As you arrive, please configure your Audio Setup Wizard
Or dial in:
1-888-272-8702
Code 2053175#

eGMS Reach
for Grants to States (LSTA) allotment grantees
Getting Started with Blackboard

Configure Audio Setup Wizard:

Or dial in: 1-888-272-8702; Code 2053175#
Welcome from the Grants to States staff!

Pictured (left to right):
Teri DeVoe
Madison Bolls
Deirdre Gonsalves
Dennis Nangle
Michele Farrell
Introduction

Use eGMS Reach to:

• Manage awards
• Request payments
• Send official grant communications
• Access reporting schedules and previous payment requests
How to set up a Reach account
Setting Up an eGMS Reach Account

• Look for an email from IMLS-Reach@imls.gov with username and URL.
• You may receive multiple emails (one for each award), but only need to set up one account.
• If you already have an account through Reach with NEA or NEH, you still need to create a new account for your IMLS award(s).

Dear Test User3,

An account has been established for you in eGMS Reach, the system for application review and award management used by the Institute of Museum and Library Services.

Your user name is TUser3.

Please go to eGMS Reach at https://example.com to sign in. If you are new to eGMS Reach, click the Need help? link to create a password.

If you have encountered issues while creating your login, contact Reach-HelpDesk@imls.gov for assistance.
Setting Up an eGMS Reach Account

- URL from email link to the eGMS Reach login page.
- Click on **Sign in Help** to set your password.
Setting Up an eGMS Reach Account

For guidance on how to manage and administer an award, see the Institute of Museum and Library Services website at www.imls.gov/grants/manage-your-award.


Sign in Help

- I'm a new user and need to pick my password
- I don't know my user name
- I don't know my password
- I'm having other problems signing in
Setting Up an eGMS Reach Account

• Enter the user name provided in the email, then click on Send.
Setting Up an eGMS Reach Account

• You’ll receive an email to reset the password.
• Follow the URL in the email, which expires after two hours.
Setting Up an eGMS Reach Account

• Enter your new password.
• Click on Change Password to save it.
• Click on Main Menu to go to the homepage.
Setting Up an eGMS Reach Account

If you have any issues setting up your account, please contact the Reach Help Desk by emailing Reach-HelpDesk@imls.gov.
How to navigate Reach
Navigating eGMS Reach

Access eGMS Reach via https://grants.imls.gov/Reach/
Navigating eGMS Reach

Three useful navigation sections on the homepage banner:

- **Username**: change your account settings, change your password, and sign out of eGMS Reach.
- **Messages**: view messages between you and IMLS staff and any award- or IMLS discretionary panel-related messages.
- **Help**: refers you to the eGMS Help Desk.
Navigating eGMS Reach

For LSTA grants, “My Awards” is the pertinent section of the left navigation area.
Navigating eGMS Reach

Select an award to view the associated detail.
Navigating eGMS Reach

Award details:

- Grant log number (LS-...)
- Award participants
- Award period of performance
Navigating eGMS Reach

- Tabs for award management functions
Navigating eGMS Reach

- **Funding** = award amount and any cost share
- **Instructions** = link to Grants to States Manual for LSTA awards
- **Documents** = documents associated with your award (only IMLS staff can add them)
Navigating eGMS Reach

- LSTA awards will **NOT** use tabs for:
  - Forms & Reports (SPR instead)
  - Change Requests (SPR “State Info” for contact updates instead)
Navigating eGMS Reach

- **Payments** = Submit payment requests and view award balance
- **Messages** = Official communication with IMLS about your award
Sending messages through Reach
Sending Messages Through Reach

- Manage messages through homepage banner or Messages tab on award page.
- Can upload attachments.
- Messages push a notification to email, but you must log in to see content.
Reasons to Send a Message in Reach

- Equipment Requests
- Certification and Assurances submissions
- MOE Waiver requests
- Any other official prior approval requests
Do NOT Send a Message in Reach

Send these requests through email (NOT Reach):

- Allowable cost questions
- Personnel change requests (SPR, then email)
- SPR issues
- General feedback or questions to your program officer
- Quarterly grant accruals (sent to LSTA-QRTAccrual@imls.gov)
How to submit a payment request
How to Submit a Payment Request in Reach
How to Submit a Payment Request in Reach

- Click payments tab
- Click Add Payment Request
- NOTE: SAM.gov registration must be active
How to Submit a Payment Request in Reach

- Complete all fields
- Agree to Assurances
- Click **Submit Payment Request**
- Instructions available at top
How to Submit a Payment Request in Reach

- Payments tab now reflects status of submitted request.
- Requests can be updated (pencil icon) if still in “Submitted” status.
Troubleshooting

If you have any issues with navigating or completing a task in Reach, please contact the Reach Help Desk by emailing:

Reach-HelpDesk@imls.gov
Questions?