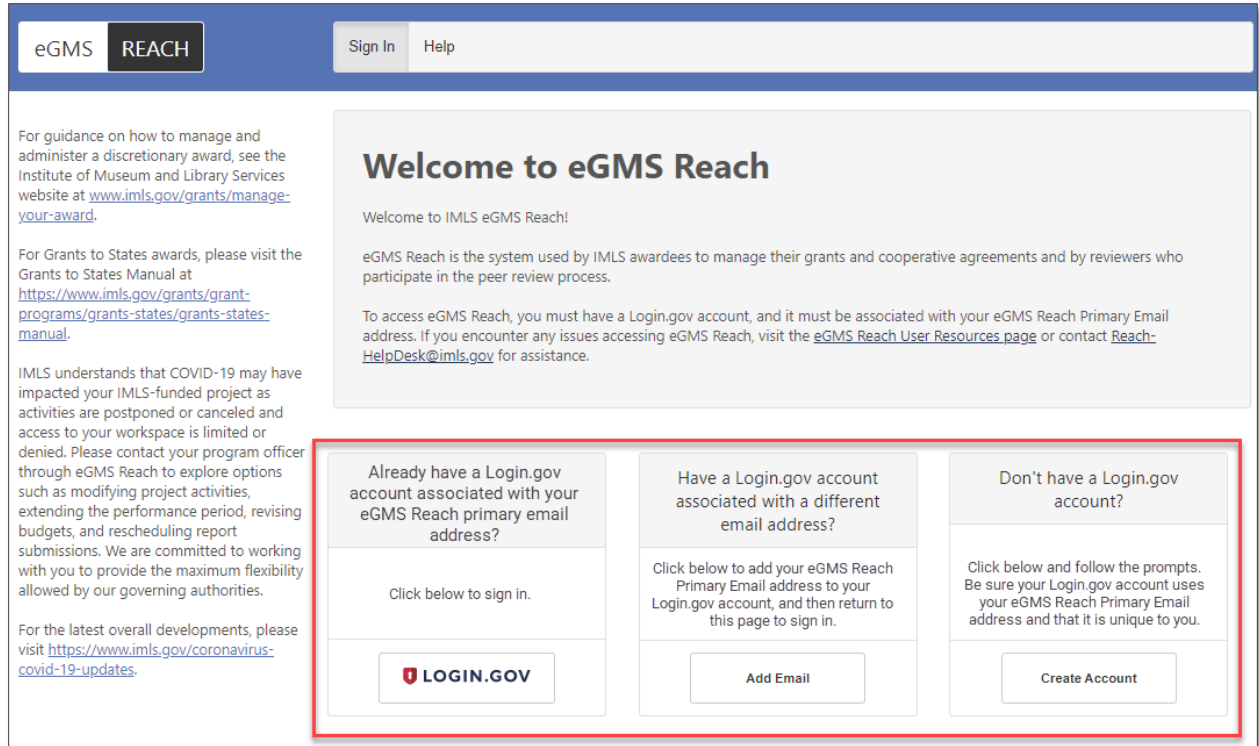


Figure 2: eGMS Reach Login Screen

For step-by-step instructions for the prompt you selected, click the option that applies to you below to go to that section of this job aid:

- [I already have a Login.gov account associated with my Reach email address](#)
- [I have a Login.gov account associated with a different email address](#)
- [I don't have a Login.gov account](#)

## Sign In with Login.gov

If you have a Login.gov account, and it is associated with the email address where you received your Reach account setup email from IMLS, click **Login.gov** in the box labeled “Already have a Login.gov account associated with your eGMS Reach Primary Email address?”

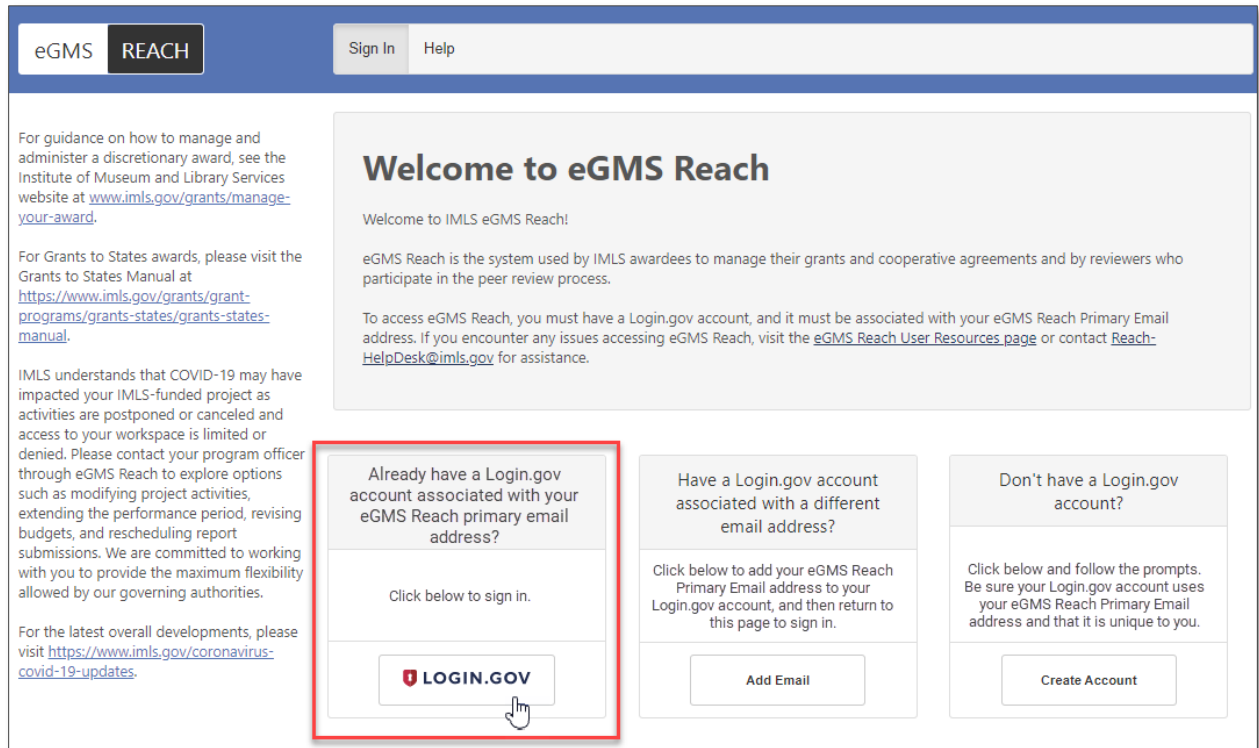


Figure 3: eGMS Reach sign-in prompt for existing Login.gov accounts associated with primary Reach email address

Sign in to your Login.gov account and authenticate using your selected multi-factor authentication method.

# eGMS Reach – How to Use Login.gov to Access eGMS Reach

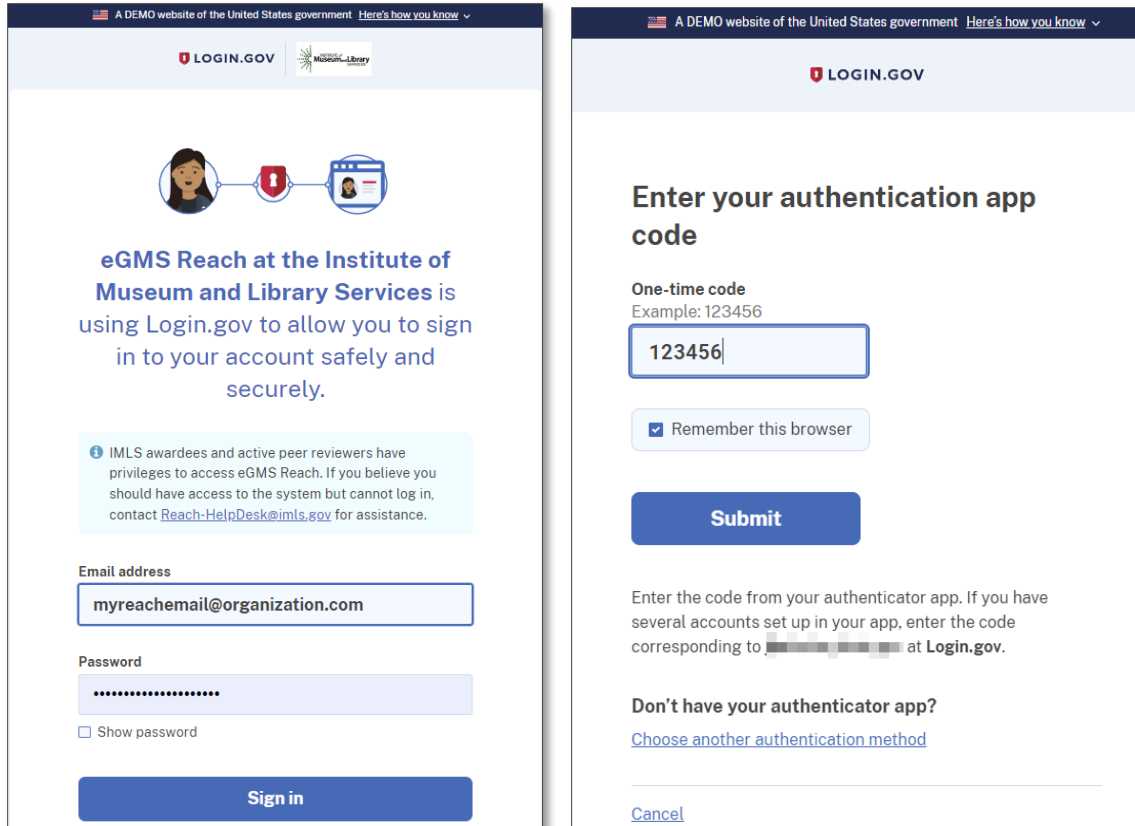


Figure 4: Multi-factor authentication in Login.gov

You will see a page informing you that eGMS Reach is requesting new information. Click **Agree and Continue**.

