How to Set Up an eGMS Reach Account

Introduction

eGMS Reach is used by awardees to manage their awards and by reviewers who participate in peer review panels. Each such user will receive an email to initiate the process of creating an eGMS Reach account.

Additional Help

If you have questions that are not answered within this document, please contact the eGMS Help Desk by emailing Reach-HelpDesk@imls.gov.

Setting Up an eGMS Reach Account

1. You will receive an email from IMLS-Reach@imls.gov, and it will provide you with an eGMS Reach account user name. Click on the link to set up your account.

Dear Test User,

Access to a panel or award has been granted to you in eGMS Reach, the system for application review and award management used by the Institute of Museum and Library Services. If you manage multiple awards, you will receive additional notifications as access to each is granted.

Your user name is TUser.

Please go to eGMS Reach at https://grants.imls.gov/Reach/ 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.

Figure 1 Example of a new eGMS Reach user email

2. Click on the link in the email to access the eGMS Reach login page. Then click on the **Sign in Help** link. Follow the link to set your password.

eGMS REACH		? Help
For guidance on how to manage and administer an award, see the Institute of Museum and Library Services website at <u>www.imls.gov/grants/manage.your:</u> award. For Grants to State awards, please visit the Grants to State Manual: https://www.imls.gov/grants/grant- programs/grants-states/grants-states- manual.	I Welcome to eGMS Reach eGMS Reach is the system for application review and award management at the Institute of Museum and Library Services. If you have never used eGMS Reach before, click <u>Sign in help</u> below to select a password. For IMLS staff access click <u>here</u> .	
	User name Password Sign in Sign in help	
MINSTITUTE of MuseumandLibrary SERVICES Privacy and Terms of Use		

Figure 2 eGMS Reach login page

3. Click on "I'm a new user and need to pick my password."



Figure 3 Sign in Help options

- 4. Enter the user name provided in the email.
- 5. Click on **Send**.

eGMS REACH		? Help
For guidance on how to manage and administer an award, see the Institute of Museum and Library Services website at <u>www.imls.gov/grants/manage-your-</u> award. For Grants to State awards, please visit the Grants to States Manual: https://www.imls.gov/grants/grant- programs/grants-states/grants-states- manual.	Home > Account Help Sign in Help I'm a new user and need to pick my password Enter your user name: TUser Send	

Figure 4 Generate the email to set your password

- 6. A message confirms that a link to reset the password has been sent.
- 7. Check the inbox of the email account to which the original Reach account instructions were sent, and follow the password link included in the new email. The link will expire after two hours.

Dear		
To securely reset your eGMS Reach password, please click the link below:		
This link is only valid for 2 hours from the time it is first generated. If you do not reset your password during this time, you will need to submit another password reset request.		
If you have any questions, please contact us using the Help area of eGMS Reach.		
Sincerely,		
eGMS Reach		

Figure 5 Reset password email

8. Enter your new password and click on **Change Password** to save it. This will update your password and provide the option to return to the Main Menu.

Change my password		
You must change your password to continue.		
Password Requirements 8 - 20 characters long Contain upper and lowercase letters At least one number At least one of these symbols: *, @, ^, \$, !, #, or % 		
New password: Strong Confirm pow password:		
Confirm new password: ••••••••• Strong		
Cancel Change Password		

Figure 6 Change my password screen

9. Click on **Main Menu** to go to the homepage.

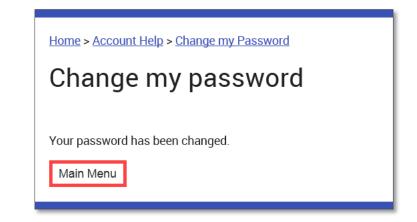


Figure 7 Password confirmation