



Entity Management

Job Aid Reference Guide



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Introduction and Overview

How to Use this Guide

This Job Aid Reference Guide (JARG) helps the Entity Administrator (EA) fulfill their entity management-related duties. This JARG is part of a larger training and resource package that is accessible on the [JustGrants Entity Management Training website](#).

Linked Content

This JARG uses a chapter-linked table of contents to help users navigate to specific content. A link has been included on each page to help the user navigate within this JARG.



Select the **Home** icon located at the bottom left corner of the page to return to the table of contents.

What is an Entity?



The term **entity** refers to applicants and award recipients. An entity has unique identifiers such as: legal name, doing business as (DBA) name, and one or more numeric or alphanumeric identifiers. In JustGrants, there are two distinct types of entities: **Organizations** and **Individuals**.



Most entities in JustGrants are considered **organizational entities**. There are many types of organizational entities, including but not limited to: nonprofits, American Indian tribes, state or local governments, and institutions of higher education.

Organizational entities must register and maintain an **active** registration status in SAM.gov in order to access federal funding. The SAM.gov **Unique Entity Identifier (UEI)** is considered the primary alphanumeric identifier for organizational entities in JustGrants.



An **individual entity** is a person, not an organization, applying for grant funding. Typically, an individual entity applies for a **fellowship grant program**.

Individual entities do **not** need to register in SAM.gov. Instead, individual entities should use their **Internal Revenue Service (IRS) Federal Tax ID Employee Identification Number (EIN)/Tax Identifier Number (TIN)** as their unique alphanumeric identifier.

For security purposes, JustGrants recommends not using a Social Security number (SSN) as the unique identifier.

Entity Management Overview

This Entity Management JARG:

- describes the roles and responsibilities of the Entity Administrator (EA).
- clarifies how JustGrants uses data from other federal systems.
- reviews the six (6) JustGrants user roles and their respective duties.
- introduces the four (4) Equal Employment Opportunity Program (EEOP) user roles.
- explains the process of managing entity users, roles, and assignments.
- provides instruction around planned or unplanned changes to the EA.
- illustrates the process to maintain and update entity-level information and documents.



Entity Management Key Points

The Entity Administrator (EA):

- is a critical user in JustGrants. Every entity must always have one user designated as the EA.
- acts as the entity's gatekeeper and bears responsibility for managing entity users, roles, and assignments in JustGrants.
- ensures the accuracy of the entity profile in JustGrants and coordinates applicable changes in SAM.gov.
- maintains entity documents within JustGrants.



NOTE: While working in JustGrants, be aware that:

- the system does not **auto save** any work. Unsaved work is not automatically saved at logout.
- JustGrants posts a warning message after ten (10) minutes of inactivity.
- all users are automatically logged out if inactive for fifteen (15) minutes.

Systems Used for Entity Management: SAM.gov, DIAMD, and JustGrants



SAM.gov



DIAMD



JustGrants

SAM

- ✓ SAM.gov is the federal government's source of truth for entity identifiers.
- ✓ Organizational entities must maintain an **active** registration and ensure entity information is current.
- ✓ Other federal systems use entity data from SAM.gov.

DIAMD

- ✓ The Digital Identity and Access Management Directory (DIAMD) is the Department of Justice's (DOJ) secure user management system.
- ✓ The Entity Administrator (EA) determines who should have access to their entity data and then invites those individuals to be entity users.
- ✓ The EA keeps entity users and their roles up to date and re-assigns the EA role as needed.

JustGrants

- ✓ JustGrants is DOJ's grants management system.
- ✓ The EA assigns and re-assigns entity users to specific applications and awards.
- ✓ The EA uploads entity-level documents into the system.

JustGrants Roles

There are six (6) roles in JustGrants, each with unique duties and abilities. An entity user can be assigned multiple JustGrants roles.

Entity Administrator



1 per entity

Confirms entity profile information is current. Manages users and assignments. Confirms the Authorized Representative has legal authority to accept or decline an award.

Authorized Representative



1 – 2 per application & award

Accepts or declines awards on behalf of an entity. Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

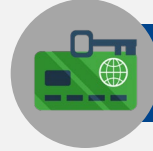
Application Submitter



1 – 3 per application

Completes and submits applications on behalf of an entity, including Entity Disclosures, Assurances, and Certifications requirements.

Grant Award Administrator



1 per award

Submits programmatic award requirements, including Performance Reports (PRs), Grant Award Modifications (GAMs), and portions of the Closeout.

Alternate Grant Award Administrator



1 per award (optional)

Supports the Grant Award Administrator in completing programmatic award requirements, including submitting GAMs, deliverables, and assigned PRs.

Financial Manager



1 per award

Certifies and submits the Federal Financial Report (FFR) on an entity's behalf.

Equal Employment Opportunity Program (EEOP) Roles



Certain entities that receive DOJ funding are required to submit an Equal Employment Opportunity (EEO) plan. The purpose of the EEO plan is to ensure entities receiving DOJ financial assistance are providing full and equal employment opportunities to prospective employees.

There are four (4) EEOP roles, each with unique duties. Users can only possess one role.

Entity Administrator



Manages entity users' role assignments.



Read-Only User

Views entity reports.

User



Assists in completing EEOP reports. However, an EEOP user cannot sign and submit EEOP reports.



Implementation Authority

Signs and submits reports within the EEOP system; may also prepare reports. Must have authority to implement entity's EEOP per 28 CFR 42.304.

For additional information about EEOP, visit:

[Civil Rights | Equal Employment Opportunity Program \(EEOP\) FAQs | Office of Justice Programs \(ojp.gov\)](#)



Initial Onboarding: Bringing an Entity into JustGrants During Application Submission

Initial Entity Onboarding: Key Points

For entities that are new to JustGrants, the initial entity onboarding process occurs during application submission and relies on the following two federal systems for critical onboarding data: **SAM.gov** and **Grants.gov**.



Organizational entities seeking federal funding are required to register and maintain an **active** status in **SAM.gov**. For this reason, SAM.gov is considered the federal government's **source of truth** for organizational entity identifiers.

If an organizational entity is new to JustGrants, the **SAM.gov E-Biz point of contact (POC)** is onboarded as the **Entity Administrator (EA)** in JustGrants.

Once onboarded into JustGrants, the SAM.gov E-Biz POC can transfer the EA role to another entity user.



For entities that are new to JustGrants, the **initial** entity onboarding process is triggered when an entity submits an application for Department of Justice (DOJ) funding in **Grants.gov**, where entities first apply as part of the two-step grant application process.

Once JustGrants receives the Grants.gov application, the **EA** will receive an e-mail with onboarding instructions.

NOTE: For individual entities, initial entity onboarding bypasses SAM.gov and relies solely upon information provided in the Grants.gov application. Individuals must use one alphanumeric identifier consistently in JustGrants.

Initial Entity Onboarding

Application Submission



1

Organizational entities must register with **SAM.gov** to apply for federal assistance. Registration details cascade through to **Grants.gov** and **JustGrants**.

**S
T
E
P
S**

- ✓ Register, renew, or confirm with **SAM.gov**
- ✓ Obtain or confirm the Unique Entity Identifier (UEI) number in **SAM.gov**

NOTE: Individual entities will bypass SAM.gov Step 1 and go directly to Grants.gov Step 2.



2

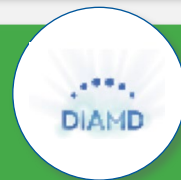
Grants.gov is the central place to locate federal funding opportunities.

**S
T
E
P
S**

- ✓ Search **Grants.gov**
- ✓ Select correct Competition ID
- ✓ Submit SF-424 and SF-LLL forms in **Grants.gov**

3

DIAMD and **JustGrants** are the two **DOJ** systems that enable entities to manage users and work.