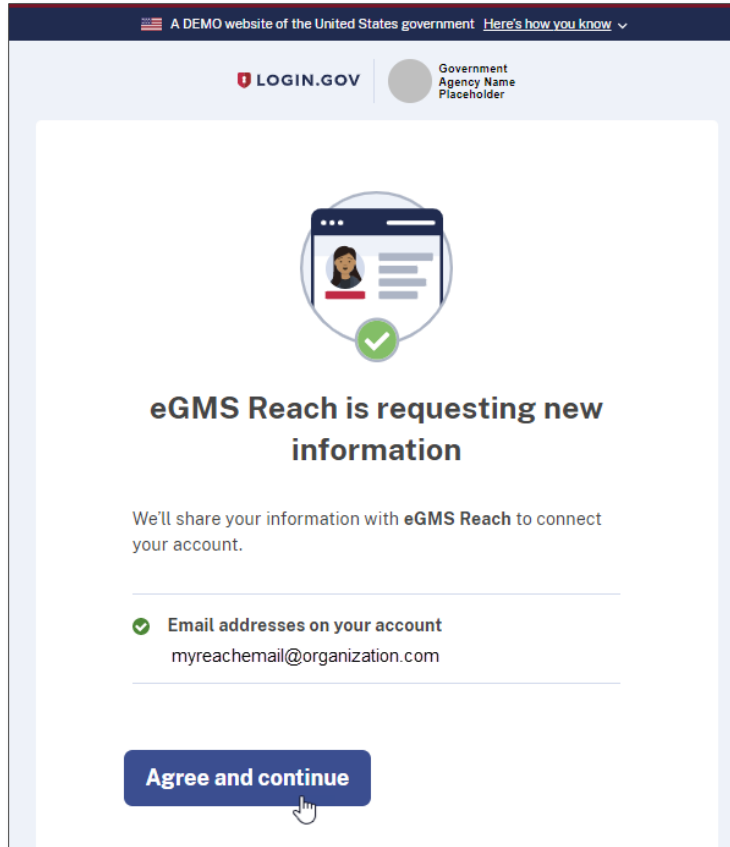


Figure 5: Agree to share information with eGMS Reach in Login.gov

After the system maps your Login.gov account to your eGMS Reach account, you will be signed in and returned to eGMS Reach. You will now see any panels or awards that you have access to.

# eGMS Reach – How to Use Login.gov to Access eGMS Reach

The screenshot shows the eGMS REACH dashboard. At the top, there is a navigation bar with the eGMS REACH logo and links for Home, Offers, Awards, Panels, Account, and Help. Below the navigation bar, there is a large grey box with a welcome message and instructions for panelists and awardees. To the left of the main content, there are three informational paragraphs with links to COVID-19 updates, award management, and grants to states manual. The main content area is divided into three sections: Panels, Offers, and Awards. The Panels section contains a table with one row for 'JB Test Panel 20221117'. The Offers section shows 'No active offers.' The Awards section contains a table with one row for an award with a period from 9/1/2022 to 8/31/2023.

**eGMS REACH** Home Offers Awards Panels Account Help

IMLS understands that COVID-19 may impact your IMLS-funded project as activities are postponed or cancelled and access to your workspace is limited or denied. Please contact your program officer through eGMS Reach to explore options such as modifying project activities, extending the performance period, revising budgets, and rescheduling report submissions. We are committed to working with you to provide the maximum flexibility allowed by our governing authorities.

For the latest overall developments, please visit <https://www.ims.gov/coronavirus-covid-19-updates>.

For guidance on how to manage and administer an award, see the Institute of Museum and Library Services website at [www.ims.gov/grants/manage-your-award](http://www.ims.gov/grants/manage-your-award).

For Grants to State awards, please visit the Grants to States Manual: <https://www.ims.gov/grants/grant-programs/grants-states/grants-states-manual>.

## Welcome to eGMS Reach

If you are a panelist, select your panel under **My Panels**. This will allow you to access the applications you are reviewing.

If you are an awardee, select your award under **My Awards**. This will allow you to upload reports, submit change requests, submit payment requests, or contact IMLS staff.

To update your contact information or affiliations, hover over your name in the banner above and select **My Information**.

### Panels

Panel Code	Name	Date(s)	Chair
	JB Test Panel 20221117	12/3/2022	

### Offers

Award #	Details	Grants.gov Opportunity	Status	Response Deadline
No active offers.				

### Awards

Award #	Details	Award Period
		9/1/2022 - 8/31/2023

Figure 6: Successful sign-in to eGMS Reach

## Associate Your Reach Email Address with Your Login.gov Account

If you have a Login.gov account, and it is associated with a different email address than the one where you received your Reach account setup email from IMLS, click **Add Email** in the box labeled “Have a Login.gov account associated with a different email address?”

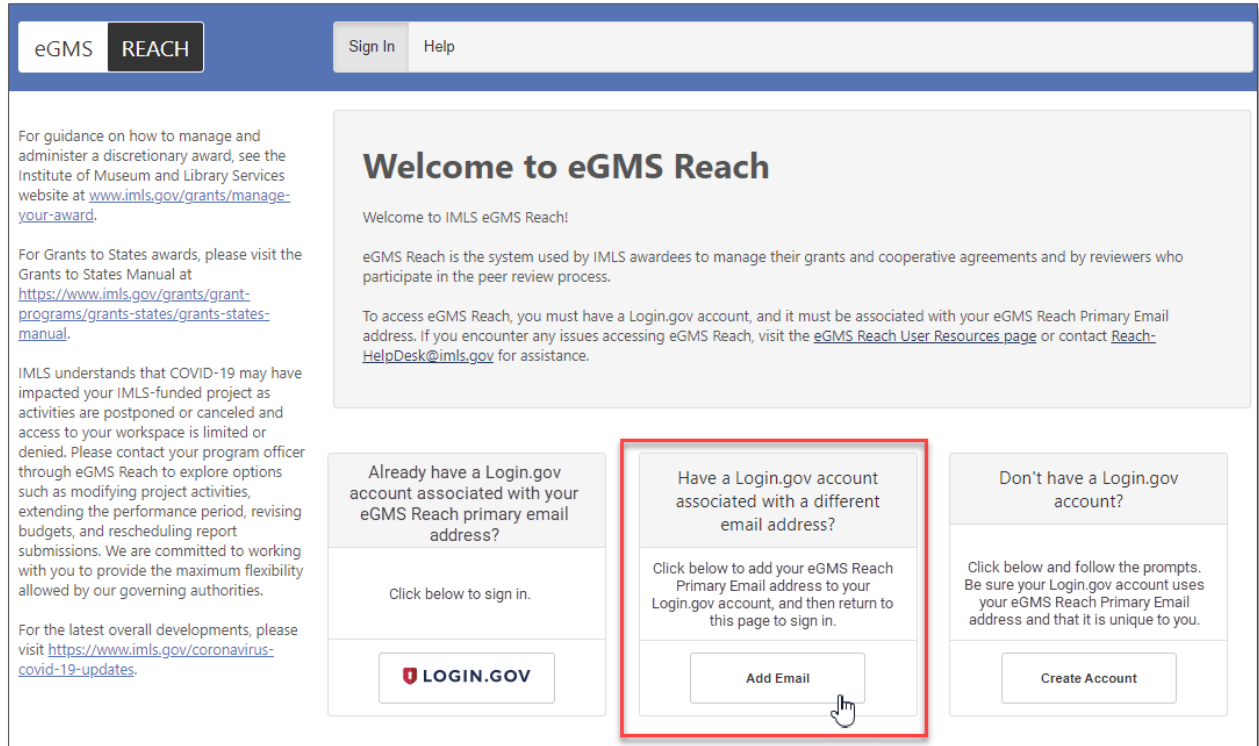


Figure 7: eGMS Reach sign-in prompt to add eGMS Reach Primary Email address to existing Login.gov account

Sign in to your Login.gov account and authenticate using your selected multi-factor authentication method.

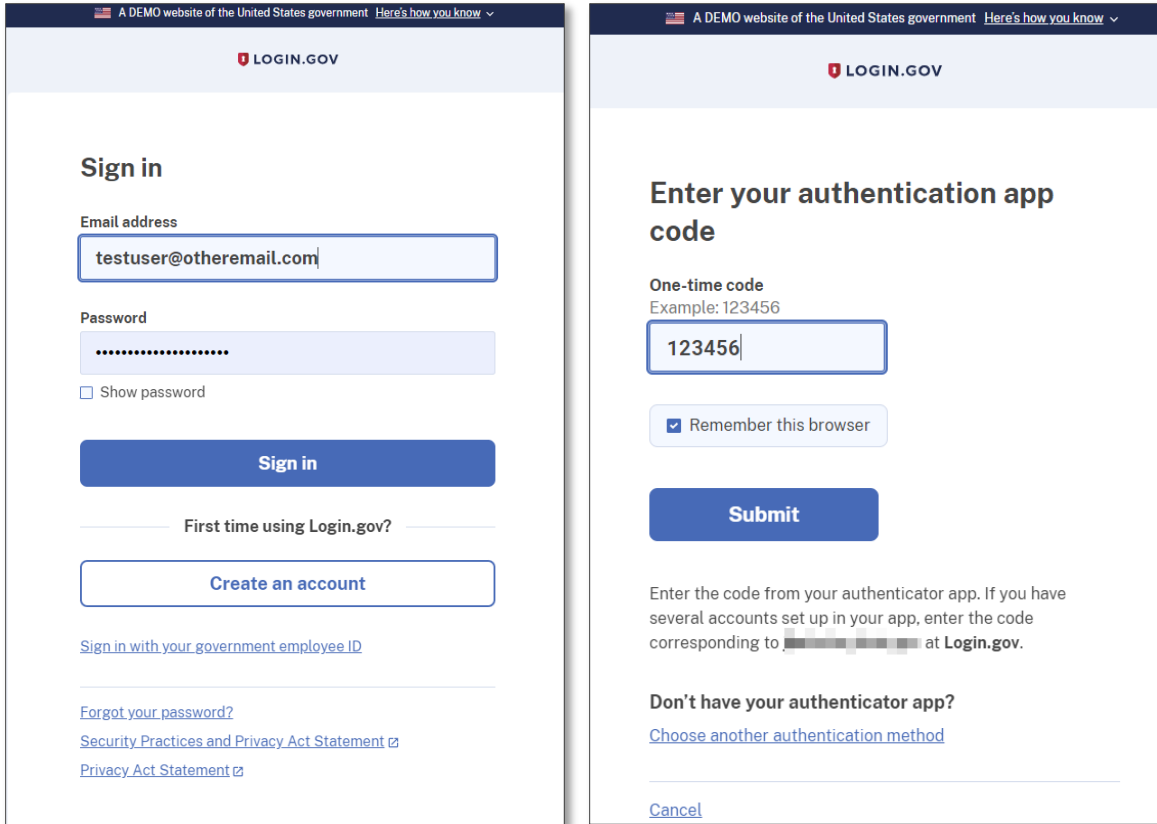


Figure 8: Multi-factor authentication in Login.gov

On the Your Account page, click + **Add new email**.



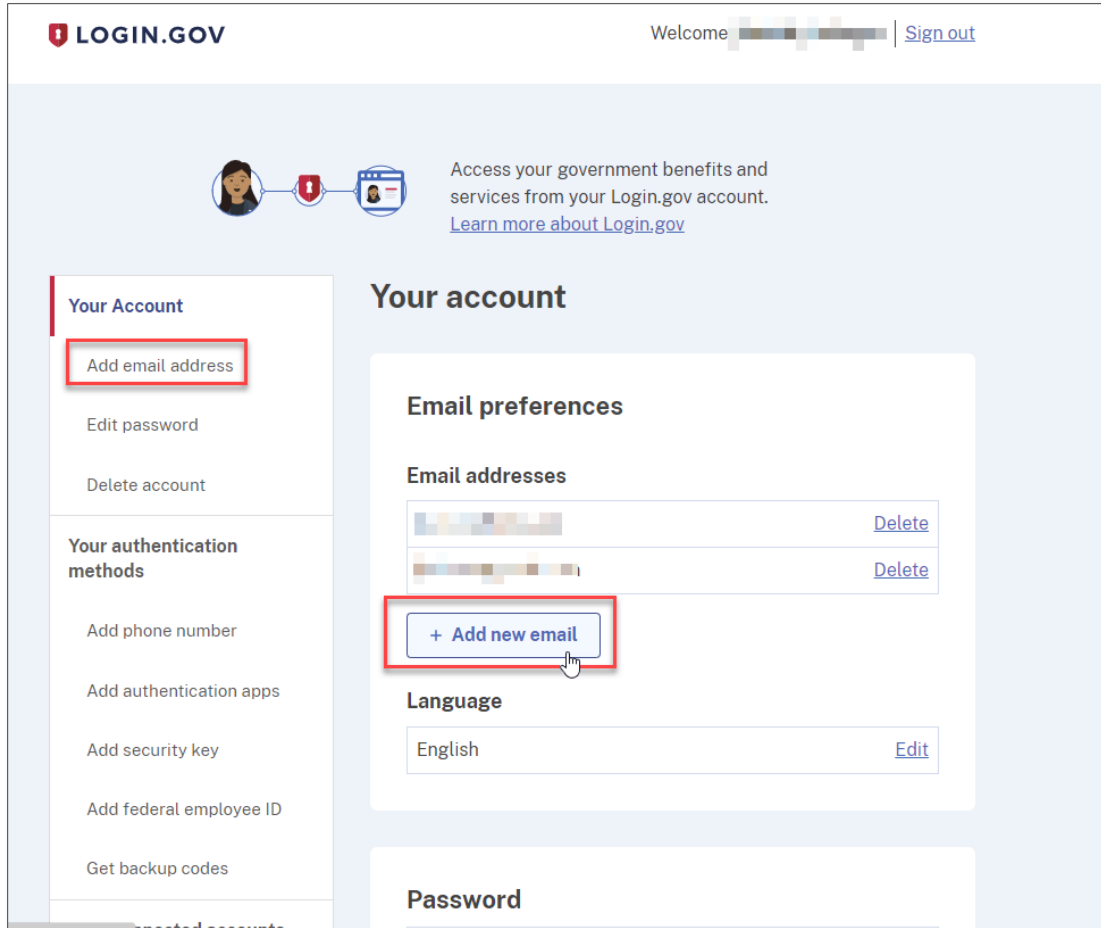
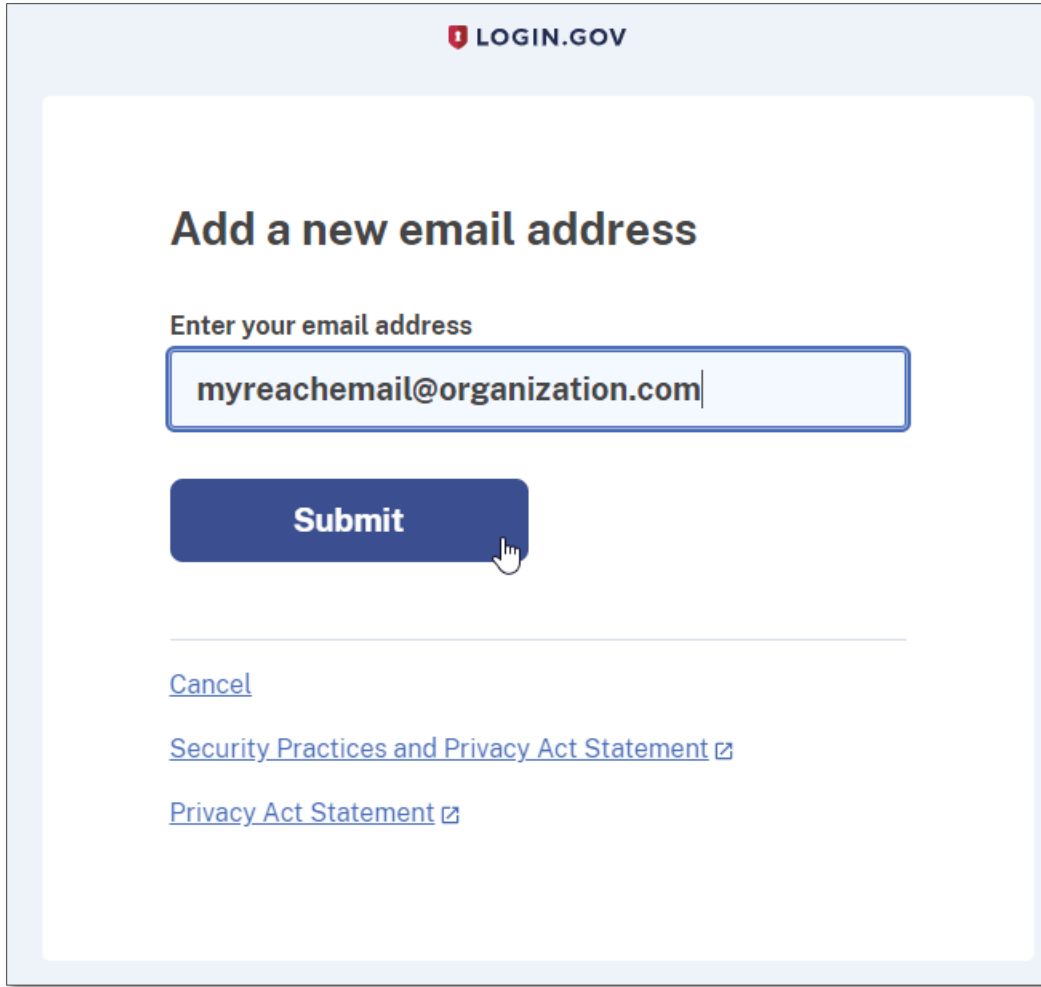