**S
T
E
P
S**

- ✓ Manage entity users and their roles
- ✓ Assign users to awards and applications



Entity users log into **JustGrants** and complete assigned work



Troubleshooting: Initial Entity Onboarding

Entities may experience the following issues preventing immediate onboarding into JustGrants:

Entity's SAM.gov registration status is expired or newly activated

JustGrants only receives information from SAM.gov when an entity's registration has an **active** status. Visit SAM.gov and use the **Check Entity Status** function to confirm this status. Once activated, JustGrants typically receives the information within one to five (1 – 5) days.

SAM E-Biz POC did not receive a DOJ/DIAMD e-mail invitation

Check the POC's spam folder and look for an e-mail from **DIAMD-NoReply@usdoj.gov**. Users may also receive e-mails from **do-not-reply@ojp.usdoj.gov** or **ojp@servicenowservices.com**.

SAM.gov E-Biz POC already associated with an existing entity in JustGrants

An individual user's e-mail address can only be associated with one entity in JustGrants. For entities that are managed by the same individual, that user will need to establish and use a unique e-mail address for each entity in JustGrants or be removed as a user in the existing entity.

Entity wants to use the SAM.gov Alternate E-Biz POC for onboarding

SAM.gov allows entities to identify an **Alternate E-Biz POC**. In the event of a JustGrants conflict with the primary SAM.gov E-Biz POC. Entities may elect to use this alternate POC for initial onboarding. The Alternate E-Biz POC should contact JustGrants User Support for onboarding assistance.



Entity User Management Overview

Entity User Management Key Points

Entity user management is performed in two intersecting Department of Justice (DOJ) systems – **Digital Identity and Access Management Directory (DIAMD)** and **JustGrants**.



- DIAMD ensures that only authorized users – those designated by the Entity Administrator (EA) – can access entity information in JustGrants.
- Each entity can have only one EA.
- Only the EA can make changes in DIAMD.
- The EA uses DIAMD to invite new entity users and add and remove roles as needed.
- Once the EA invites new entity users, DIAMD sends an e-mail to users with instructions to register and log in to JustGrants.



- JustGrants is where entity users complete DOJ grant-related activities.
- EAs will assign entity users to specific applications and awards within JustGrants.
- Once an entity user is assigned to an application or award, they will receive assignments and take actions associated with their role.

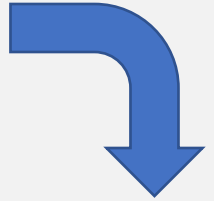
Inviting New Entity Users to JustGrants

Successful entity user management depends on sequential actions taken by both the Entity Administrator (EA) and entity users.



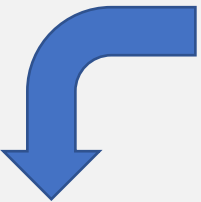
The EA takes these actions in DIAMD:

- Invites each entity user;
- Assigns roles to each entity user.



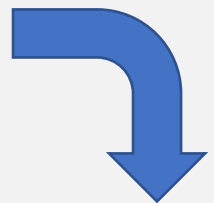
Each entity user receives an instructional e-mail from DIAMD and completes these actions within 72 hours:

- Logs into DIAMD to set a password and multi-factor authentication;
- Logs into JustGrants.



The EA makes user assignments in JustGrants:

- Applications – assigns Application Submitter(s) and Authorized Representative(s);
- Awards – assigns Authorized Representative(s), Grant Award Administrator, and Financial Manager.



The entity user logs into JustGrants and acts on assigned applications and awards.

Troubleshooting: Entity User Management

Entity Administrators commonly encounter the following issues:

I invited a new entity user in DIAMD, but I don't see them listed in the Entity Users section in JustGrants.

After the EA invites a user in DIAMD, an e-mail is sent to that user from **DIAMD-NoReply@usdoj.gov**. The user **must** follow the instructions outlined in this e-mail to create a password and log in to JustGrants **within 72 hours**.

Check with the entity user to confirm they have taken these actions. If the user cannot locate the e-mail, or if the link contained in the e-mail has expired, re-invite the user in DIAMD. Once the user successfully logs into JustGrants, their name will appear on the Entity Users section.

I added or removed roles from an existing entity user in DIAMD, but those changes are not reflected in JustGrants.

Refresh the JustGrants screen. The changes should synchronize immediately.

Users - JustGrants Test Org26 JGII Test Org26

Manage Users

Details	Name	Email	Assigned Role(s)
View	David Gaetani	xmso86@gmail.com	App-BJS-EmbargoedContent,AlternateGrantAwardAdministrator,ApplicationSubmitter,AuthorizedRepresentative,FinancialManager,GrantAwardAdmin
View	justgrants026.financialmanager.jgitsex	justgrants026.financialmanager@gmail.com	FinancialManager
View	justgrants026.altgrantawardadmin.jgitsex	justgrants026.altgrantawardadmin@gmail.com	AlternateGrantAwardAdministrator
View	justgrants026.authorizedrep.jgitsex	justgrants026.authorizedrep@gmail.com	AuthorizedRepresentative
View	justgrants026.applicationsubmitter.jgitsex	justgrants026.applicationsubmitter@gmail.com	ApplicationSubmitter
View	justgrants026.grantawardadmin.jgitsex	justgrants026.grantawardadmin@gmail.com	GrantAwardAdministrator
View	justgrants026.multipleroles.jgitsex	justgrants026.multipleroles@gmail.com	AlternateGrantAwardAdministrator,ApplicationSubmitter,AuthorizedRepresentative,FinancialManager,GrantAwardAdministrator
View	Amy Callaghan	justgrants26@gmail.com	ApplicationSubmitter
View	Lebron James	testpeerreviewexternal1@test.com	ApplicationSubmitter
View	SoliciniSMART- jgitsint	Solicini-SMART@ojp.doj.stg	

Contacts

Add New Contact

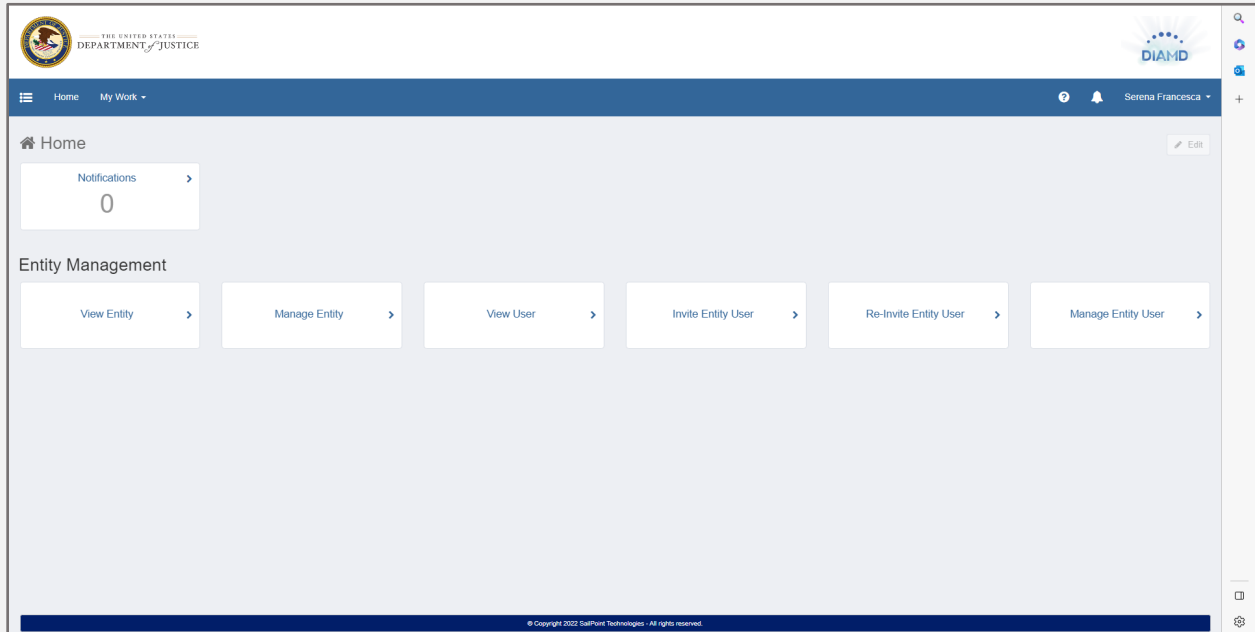
Details	Last Name	First Name	Email	Phone Number
View	Bond	James	123@usdoj.gov	123-123-1321 Ext.
View	Bond	James	test@suhd.gov	123-123-1231



Entity User Management in Digital Identity and Access Management Directory (DIAMD)

DIAMD Navigation

When the Entity Administrator (EA) logs into DIAMD, the screen displays options related to the actions listed on this page.



View Entity - View information such as the current EA and entity users and their roles.

Manage Entity - Replace the current EA with another active entity user or remove user(s).

View User - View information about entity users, including their role(s) and last invitation date.

Invite Entity User - Invite new entity users. If the user does not have an existing DIAMD account, a new account is created, and the user will receive an instructional e-mail.

Re-Invite Entity User - Send a new DIAMD invitation e-mail to reset the user's password and multi-factor authentications. The user must follow the instructions contained in the e-mail. Upon completion, the user's account will be re-enabled.

Manage Entity User - Add or remove roles from an entity user or remove the user from the entity.



View Entity

View Entity

Step 1



View Entity

The Entity Administrator (EA) can view the following entity-wide information using View Entity:

- Entity Profile (Entity ID, Entity Name, and Entity Doing Business as (DBA) Name);
- Current EA;
- Entity Users (Names, E-mail Address, Roles, and Account status).

1) To view entity information, select **View Entity**.

The screenshot shows the DIAMD (Department of Justice Information Management and Analytics) interface. At the top left is the Department of Justice logo. The navigation bar includes 'Home' and 'My Work'. The user's name 'Serena Francesca' is visible in the top right. The main content area is titled 'Entity Management' and contains a row of buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'View Entity' button is highlighted with a green border and a circled '1' below it. A red box highlights the DIAMD logo and the text 'Steps take place in DIAMD'.

View Entity

Step 2



View Entity Information

- To view all entity users, use the scroll feature at the bottom right of the page. Entity accounts will be shown as **enabled** or **disabled**.

NOTE: Select **Cancel** to exit **View Entity**.

View Entity

Use the "View Entity" form below to view information such as the Entity's current Entity Administrator, Entity users, and roles associated with each user.

Entity Profile

Entity ID
UEI:RKV2V7M6FJ03

Entity Name *
JGII Test Org26

Entity DBA
JGII Test Org26 Doing Business As

Current Entity Administrator

First Name: Serena
Last Name: Francesca
Email Address: justgrants026@gmail.com

Entity Users

First Name	Last Name	Email	Roles	Account Status
James	Bond 2.0	justgrantsvh3hvme7kzx9@gmail.com	Role-GLM-ApplicationSubmitter	Enabled
Amy	Callaghan	justgrants026.applicationsubmitter@gmail.com	Role-GLM-ApplicationSubmitter	Enabled
Amy	Callaghan	justgrantsgqcjmjqpgbv61231@gmail.com	Role-GLM-ApplicationSubmitter	Enabled
Amy	Callaghan	justgrantsgqcjmjqpgbv6@gmail.com	Role-GLM-ApplicationSubmitter	Enabled

Cancel



2



Change Entity Administrator

Change Entity Administrator Overview



The Entity Administrator (EA) is a critical entity role; every entity must have one user assigned as the EA. Entities should also be prepared to have a **back-up** EA so the role can easily be reassigned. The following points should be considered for a change in EAs — both planned and unplanned.



Planned EA Changes

- ✓ Identify which entity users can fulfill the EA responsibilities.
- ✓ Ensure those users have access to training and critical entity information.
- ✓ Current EA logs into Digital Identity and Access Management Directory (DIAMD) and selects a user to assign as the new EA.
- ✓ Newly assigned EA logs in and assumes EA-related duties.



Unplanned EA Changes

- ✓ Requires JustGrants User Support assistance.
- ✓ Entity must onboard a new EA into JustGrants.
- ✓ Upon request, JustGrants User Support confirms entity's current SAM.gov E-Biz point of contact (POC) and onboards that POC as the new EA.
- ✓ The SAM.gov E-Biz POC receives instructional e-mail from DIAMD.
- ✓ Newly onboarded EA logs in and assumes EA-related duties.

Planned Entity Administrator Change

Step 1



Manage Entity

- 1) To reassign the EA role to another user, the current EA will select **Manage Entity**.

The screenshot displays the user interface for the Department of Justice's DIAMD system. At the top left is the Department of Justice logo. The navigation bar includes 'Home' and 'My Work'. The main content area is titled 'Entity Management' and contains several buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity' button is highlighted with a green border, and a green circle with the number '1' is positioned below it. In the top right corner, the 'DIAMD' logo is highlighted with a red border, and a red box contains the text 'Steps take place in DIAMD'. The user's name 'Serena Francesca' is visible in the top right corner of the navigation bar. The footer contains the copyright notice '© Copyright 2022 SailPoint Technologies - All rights reserved.' and a 'Home' link with a logo of three green horizontal bars.

Planned Entity Administrator Change

Steps 2 – 3



Replace Current EA

- 2) To replace the EA, either enter the replacement EA name in the **Entity Administrator Management** dropdown list or open the dropdown to choose the replacement EA from a list.
- 3) Select **Next**.

Manage Entity

Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

Entity Profile

Entity ID
UEI:RKY2V7M6FJ03

Entity Name *
JGII Test Org26 Doing Business As

Entity DBA
JGII Test Org26

Current Entity Administrator

First Name
JohnElectronicBusinessPoc

Last Name
Doe

Email Address
justgrants026@gmail.com

Entity Administrator Management

Select an Entity User to replace the current Entity Administrator

The selected user will be assigned as the new Entity Administrator

Entity User Management

Select Entity Users to remove

The selected users will be removed from this Entity

Cancel Next

Steps take place in DIAMD

Auto-populated with entity information

2

3

Planned Entity Administrator Change

Steps 4 – 5



Confirm New EA Name

- 4) Ensure the correct entity user is selected as the replacement EA.
- 5) Select **Next**.

Manage Entity

Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

Entity Profile

Entity ID
UEI:RKV2V7M6FJ03

Entity Name *
JGII Test Org26 Doing Business As

Entity DBA
JGII Test Org26

Current Entity Administrator

First Name: JohnElectronicBusinessPoc Last Name: Doe
Email Address: justgrants026@gmail.com

Entity Administrator Management

Select an Entity User to replace the current Entity Administrator
Jane Doe

The selected user will be assigned as the new Entity Administrator

Entity User Management

Select Entity Users to remove

The selected users will be removed from this Entity

Steps take place in DIAMD

4

5

Planned Entity Administrator Change

Steps 6 – 7



Confirmation

- 6) After selecting **Next**, DIAMD asks for confirmation of the new EA.
- 7) Select **Back** to make corrections or **Confirm** to proceed.

Manage Entity

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

? Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

Entity Profile

Entity ID
UEI:RKV2V7M6FJ03

Entity Name *
JGII Test Org26 Doing Business As

Entity DBA
JGII Test Org26

Current Entity Administrator

First Name: JohnElectronicBusinessPoc
Last Name: Doe
Email Address: justgrants026@gmail.com

Entity Administrator Management

Select an Entity User to replace the current Entity Administrator
Jane Doe

The selected user will be assigned as the new Entity Administrator

Entity User Management

Select Entity Users to remove

The selected users will be removed from this Entity

Buttons: Cancel, Back, Confirm

6

7

Steps take place in DIAMD

Unplanned Entity Administrator Change



Manage Entity

When the EA is no longer available to transfer the EA role to another user, the entity must take the following steps to onboard a new EA:

SAM.gov:

- ✓ Confirm the entity's SAM.gov E-Biz POC and update the POC in SAM.gov, if needed.
- ✓ Alert the E-Biz POC that they will be onboarded as the new EA and should prepare for action.