Figure 9: Adding a new email to a Login.gov account

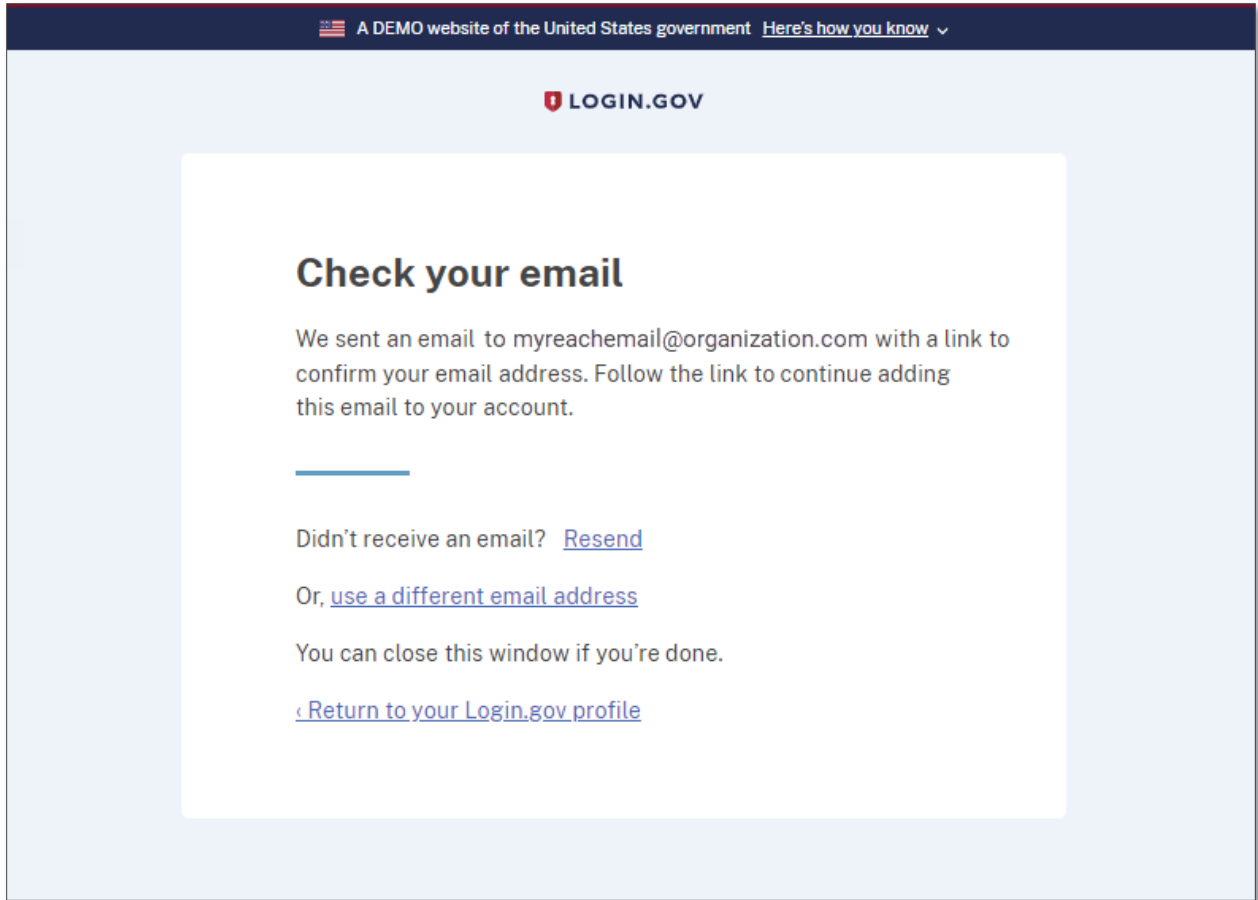
Enter your Reach Primary Email address in the text box on the Add email address page and click **Submit**.



The screenshot shows a web form titled "Add a new email address" on the Login.gov platform. At the top, the "LOGIN.GOV" logo is visible. Below the title, there is a label "Enter your email address" followed by a text input field containing the email address "myreachemail@organization.com". A blue "Submit" button is positioned below the input field, with a mouse cursor hovering over it. At the bottom of the form, there are three links: "Cancel", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

Figure 10: Enter and submit eGMS Reach Primary Email address

Login.gov will send a confirmation email to the newly added email address.



*Figure 11: Login.gov instructions to confirm a new email address*

In your email inbox, open the confirmation email and click **Confirm email address**.

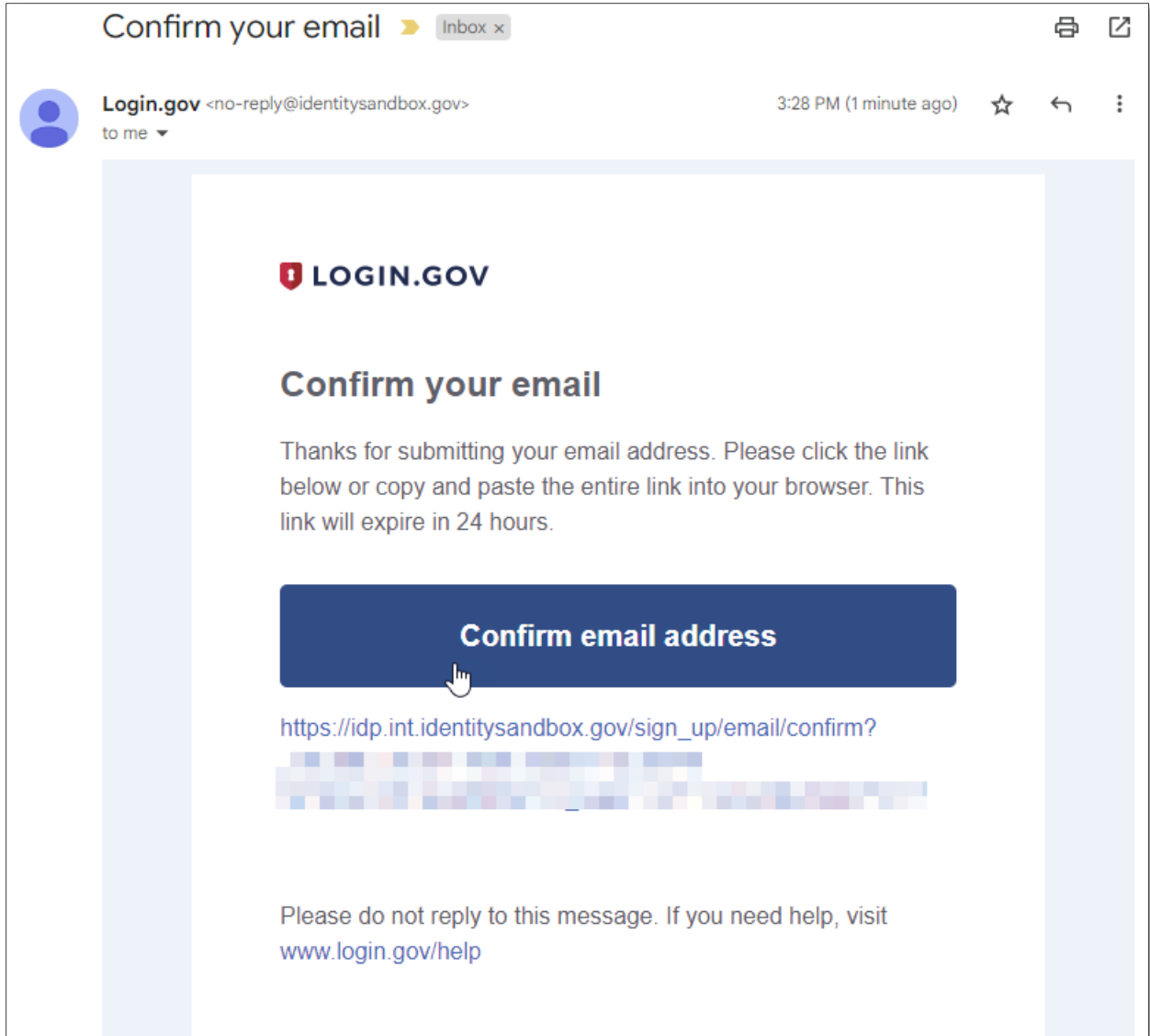


Figure 12: Login.gov confirmation email

The confirmation link will return you to Login.gov, where you must sign back in to view your account and see the newly added email address. Confirm that your eGMS Reach Primary Email address now appears in the list of email addresses on your account page.