JustGrants:

- ✓ Contact JustGrants support at JustGrants.Support@usdoj.gov or 833-872-5175. Advise that the entity EA is no longer available, and request to onboard the current E-Biz POC as the new EA.

DIAMD:

- ✓ E-Biz POC receives an instructional e-mail from DIAMD and successfully logs in within 72 hours.

JustGrants:

- ✓ New EA logs in and assumes all EA-related duties.



Invite Entity Users



Invite Entity Users

Steps 1 - 2

To invite entity users, the Entity Administrator (EA) must log in to JustGrants.

- 1) View the Home page.
- 2) Select the **Entity Users** link on the left to view current users.

NOTE: The EA can access Digital Identity and Access Management Directory (DIAMD) via JustGrants. DIAMD is where the EA invites, re-invites, and manages entity users.

Welcome JohnElectronicBusinessPoc Doe

Alerts (0)
No data to display

My Worklist
72 results

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	---	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	---	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	---	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	---	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	---	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	---	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM



Invite Entity Users

Step 3

Select Manage Users

- 3) Select **Manage Users** to open the *My Apps* screen for access to DIAMD.

NOTE: Only the EA can access DIAMD and make changes to entity users. If an entity user does not know who their EA is, look for the EA icon in the Entity Users section. Each entity has only one EA.

Users - JGII Test Org25 JGII Test Org25

Manage Users 3

Details		Email	Assigned Role(s)
View	David Gaetani	dgaetani@usdoj.gov	
View	JohnElectronicBusinessPoc Doe	justgrants025@gmail.com	ApplicationSubmitter, EntityAdministrator
View	justgrants025.grantawardadmin.jgitsext	justgrants025.grantawardadmin@gmail.com	GrantAwardAdministrator
View	justgrants025.authorizedrep.jgitsext	justgrants025.authorizedrep@gmail.com	AuthorizedRepresentative
View	justgrants025.altgrantawardadmin.jgitsext	justgrants025.altgrantawardadmin@gmail.com	AlternateGrantAwardAdministrator
View	justgrants025.multiperoles.jgitsext	justgrants025.multiperoles@gmail.com	AlternateGrantAwardAdministrator, ApplicationSubmitter, AuthorizedRepresentative, FinancialManager, GrantAwardAdministrator
View	justgrants025.financialmanager.jgitsext	justgrants025.financialmanager@gmail.com	FinancialManager
View	justgrants025.applicationsubmitter.jgitsext	justgrants025.applicationsubmitter@gmail.com	ApplicationSubmitter
View	test test	test@test.test	ApplicationSubmitter
View	test test	test@tet.test	ApplicationSubmitter

Contacts

Add New Contact

Details	Last Name	First Name	Email	Phone Number
View	Hasan	Choudhury	choudhury.hasan@ojp.usdoj.gov	1231231234 Ext.
View	Yilmazer	Dunya	dunya.yilmazer@ojp.usdoj.gov	202-616-3892 Ext.

Invite Entity Users

Step 4



Invite Entity User

4) Select **Invite Entity User** to open the details screen.

The screenshot shows the DIAMD user management interface. The 'Invite Entity User' button is highlighted with a green box and a green circle containing the number 4. A red box highlights the DIAMD logo and the text 'Steps take place in DIAMD'. The interface includes a navigation bar with 'Home' and 'My Work', a notifications widget showing 0 notifications, and an 'Entity Management' section with buttons for 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The user's name 'Serena Francesca' is visible in the top right corner.



Invite Entity Users

Steps 5 – 6

Enter Entity User Profile

- 5) Enter the entity user's e-mail address, first name, and last name into the designated fields in the **Entity User Profile** section.
- 6) Expand the **Select Roles to Add** dropdown menu.

NOTE: Fields that are marked with a red asterisk are mandatory. It is not possible to **Submit** if these fields are blank. The data populating the Entity Profile section is pulled from the entity information entered in **SAM.gov**.

Invite Entity User

Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

5

Entity User Profile

Email Address * Confirm Email Address *

First Name * Last Name *

Entity Profile

Entity ID *
UEI:RKV2V7M6FJ03

Entity Name *
JGII Test Org26

Entity DBA
JGII Test Org26 Doing Business As

6

Select Roles to Add *

At least one role must be selected

Cancel Next

DIAMD
Steps take place in DIAMD

Auto-populated with entity information

Selected role(s) displayed

Invite Entity Users

Step 7



Select Entity
User Role

7) Select a role(s) from the dropdown menu.

Invite Entity User

Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

Entity User Profile

Email Address * Confirm Email Address *

First Name * Last Name *

Entity Profile

Entity ID *

- Role-GLM-AlternateGrantAwardAdministrator
- Role-GLM-ApplicationSubmitter
- Role-GLM-AuthorizedRepresentative
- Role-GLM-FinancialManager
- Role-GLM-GrantAwardAdministrator

At least one role must be selected



7

Invite Entity Users

Step 8



Select Entity User Role

- 8) After completing the Entity User Profile and the Select Roles to Add, select Next.

Invite Entity User

Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

Entity User Profile

Email Address *	Confirm Email Address *
<input type="text" value="HowdieDoodie@gmail.com"/>	<input type="text" value="HowdieDoodie@gmail.com"/>
First Name *	Last Name *
<input type="text" value="Howdie"/>	<input type="text" value="Doodie"/>

Entity Profile

Entity ID *

Entity Name *

Entity DBA

Select Roles to Add *

At least one role must be selected

Steps take place in DIAMD

8



Invite Entity Users

Steps 9 - 10

Confirmation

- 9) After selecting **Next**, DIAMD asks for confirmation of the e-mail address, first name, and last name fields in the Entity User Profile section as well as assigned role(s).
- 10) Select **Back** to make corrections or **Confirm** to proceed.

Invite Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

Entity User Profile

Email Address * Confirm Email Address *

First Name * Last Name *

Entity Profile

Entity ID *

Entity Name * **9**

Entity DBA

Select Roles to Add *

At least one role must be selected

10

DIAMD
Steps take place in DIAMD



Invite Entity Users

Step 11

E-mail Invitation

11) After the EA confirms the Entity User Profile information, an e-mail is sent to the entity user from **DIAMD-NoReply@usdoj.gov**.



THE UNITED STATES
DEPARTMENT of JUSTICE

Training Team (diamd.testuser+trainingteam@gmail.com),

You are receiving this email because you were invited by Training Team Test Entity to create a user profile in the corresponding Department of Justice (DOJ) System(s). Users must access Department of Justice (DOJ) System(s) through DOJ's secure user management system, the Digital Identity and Access Management Directory (DIAMD).

Take the following two steps within 72 hours of receipt of this email to set up and access your account:

1. [Set your password](#)
2. [Log in to JustGrants](#)

Once you have logged in, you will see your profile associated to the following entity:

Entity ID: UEI:TRAINING1234

Entity Name: Training Team Test Entity

As the Entity Administrator (EA) you are the only user role that can invite or re-invite anyone to work on your entity's behalf. You will be the point of contact for your entity users if they need —

- to be re-invited due to a disabled account.
- different user roles.
- to be assigned or re-assigned to specific applications or award assignments.

JustGrants System Resources:

For more information about using JustGrants, visit the [Training and Resources site](#).

If you need technical support with JustGrants:

- COPS Office and OJP applicants and award recipients should contact JustGrants.Support@usdoj.gov or 833-872-5175.
- OVW applicants and award recipients should contact OVW.JustGrantsSupport@usdoj.gov or 866-655-4482.

Equal Employment Opportunity Program (EEO) System Resources:

If you need assistance with Equal Employment Opportunity Program (EEO), please contact EEO Support at EEOPITSupport@usdoj.gov or 202-307-0627.

This is an automatically generated email. Please do not reply to this email.

Department of Justice (DOJ)

NOTE: The links in the e-mail expire after 72 hours. If the entity user does not take the two outlined steps within 72 hours, the EA will have to re-invite the user in DIAMD.



Re-invite Entity Users

Re-invite Entity Users

Step 1



Re-invite
Overview

The Entity Administrator (EA) can re-invite an entity user when:

- An entity user's account is disabled;
- A user forgot their password and needs a reset;
- The links in their instructional Digital Identity and Access Management Directory (DIAMD) e-mail have expired (after 72 hours);
- The user gets a new phone number and needs to update their access.

- 1) To re-invite a user, select **Re-Invite Entity User** to search for a specific entity user and re-send a DIAMD invitation.

The screenshot shows the user interface of the Digital Identity and Access Management Directory (DIAMD). The top navigation bar includes the Department of Justice logo, a search icon, and the user's name 'Serena Francesca'. The main content area features a 'Home' section with a notification count of 0, and an 'Entity Management' section with several buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Re-Invite Entity User' button is highlighted with a green box and a circled '1'. A red box highlights the DIAMD logo in the top right corner with the text 'Steps take place in DIAMD'. A grey note box at the bottom of the screenshot contains the following text:

NOTE: If the entity user does not receive an e-mail invitation from DIAMD to register their account, the EA will need to re-invite the entity user.

Re-invite Entity Users

Steps 2 - 3



Search for Entity User

- 2) Search for the entity user to re-invite. The search can be conducted by first and last name or e-mail address.
- 3) Select **Next**.

NOTE: Use the displayed form to send a new registration link to an entity user's e-mail address or to reset the entity user's password and multi-factor authentication (MFA) selections. The entity user will need to update their existing password and MFA selections using the link provided. If the entity user is currently disabled, then the entity user will be re-enabled prior to sending the new registration link.



Re-Invite Entity User



Use the "Re-Invite Entity User" form below to send a new registration link to a user's email address to reset the user's password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.

Search by First Name, Last Name or Email Address *

Filtered to Users within your Entity

2

3

Next

Cancel



Re-invite Entity Users

Steps 4 - 5

Enter Entity User's Name

- 4) Type the desired entity user's name or use the dropdown menu to select the entity user to be re-invited.
- 5) Select **Next**.

4

Re-Invite Entity User

Use the "Re-Invite Entity User" form below to send a new registration link to a user's email address to reset the user's password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.

Search by First Name, Last Name or Email Address *

Amy Callaghan

Filtered to Users within your Entity

Entity User Profile

First Name	Last Name
Amy	Callaghan

Email Address

justgrants026.applicationsubmittertest123@gmail.com

Entity ID

UEI.RKV2V7M6FJ03

Entity Name

JGII Test Org26

Entity DBA

JGII Test Org26 Doing Business As

Account Status

Enabled

Cancel Next



Auto-populated with entity information

5



Confirm Entity User

Re-invite Entity Users

Steps 6 – 7

- 6) After selecting **Next**, DIAMD asks for confirmation.
- 7) Select **Back** to make changes or **Confirm** to proceed.

Re-Invite Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Re-Invite Entity User" form below to send a new registration link to a user's email address to reset the user's password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.

Search by First Name, Last Name or Email Address *

Amy Callaghan

Filtered to Users within your Entity

Entity User Profile

First Name	Last Name
Amy	Callaghan

Email Address

justgrants026.applicationsubmittertest123@gmail.com

Entity ID

UEI:RKV2V7M6FJ03

Entity Name

JGII Test Org26

Entity DBA

JGII Test Org26 Doing Business As

Account Status

Enabled

Cancel Back Confirm

6

7



Add/Remove Roles from Entity Users

Add/Remove Roles from Entity Users Overview

One of the primary duties of an Entity Administrator (EA) is to continually manage entity users in Digital Identity and Access Management Directory (DIAMD). This includes adding and removing roles as entity user responsibilities change.

Individual users can be assigned multiple roles in DIAMD. When adding and removing roles for users in DIAMD, the EA should consider the following:

- Who should have access to view the entity's information — applications and awards — in JustGrants? Generally, all entity users can view all entity information (except a user who only possesses the Application Submitter (AS) role).
- Who needs to take actions on specific applications and awards?
- What roles would enable those users to take those actions?
- Having multiple users with multiple roles who can quickly receive reassignments in JustGrants during staff absences and changes.

Add/Remove Roles from Entity Users

Step 1



Manage Entity Users

- 1) To add or remove roles from entity users, the EA will select **Manage Entity User**.

The screenshot shows the DIAMD user interface. At the top left is the Department of Justice logo. The navigation bar includes 'Home' and 'My Work'. The main content area is titled 'Entity Management' and contains several buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity User' button is highlighted with a green border and a circled '1'. A red box highlights the 'DIAMD' logo in the top right corner with the text 'Steps take place in DIAMD'. The user's name 'Serena Francesca' is visible in the top right corner.

Add/Remove Roles from Entity Users

Step 2



Search User's Name

- 2) Either enter the desired entity user's name or use the dropdown menu to select the entity user to be added or removed.

NOTE: After selecting the entity user's name, the Entity User Profile auto-populates.

2

Manage Entity User

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address *

Filtered to Users within your Entity

Entity User Profile

First Name * Last Name *

Email Address

Entity ID

Entity Name

Entity DBA

Current Roles

Select Roles to Add Select Roles to Remove

Last Invited Date

Account Status

Cancel Next



Auto-populated with entity user information

Add/Remove Roles from Entity Users

Steps 3 – 4



Add/Remove Role

- 3) Use the **Select Roles to Add** or **Select Roles to Remove** dropdown menus to add or remove the relevant role(s) pertaining to the identified entity user. Both dropdown menus can be used at the same time.
- 4) **Select Next.**

Manage Entity User

? Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address *

Jane Doe

Filtered to Users within your Entity

Entity User Profile

First Name * Jane Last Name * Doe

Email Address justgrantsapplicant3@gmail.com

Entity ID UEI:RKV2V7M8FJ03

Entity Name JGII Test Org26 Doing Business As

Entity DBA JGII Test Org26

Current Roles

- Role-GLM-AuthorizedRepresentative
- Role-GLM-FinancialManager

3 Select Roles to Add Select Roles to Remove

Last Invited Date

Account Status Enabled

Remove User From Entity

Cancel Next



4

Add/Remove Roles from Entity Users

Steps 5 – 6



Confirmation

- 5) After selecting **Next**, DIAMD requires confirmation of the entity user's name and role(s) being added/removed.
- 6) Select **Back** to make corrections or **Confirm** to proceed.

Manage Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address *

Jane Doe

Filtered to Users within your Entity

Entity User Profile

First Name * Jane Last Name * Doe

Email Address justgrantsapplicant3@gmail.com

Entity ID UEI:RKY2V7M8FJ03

Entity Name JGII Test Org28 Doing Business As

Entity DBA JGII Test Org28

Current Roles

- Role-GLM-AuthorizedRepresentative
- Role-GLM-FinancialManager

Select Roles to Add

- Role-GLM-AlternateGrantAwardAdministrator

Select Roles to Remove

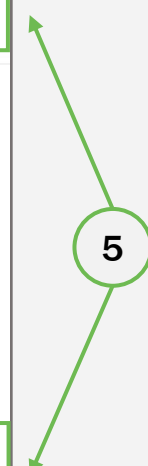
- Role-GLM-AuthorizedRepresentative

Last Invited Date

Account Status Enabled

Remove User From Entity

Cancel Back Confirm



5



6



Remove Users from Entity

Remove User from Entity Overview

Part of the ongoing maintenance duties of the Entity Administrator (EA) includes keeping users and roles current in Digital Identity and Access Management Directory (DIAMD). This involves adding as well as removing entity users from DIAMD.