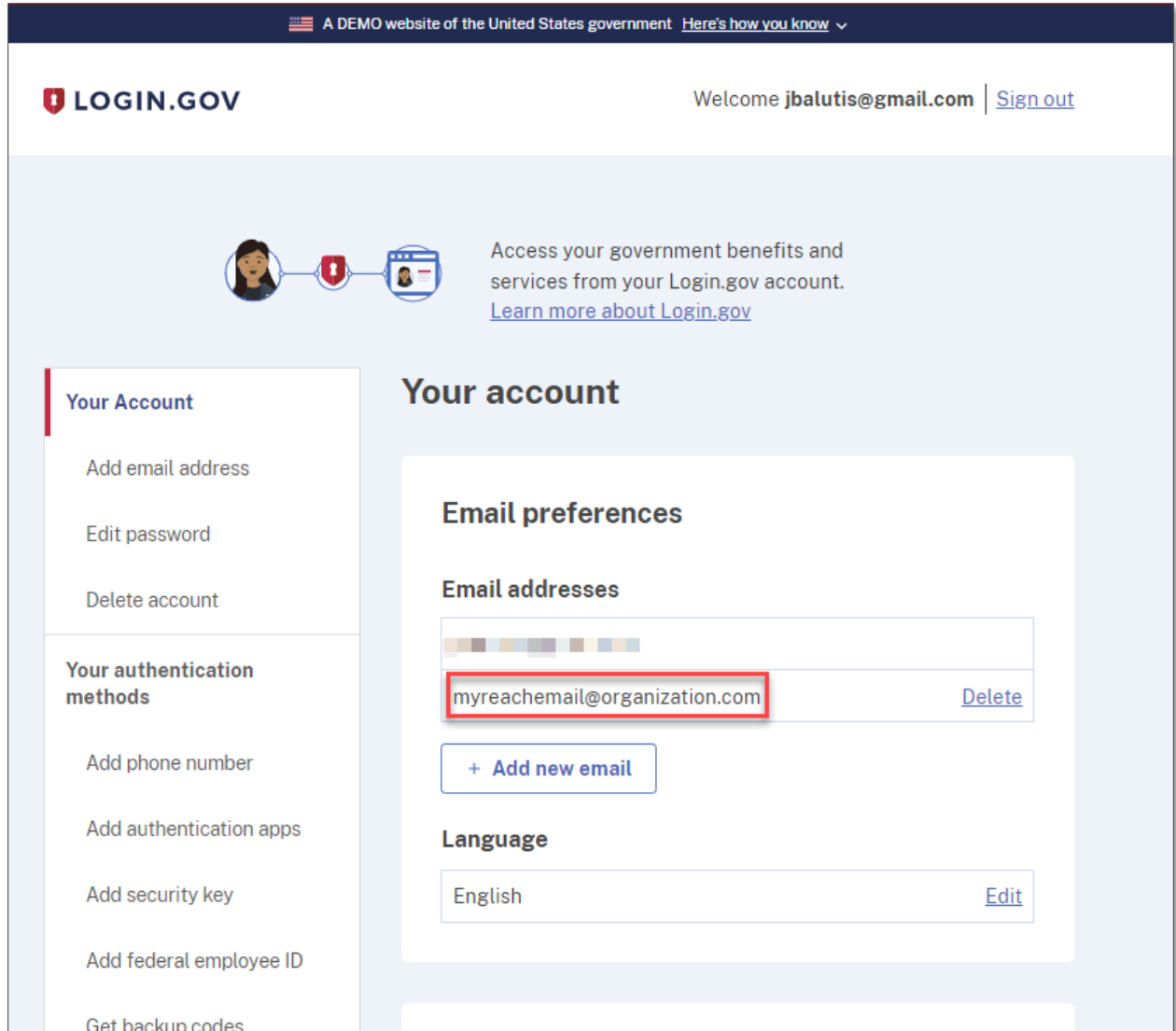


Figure 13: eGMS Reach Primary Email address added to Login.gov account

Return to eGMS Reach and log in by clicking **Login.gov** in the box labeled “Already have a Login.gov account associated with your Reach email address?”

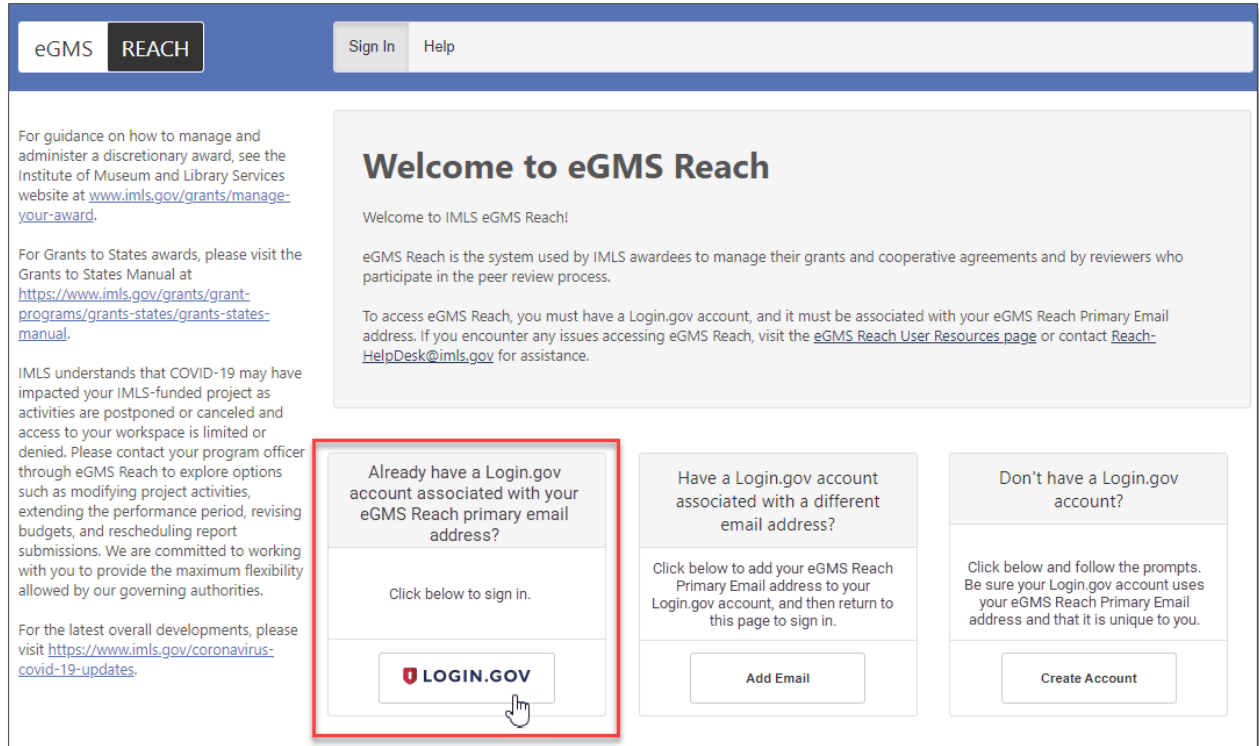


Figure 14: eGMS Reach sign-in prompt for existing Login.gov accounts associated with primary Reach email address

Sign back in to your Login.gov account, if prompted, and authenticate using your selected multi-factor authentication method.

## eGMS Reach – How to Use Login.gov to Access eGMS Reach

The figure consists of two side-by-side screenshots of the Login.gov interface. The left screenshot shows the sign-in page for eGMS Reach at the Institute of Museum and Library Services. It features the Login.gov logo and the IMLS logo at the top. Below the logos is a graphic showing a person, a shield, and a computer screen. The main heading reads "eGMS Reach at the Institute of Museum and Library Services is using Login.gov to allow you to sign in to your account safely and securely." There is a light blue information box stating: "IMLS awardees and active peer reviewers have privileges to access eGMS Reach. If you believe you should have access to the system but cannot log in, contact [Reach-HelpDesk@imls.gov](mailto:Reach-HelpDesk@imls.gov) for assistance." Below this are input fields for "Email address" (containing "myreachemail@organization.com") and "Password" (masked with dots). A "Show password" checkbox is present. A blue "Sign in" button is at the bottom. The right screenshot shows the "Enter your authentication app code" page. It has the Login.gov logo at the top. The heading is "Enter your authentication app code". Below it is the label "One-time code" with the example "Example: 123456". A text input field contains "123456". There is a checkbox labeled "Remember this browser" which is checked. A blue "Submit" button is below. At the bottom, there is a link "Don't have your authenticator app? Choose another authentication method" and a "Cancel" link.

Figure 15: Multi-factor authentication in Login.gov

You will see a page informing you that eGMS Reach is requesting new information. Click **Agree and Continue**.