When an EA needs to remove an entity user (e.g., when a user is seeking to become a user with a different entity or when a user is leaving an entity), the EA must remove the user from DIAMD.

The EA has two options to remove entity users from DIAMD:

- **Manage Entity**
- **Manage Entity User**



A screenshot of the DIAMD web application interface. The top navigation bar includes the Department of Justice logo, 'Home', 'My Work', and a user profile for 'Serena Francesca'. Below the navigation bar, there is a 'Home' section with a 'Notifications' widget showing '0'. The main section is titled 'Entity Management' and contains a row of six buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity' and 'Manage Entity User' buttons are highlighted with green borders. A red-bordered box with the text 'Steps take place in DIAMD' is overlaid on the top right of the interface.

Remove User from Entity (Manage Entity)

Step 1



Manage Entity

The first option the EA can use to remove an entity user from DIAMD is **Manage Entity**.

- 1) Select **Manage Entity**.

The screenshot displays the user interface of the DIAMD system. At the top left is the Department of Justice logo. The navigation bar includes 'Home' and 'My Work'. The main content area is titled 'Entity Management' and contains a row of buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity' button is highlighted with a green rectangular border, and a green circle with the number '1' is positioned directly below it. In the top right corner, a red rectangular box encloses the 'DIAMD' logo, with the text 'Steps take place in DIAMD' written below it. The user's name 'Serena Francesca' is visible in the top right corner of the interface.

Remove User from Entity (Manage Entity)

Steps 2 – 3



Search Name of
Entity User

- 2) In the **Entity User Management** section, enter the entity user's name in the **Select Entity Users to remove** dropdown list, or open the dropdown to choose the entity user from a list.
- 3) Ensure the correct entity user is selected for removal and select **Next**.

Manage Entity

Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

Entity Profile

Entity ID
UEI:RKY2V7M6FJ03

Entity Name *
JGII Test Org26 Doing Business As

Entity DBA
JGII Test Org26

Current Entity Administrator

First Name
JohnElectronicBusinessPoc

Last Name
Doe

Email Address
justgrants026@gmail.com

Entity Administrator Management

Select an Entity User to replace the current Entity Administrator

The selected user will be assigned as the new Entity Administrator

Entity User Management

Select Entity Users to remove

The selected users will be removed from this Entity

Cancel Next

Steps take place in DIAMD

Auto-populated with entity information

2

3

Remove User from Entity (Manage Entity)

Steps 4 – 5



Confirmation

- 4) After selecting **Next**, DIAMD asks for confirmation to remove the entity user.
- 5) Select **Back** to make corrections or **Confirm** to proceed.

Manage Entity

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

Entity Profile

Entity ID
UEI:RKV2V7M6FJ03

Entity Name *
JGII Test Org26 Doing Business As

Entity DBA
JGII Test Org26

Current Entity Administrator

First Name: JohnElectronicBusinessPoc
Last Name: Doe
Email Address: justgrants026@gmail.com

Entity Administrator Management

Select an Entity User to replace the current Entity Administrator

The selected user will be assigned as the new Entity Administrator

Entity User Management

Select Entity Users to remove

The selected users will be removed from this Entity

jjitsex, justgrants026.authorizedrep (justgrants026.authorizedrep@gmail.com)

Cancel Back Confirm



4

5

Remove User from Entity (Manage Entity User)

Step 1



Manage Entity
User

The second option the EA can use to remove an entity user from DIAMD is **Manage Entity User**.

- 1) Select **Manage Entity User**.

The screenshot displays the DIAMD web application interface. At the top left is the Department of Justice logo. The navigation bar includes 'Home' and 'My Work'. The main content area is titled 'Entity Management' and contains a row of buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity User' button is highlighted with a green border and a green circle containing the number '1'. A red box highlights the 'DIAMD' logo in the top right corner with the text 'Steps take place in DIAMD'. The user's name 'Serena Francesca' is visible in the top right corner. The footer contains the copyright notice: '© Copyright 2022 SailPoint Technologies - All rights reserved.'

Remove User from Entity (Manage Entity User)

Step 2



Search User's
Name

- 2) Either enter the desired entity user's name or use the dropdown menu to select the entity user to be removed.

NOTE: After selecting the entity user's name, the Entity User Profile auto-populates.

2

Manage Entity User

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address *

Filtered to Users within your Entity

Entity User Profile

First Name * Last Name *

Email Address

Entity ID

Entity Name

Entity DBA

Current Roles

Select Roles to Add Select Roles to Remove

Last Invited Date

Account Status

Cancel Next



Auto-populated with entity user information

Remove User from Entity (Manage Entity User)

Step 3



Select Remove
Option

3) Select the Remove User From Entity option.

Manage Entity User

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address *

Lebron James

Filtered to Users within your Entity

Entity User Profile

First Name * Last Name *

Lebron James

Email Address

testpeerreviewexternal1@test.com

Entity ID

UEI:RKV2V7M8FJ03

Entity Name

JGII Test Org28 Doing Business As

Entity DBA

JGII Test Org28

Current Roles

Role-GLM-ApplicationSubmitter

Select Roles to Add Select Roles to Remove

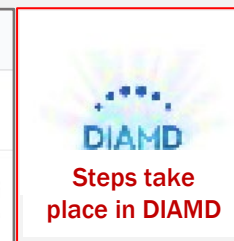
Last Invited Date

Account Status

Enabled

Remove User From Entity

Cancel Next



3

Remove User from Entity (Manage Entity User)

Step 4



Select Next
Option

After selecting the **Remove User From Entity** option, a note will appear instructing the EA how to invite the entity user back into DIAMD after being removed.

- 4) Ensure the correct entity user is selected for removal and select **Next**.

Manage Entity User

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address *

Lebron James

Filtered to Users within your Entity

Entity User Profile

First Name * Last Name *

Lebron James

Email Address

testpeerreviewexternal1@test.com

Entity ID

UEI:RKV2V7M8FJ03

Entity Name

JGII Test Org28 Doing Business As

Entity DBA

JGII Test Org28

Current Roles

Role-GLM-ApplicationSubmitter

Select Roles to Add Select Roles to Remove

Last Invited Date

Account Status

Enabled

Remove User From Entity

Note: The user is being removed from your Entity. To invite the user back please use the "Invite Entity User" Workflow.

Cancel Next



4

Remove User from Entity (Manage Entity User)

Steps 5 – 6



Confirmation

- 5) After selecting **Next**, DIAMD asks for confirmation to remove the entity user.
- 6) Select **Back** to make corrections or **Confirm** to proceed.

5

Manage Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address *

Lebron James

Filtered to Users within your Entity

Entity User Profile

First Name * Last Name *

Lebron James

Email Address

testpeerreviewexternal1@rest.com

Entity ID

UEI:RKV2V7M8FJ03

Entity Name

JGII Test Org28 Doing Business As

Entity DBA

JGII Test Org28

Current Roles

Role-GLM-ApplicationSubmitter

Select Roles to Add Select Roles to Remove

Last Invited Date

Account Status

Enabled

Remove User From Entity

Note: The user is being removed from your Entity. To invite the user back please use the "Invite Entity User" Workflow.

Cancel Back Confirm



6



Entity User Management in JustGrants





Assign/Re-assign Entity Users to Applications

Assign/Re-assign Entity Users to Applications

Steps 1 - 2



JustGrants
Home Page

User assignments to applications are managed by the Entity Administrator (EA) on an application-by-application basis, enabling entities to manage users and assign work across an entity in one location.

To assign and re-assign entity users to applications, the EA will log in to JustGrants:

- 1) View the Home page.
- 2) Select **Applications**.

The screenshot shows the JustGrants Home Page. The left sidebar contains navigation items: Home, Entity Profile, Entity Users, Entity Documents, Applications (highlighted with a green box and a circled '2'), Awards, Monitoring, Federal Forms, and Training Resources. The main content area displays a 'Welcome JohnElectronicBusinessPoc Doe' message, an 'Alerts (0)' section, and a 'My Worklist' section with 72 results. The worklist table has columns for Case ID, Date Due, Case Type, Case Status, and Last Updated.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	---	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	---	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	---	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	---	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	---	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	---	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM

Assign/Re-assign Entity Users to Applications

Step 3



Select Application

- 3) Select the checkbox(es) next to the application(s) being assigned or reassigned.

Applications - JustGrants Test Org26 JGII Test Org26

5000 results

Rows: 1-10 [Export List](#)

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>	GRANT00777580	David Gaetani Lebron James Amy Callaghan	David Gaetani	Submitted	OJV	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00777357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJV	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780	justgrants026.applicationsubmitter jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023

Choose Role: (Choose Role) Assign to: (Choose User) [Assign](#)

Assign/Re-assign Entity Users to Applications

Step 4



Choose Role

- 4) Select the **Choose Role** dropdown menu to select the role to assign or reassign.

NOTE: Each application can be assigned to up to three (3) Application Submitters. Each Office of Justice Programs (OJP) and Office on Violence Against Women (OVW) application will be assigned one Authorized Representative (AR); the Office of Community Oriented Policing Services (COPS) applications will be assigned two (2) ARs.

The screenshot displays the JUSTgrants system interface. The top left shows the JUSTgrants logo and navigation menu. The main content area is titled "Applications - JustGrants Test Org26 JGII Test Org26" and shows a table of 5000 results. The table has columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application with ID GRANT00777580 is selected. A dropdown menu is open for the "Assign to:" field, showing options for roles: ApplicationSubmitter, AuthorizedRepresentative, AuthorizedRepresentative2, ApplicationSubmitter2, and ApplicationSubmitter3. The "Choose Role" option is highlighted. A circled number "4" is placed over the dropdown menu.

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>	GRANT00777580	David Gaetani Lebron James Amy Callaghan	David Gaetani	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00777357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780	justgrants026.applicationsubmitter jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023

Assign/Re-assign Entity Users to Applications

Step 6



Assign Application

- 6) After choosing a role and the user assigned to that role, select **Assign**.

Applications - JustGrants Test Org26 JGII Test Org26

5000 results

Rows: 1-10 [Export List](#)

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>	GRANT00777580	David Gaetani Lebron James Amy Callaghan	David Gaetani	Submitted	OJV	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00777357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJV	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780	justgrants026.applicationsubmitter jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Draft	OJP	BJA	12/31/2023

Choose Role: ApplicationSubmitter Assign to: David Gaetani [Assign](#)

Assign/Re-assign Entity Users to Applications

Step 7



Confirm
Submit

- 7) A confirmation page appears with the option to cancel or submit the assign/reassignment. Select **Submit** to assign the application. Select **Cancel** to end the process and return to the Application without changes.

The screenshot displays the JUSTgrants application management interface. The main content area shows a table of applications with columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. A warning dialog box is overlaid on the table, indicating that the action will assign David Gaetani as the Application Submitter to the application A-414904. The dialog box has 'Cancel' and 'Submit' buttons. A green circle with the number '7' is placed over the 'Submit' button. The interface also includes a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The top right corner shows a user profile icon and a 'Confirm Submit' button.

	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>	GRANT00777580	David Gaetani Lebron James	David Gaetani	Submitted	OWW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727		drepre jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00777357		drepre jgitsext	Submitted	OWW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780		Poc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786		drepre jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023

Assign/Re-assign Entity Users to Applications

Steps 8 – 9



Submission Confirmation

- 8) The submission is confirmed by the following text appearing on the banner at the top of the page: **“The following reassignment(s) have succeeded.”**
- 9) Select the caret to the left of the checkbox to expand and review the application details.

The screenshot displays the JUSTgrants application management interface. At the top, a blue banner contains the text: "The following reassignment(s) have succeeded: A-414904". A green circle with the number "8" is placed over this banner. Below the banner, a table lists 5000 results of applications. The table has columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. A green box highlights the first column of the table, and a green circle with the number "9" is placed over it. At the bottom of the table, there is a form to assign a role to a user, with "ApplicationSubmitter" selected for the role and "David Gaetani" selected for the user. An "Assign" button is next to the form.

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due	
>	<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	SMART	03/04/2024
>	<input type="checkbox"/>	GRANT00777580	David Gaetani Lebron James David Gaetani	David Gaetani	Submitted	OVW	Programmatic	12/31/2023
>	<input type="checkbox"/>	GRANT00775727	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00777357	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OVW	Programmatic	12/31/2023
>	<input type="checkbox"/>	GRANT00776780	justgrants026.applicationsubmitter.jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00776786	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter.jgitsext		Draft	OJP	BJA	12/31/2023

Choose Role: ApplicationSubmitter Assign to: David Gaetani Assign

Assign/Re-assign Entity Users to Applications

Step 10



Review Application Details

10) The EA can review the application details. Any edits will be performed using the dropdown menus and buttons at the bottom of the page.

The screenshot shows the JUSTgrants application interface. The main content area displays a table of applications with columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application with ID GRANT00777580 is highlighted, and its details are shown in a modal window below. The details include the Solicitation Title (9.0 Grants gov Data-Do Not Use), Project Title (FY22 Adam Walsh Act \$16.750 - Support for Adam Walsh Act Implementation Grant Program _ Individual Applicant), and a list of roles assigned to David Gaetani. At the bottom of the details window, there is a form to assign a role to a specific user.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT00788155	justgrants026 applicationsubmitter jgltsext	justgrants026 authorizedrep jgltsext	Submitted	OJP	SMART	03/04/2024
GRANT00777580	David Gaetani Lebron James David Gaetani	David Gaetani	Submitted	OVW	Programmatic	12/31/2023

Application Details

Solicitation Title: 9.0 Grants gov Data-Do Not Use
Project Title: FY22 Adam Walsh Act \$16.750 - Support for Adam Walsh Act Implementation Grant Program _ Individual Applicant

Role	Assigned To
Application Submitter	xmso86@gmail.com
ApplicationSubmitter2	xmso86@gmail.com
ApplicationSubmitter3	testpeerreviewexternal1@test.com
Authorized Representative	xmso86@gmail.com
Entity Administrator	justgrants026@gmail.com

Choose Role: ApplicationSubmitter
Assign to: David Gaetani
Assign



Remove Additional Application Submitter Roles

Remove Additional Application Submitter Roles

Step 1



Review Application Details

The Application Submitter (AS) is a required role and cannot be deleted, only re-assigned by the Entity Administrator (EA). The second and third AS are not required roles and can be reassigned or deleted by the EA.

- 1) From the **Applications** page, select a caret next to an application to open the **Application Detail** page.

NOTE: To learn more about how multiple Application Submitters access and work on applications, see [JustGrants Application Submission training](#).

Applications - JGII Test Org25 JGII Test Org25

5000 results

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00777180	James Bond Mike Jhon justgrants025.applicationsubmitter jgitsext	justgrants025.authorizedrep jgitsext	Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024

Choose Role: (Choose Role) Assign to: (Choose User) Assign

Remove Additional Application Submitter Roles

Step 2



Select Trash Can Icon

2) To remove the AS 2 or 3 roles from an application, select the trash can icon to the right of the AS 2 or 3 roles.

Applications - JGII Test Org25 JGII Test Org25

The following reassignment(s) have succeeded:
A-414662

5000 results

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00777180	James Bond Mike Jhon justgrants025.applicationsubmitter.jgitsext	justgrants025.authorizedrep.jgitsext	Submitted	OJP	BJA	08/31/2024

Application Details

Solicitation Title: SCAAP 9.0 grants.gov data - DO NOT USE
Project Title: SI Testing

Role	Assigned To
Application Submitter	justgrants025.applicationsubmitter@gmail.com
ApplicationSubmitter2	justgrants025.hyphentestuser@gmail.com
ApplicationSubmitter3	teat@abc.com
Authorized Representative	justgrants025.authorizedrep@gmail.com
Entity Administrator	justgrants025@gmail.com

Remove Additional Application Submitter Roles

Step 3



Select
Submit/Cancel

- 3) A confirmation page will appear. Select **Submit** to remove the additional AS role(s). Select **Cancel** to return to the Application Details without any changes.