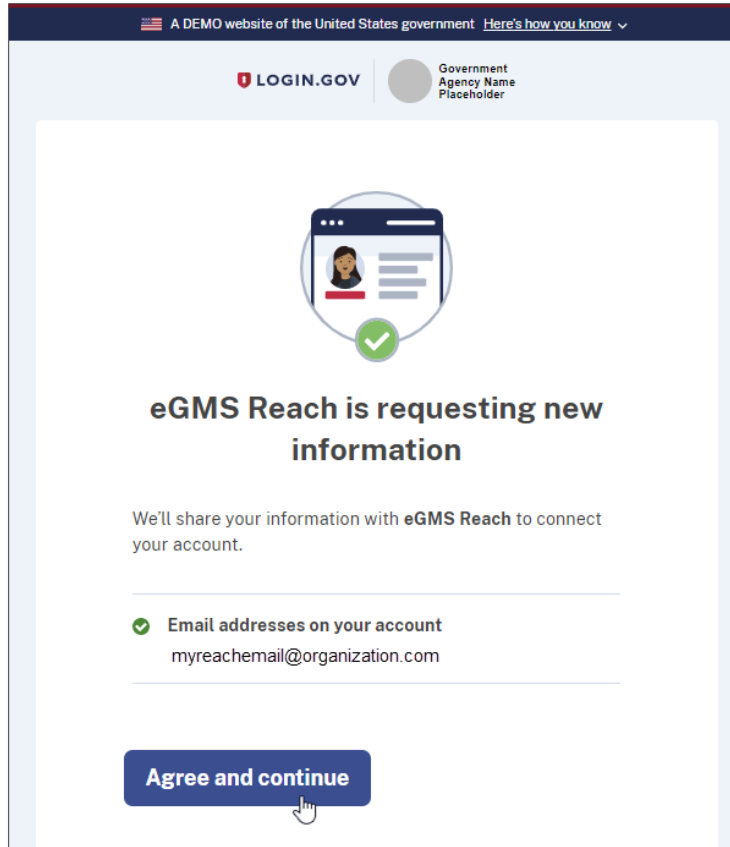


Figure 16: Agree to share information with eGMS Reach in Login.gov

After the system matches your Login.gov account to your eGMS Reach account, you will be signed in to eGMS Reach. You will see any panels or awards that you have access to.



# eGMS Reach – How to Use Login.gov to Access eGMS Reach

The screenshot shows the eGMS REACH dashboard. At the top, there is a navigation menu with links for Home, Offers, Awards, Panels, Account, and Help. The main content area is divided into several sections:

- Welcome to eGMS Reach:** A central message area with instructions for panelists and awardees, and a link to update contact information.
- Panels:** A table listing active panels. One panel is visible:
 

Panel Code	Name	Date(s)	Chair
[Redacted]	JB Test Panel 20221117	12/3/2022	[Redacted]
- Offers:** A table with columns for Award #, Details, Grants.gov Opportunity, Status, and Response Deadline. It shows "No active offers."
- Awards:** A table with columns for Award #, Details, and Award Period. One award is visible:
 

Award #	Details	Award Period
[Redacted]	[Redacted]	9/1/2022 - 8/31/2023

On the left side of the dashboard, there is a sidebar with several informational links and notices regarding COVID-19 impacts and administrative guidance.

Figure 17: Successful sign-in to eGMS Reach

## Create a New Login.gov Account

If you are new to eGMS Reach and you do not have a Login.gov account, click **Create Account** in the box labeled “Don’t have a Login.gov account?”

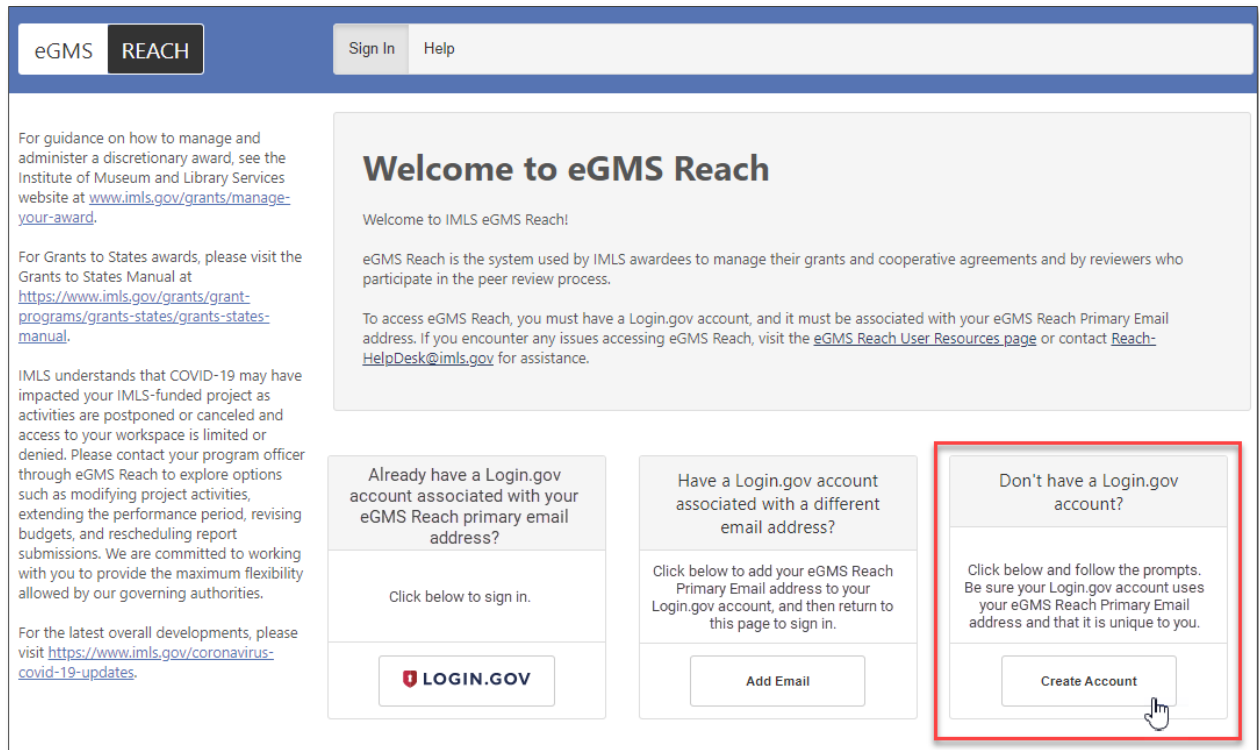


Figure 18: eGMS Reach sign-in prompt to create a new Login.gov account

Click **Create an Account** on the Login.gov sign-in page.

A DEMO website of the United States government [Here's how you know](#) ▾

**LOGIN.GOV**

## Sign in

Email address

Password

Show password

**Sign in**

First time using Login.gov?

**Create an account**

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

Figure 19: Create an account in Login.gov

On the Create your account screen, enter your eGMS Reach Primary Email address in the “Enter your email address” text box. Select your email language preference and review the Login.gov Rules of Use, then click **Submit**.

A DEMO website of the United States government [Here's how you know](#) ▾

**LOGIN.GOV** INSTITUTE of Museum & Library SERVICES

## Create your account

Enter your email address

myreachemail@organization.com

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

English (default)

Español

Français

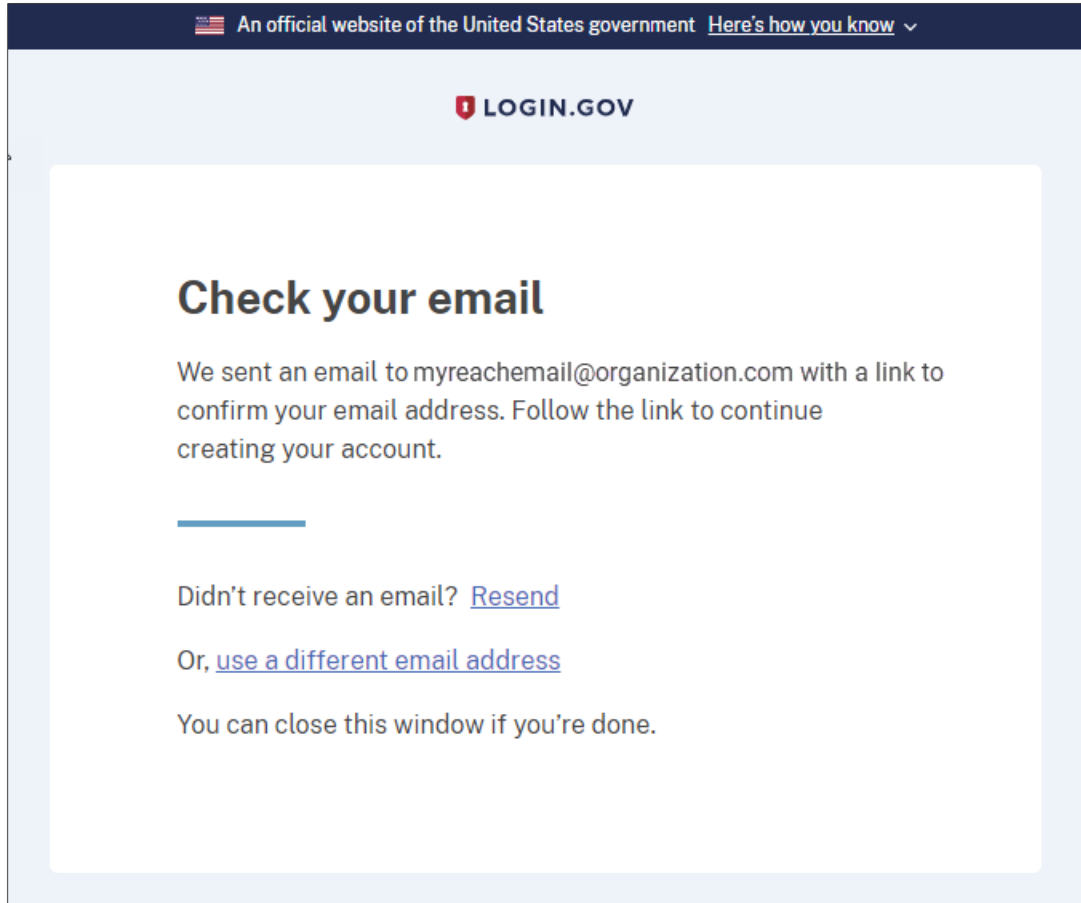
I read and accept the Login.gov [Rules of Use](#) ↗

**Submit**

[Cancel](#)

Figure 20: Email address, language preference, and Rules of Use in Login.gov

Login.gov will send a confirmation email to the email address you provided.



*Figure 21: Login.gov instructions to confirm your email address*

In your email inbox, open the confirmation email and click **Confirm email address**.

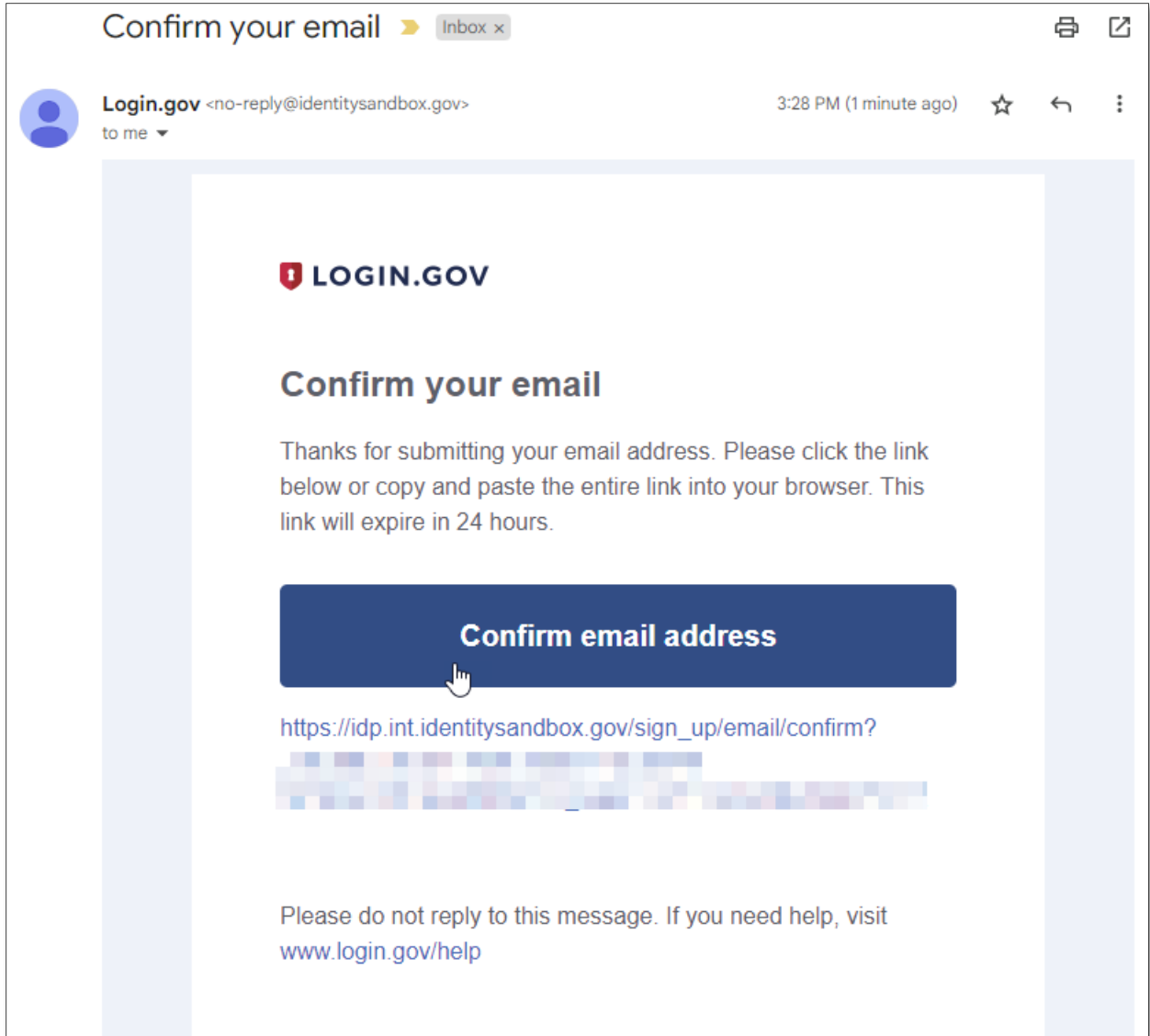


Figure 22: Login.gov confirmation email

After confirming your email address, Login.gov will prompt you to create a password. Review and follow their guidelines for creating a strong, secure password. After choosing a password, click **Continue**.

LOGIN.GOV | ARCHIVES & Library SERVICES

✓ You have confirmed your email address

## Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

.....

Show password

Password strength: **Great!**

**Continue**

Password safety tips

The longer and more unusual the password, the harder it is to guess. So avoid using common phrases. Also avoid repeating passwords from other online accounts such as banks, email and social media.

Figure 23: Create a strong password in Login.gov

Login.gov requires multi-factor authentication for added security to protect your account from hackers and malicious attacks. Review the options for multi-factor authentication and select at least one. Login.gov recommends selecting at least two methods in case you lose one. After selecting authentication methods, click **Submit** to follow Login.gov's steps to configure the authentication methods.

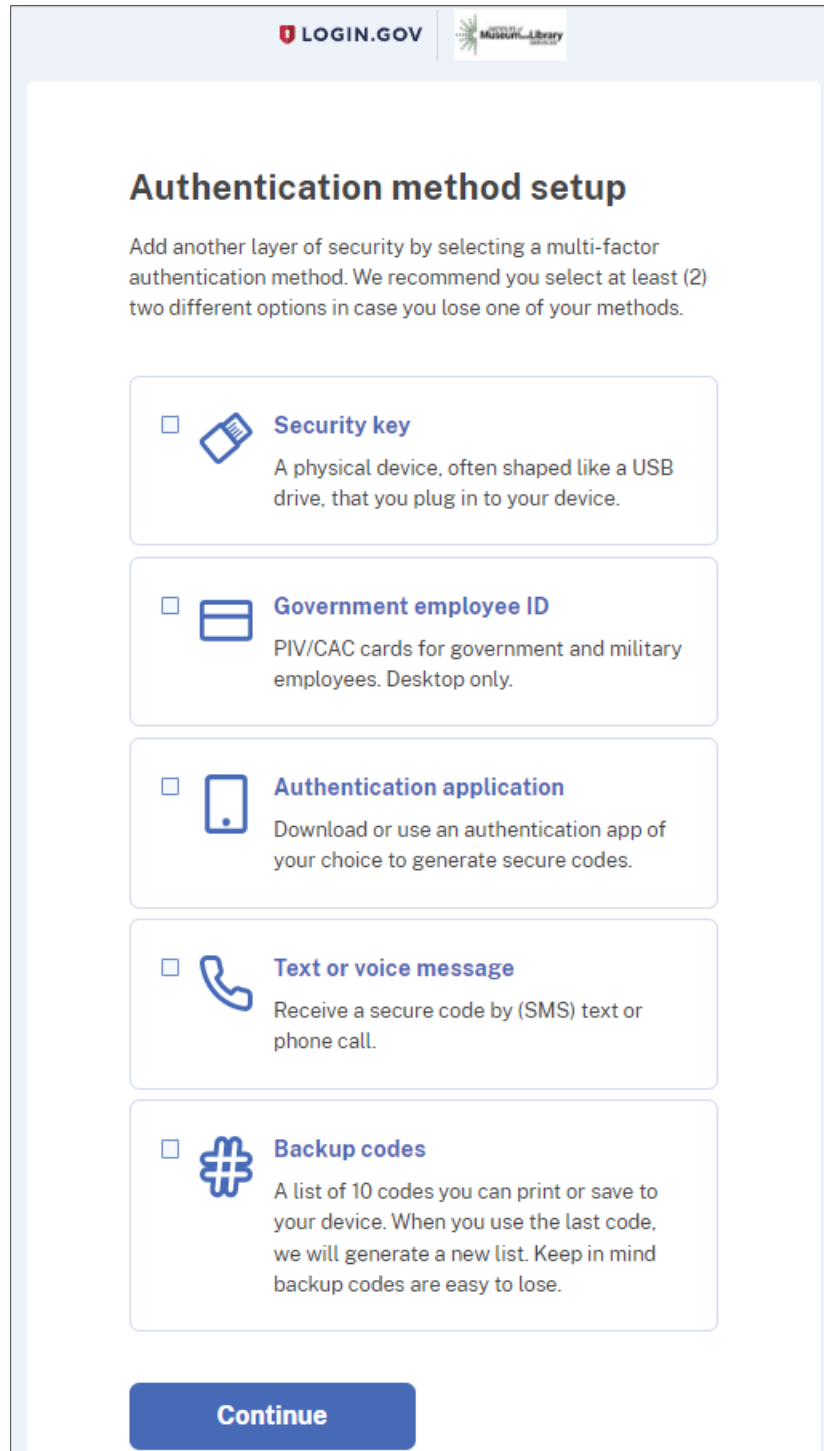


Figure 24: Configure multi-factor authentication methods in Login.gov

After choosing and setting up a multi-factor authentication method, you'll be prompted to set up additional methods if you only chose one.



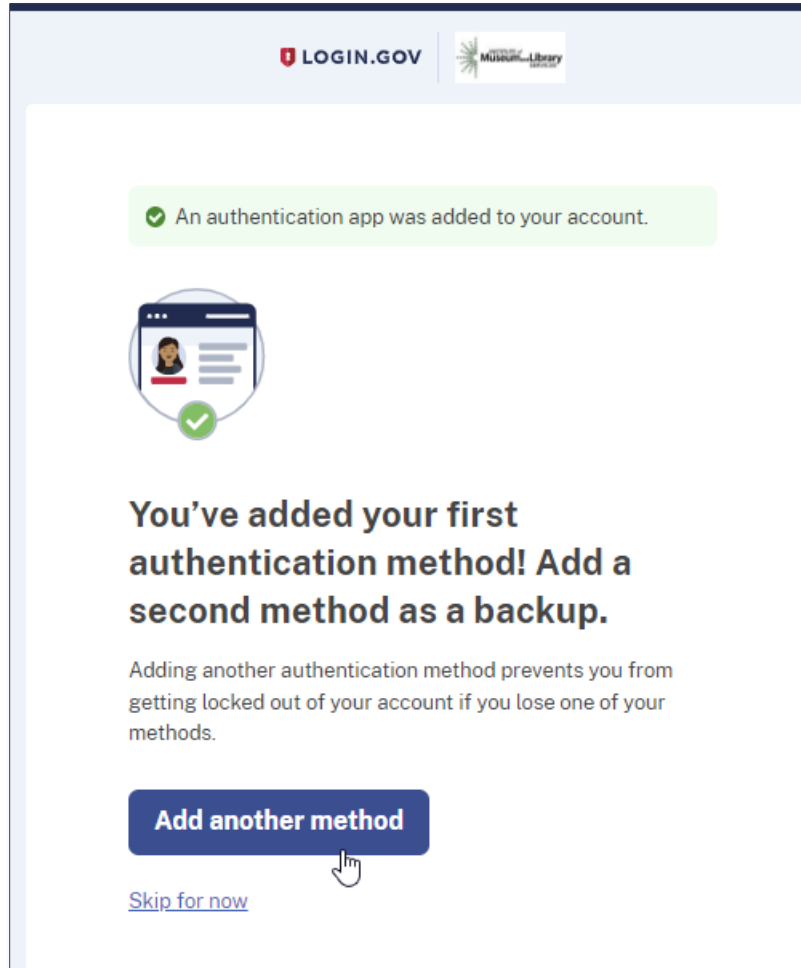


Figure 25: Add a backup authentication method in Login.gov

Your new Login.gov account is set up and ready to use! Login.gov displays a message informing you that they will share your information with eGMS Reach to connect your account. Click **Agree and continue** to access eGMS Reach.

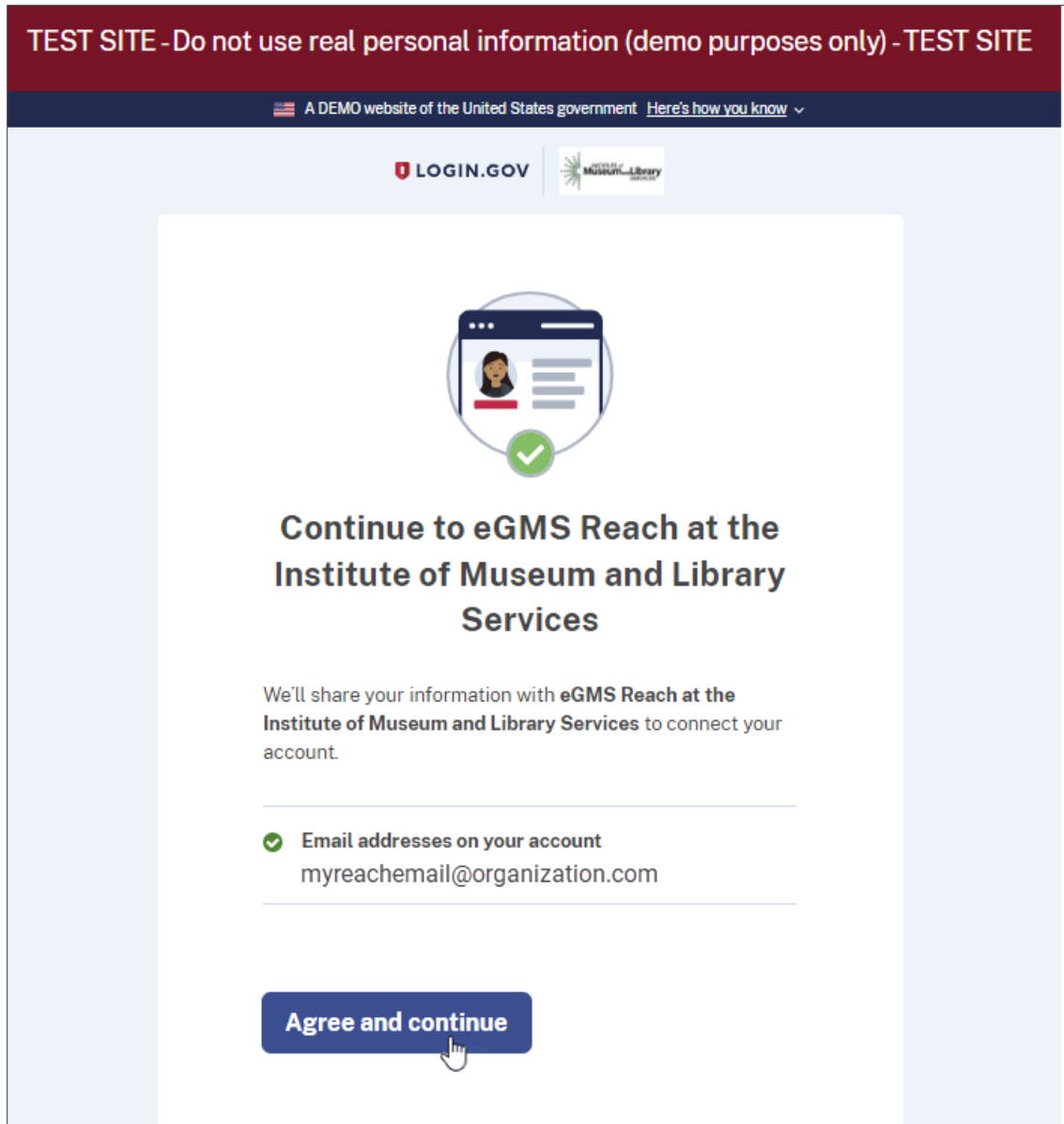


Figure 26: Agree to share information with eGMS Reach in Login.gov

After the system matches your Login.gov account to your eGMS Reach account, you will be signed in to eGMS Reach. You will see any panels or awards that you have access to.

The screenshot shows the eGMS REACH dashboard. At the top left, there is a logo for 'eGMS REACH'. To its right is a navigation menu with tabs for 'Home', 'Offers', 'Awards', 'Panels', 'Account', and 'Help'. Below the navigation is a large grey banner with the text 'Welcome to eGMS Reach'. Underneath the banner are three lines of instructions: 'If you are a panelist, select your panel under My Panels...', 'If you are an awardee, select your award under My Awards...', and 'To update your contact information or affiliations, hover over your name in the banner above and select My Information.' Below the banner are three main sections: 'Panels', 'Offers', and 'Awards'. The 'Panels' section contains a table with one row: 'JB Test Panel 20221117' with a date of '12/3/2022'. The 'Offers' section shows 'No active offers.' The 'Awards' section shows a table with one row: an award with a period from '9/1/2022 - 8/31/2023'. On the left side of the dashboard, there is a sidebar with several paragraphs of text providing information about COVID-19 impacts, updates, and manuals.

Figure 27: Successful sign-in to eGMS Reach

Additional Help

If you have questions that are not answered within this document, please contact the eGMS Reach Help Desk by emailing [Reach-HelpDesk@imls.gov](mailto:Reach-HelpDesk@imls.gov), or visit [Login.gov's Help page](#) for additional information.