The screenshot displays the JUSTgrants application management interface. A confirmation dialog titled "Remove Role from Application" is open, asking if the user is sure they want to remove the role "ApplicationSubmitter2" assigned to "justgrants025-hyphentestuser@gmail.com". The dialog has "Cancel" and "Submit" buttons. A green circle with the number "3" is overlaid on the "Submit" button. The background shows a table of applications with columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application ID "GRANT00777180" is highlighted.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT00777180	James Bond Mike Jhon justgrants025.applicationsubmitter.jgitsext	justgrants025.authorizedrep.jgitsext	Submitted	OJP	BJA	08/31/2024

Remove Additional Application Submitter Roles

Steps 4 – 5



Confirm Additional Submitter Removal

- Return to the **Application Details** to confirm that the selected AS 2 has been removed.
- The **Grants Package Information** page also indicates AS 2 has been removed.

The image shows two screenshots from the JUSTgrants system. The top screenshot displays the 'Applications - JGII Test Org25 JGII Test Org25' page. A table lists applications, with one row selected: Application ID GRANT0077180, Application Submitter Mike Jhon (justgrants025.applicationsubmitter.jgitsext), Authorized Representative justgrants025.authorizedrep.jgitsext, Application Status Submitted, Managing Office OJP, Program Office BJA, and Date Due 08/31/2024. Below the table, the 'Application Details' section shows a table of roles and assigned users. The 'Application Submitter' role is assigned to justgrants025.applicationsubmitter@gmail.com. A green box highlights this row, and a green circle with the number '4' points to it. The bottom screenshot shows the 'Grant Package (0077180) SUBMITTED' page. The 'Participants (4)' section is highlighted with a green box and a green circle with the number '5'. The participants listed are: JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants025.authorizedrep.jgitsext (Authorized Representative), Mike Jhon (ApplicationSubmitter3), and justgrants025.applicationsubmitter.jgitsext (Application Submitter).



Assign/Re-assign Entity Users to Awards

Assign/Re-assign Entity Users to Awards

Steps 1 – 2



JustGrants
Home Page

User assignments to awards are managed by the Entity Administrator (EA) on an award-by-award basis, thereby enabling entities to effectively manage users and assign work across an entity in one location.

To assign/re-assign entity users to awards, the EA will:

- 1) View the Home page.
- 2) Select **Awards**.

Welcome JohnElectronicBusinessPoc Doe

Alerts (0)
No data to display

My Worklist
72 results

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	—	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	—	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	—	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	—	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	—	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	—	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM

Assign/Re-assign Entity Users to Awards

Step 3



Show/Hide Roles

3) Select **Show/Hide Roles** to display the roles dropdown menu.

Awards - JGII Test Org25 JGII Test Org25

171 results **Show/Hide Roles** 3

<input type="checkbox"/> Select All	Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date
<input type="checkbox"/>	15JCOPS-20-GG-00149-STECC	Pending-Award Acceptance	COPS	COPS	10/31/19	08/10/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00287-AWAX	Pending-ProgrammaticCloseout	OJP	SMART	1/2/21	04/30/2021
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	05/21/2021
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	06/09/2021
<input type="checkbox"/>	15PBJA-21-GG-00131-BJSP	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	08/26/2021

Choose Role: (Choose Role) Assign to: (Choose User) Assign

Assign/Re-assign Entity Users to Awards

Step 4



Show/Hide Roles

- 4) Select as many role checkboxes, as necessary. The roles selected from this menu will then populate the Awards table to display current assignments. Select **Confirm**.

NOTE: Select **Cancel** to hide the dropdown menu without selection(s) being made.

The screenshot shows the JUSTgrants interface. The main content area displays a table titled "Awards - JGII Test Org25 JGII Test Org25" with 171 results. A modal window titled "Show/Hide roles on table view" is open, showing a list of roles with checkboxes: Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager, and Authorized Representative. A green circle highlights the number "4" in the modal. Below the table, there are dropdown menus for "Choose Role:" and "Assign to:" with an "Assign" button.

Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date
15PSMA-20-GG-00233-12	Pending-Award Acceptance	COPS	COPS	10/31/19	08/10/2020
15PSMA-20-GG-00234-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
15PSMA-20-GG-00233-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
15PSMA-20-GG-00234-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
15PSMA-20-GG-00233-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
15PSMA-20-GG-00287-AWAX	Pending-ProgrammaticCloseout	OJP	SMART	1/2/21	04/30/2021
15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	05/21/2021
15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	06/09/2021
15PBJA-21-GG-00131-BJSP	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	08/26/2021

Assign/Re-assign Entity Users to Awards

Step 5



Show/Hide Roles

- 5) Select the checkbox(es) next to the award(s) being assigned or re-assigned.

Awards - JGII Test Org25 JGII Test Org25

171 results [Show/Hide Roles](#)

<input type="checkbox"/> Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative
<input type="checkbox"/>	15JCOPS-20-GG-00149-STE	Pending-Award Acceptance	Lara.Allen@ojp.usdoj.gov	justgrants025.altgrantawardadmin jgitse	justgrants025.financialmanager jgitse	justgrants025.authorizedrep jgitse Bethany Case
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	justgrants025.grantawardadmin jgitse	justgrants025.altgrantawardadmin jgitse	justgrants025.financialmanager jgitse	justgrants025.authorizedrep jgitse
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-HoldCloseout	justgrants025.grantawardadmin jgitse		justgrants025.financialmanager jgitse	justgrants025.authorizedrep jgitse
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-HoldCloseout	justgrants025.multipleroles jgitse	Jacqueline Weaknecht	Amy Callaghan	Jacqueline Weaknecht justgrants025.authorizedrep jgitse
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-HoldCloseout	Jacqueline Weaknecht	Jacqueline Weaknecht	justgrants025.financialmanager jgitse	justgrants025.authorizedrep jgitse Jacqueline Weaknecht
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-HoldCloseout	Mainul Islam	Lara.Allen@ojp.usdoj.gov	Mainul Islam	Mainul Islam
<input type="checkbox"/>	15PSMA-20-GG-00287-AWAX	Pending-ProgrammaticCloseout	justgrants025.multipleroles jgitse		justgrants025.financialmanager jgitse	justgrants025.authorizedrep jgitse
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	justgrants025.grantawardadmin jgitse		justgrants025.financialmanager jgitse	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	justgrants025.grantawardadmin jgitse		justgrants025.financialmanager jgitse	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	15PBJA-21-GG-00131-BJSP	Pending-ProgrammaticCloseout	justgrants025.grantawardadmin jgitse		justgrants025.financialmanager jgitse	

Choose Role: (Choose Role) Assign to: (Choose User) [Assign](#)

Webex Meeting Reminder
Award Acceptance QA
1:00 PM - 2:00 PM
Host: Eulana Williams
[Snooze](#) [Join Meeting](#)

Assign/Re-assign Entity Users to Awards

Step 6



Role Selection

- Use the **Choose Role** dropdown menu to select the role to assign or re-assign.

Awards - JGII Test Org25 JGII Test Org25

171 results [Show/Hide Roles](#) Rows: 1-10

<input type="checkbox"/> Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Prog Offi
<input type="checkbox"/>	15PBJA-23-GK-02438-12	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.multipleroles jgitsext	OJP	BJA
<input checked="" type="checkbox"/>	15PBJA-24-GK-00011-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	BJA
<input type="checkbox"/>	15JCOPS-22-GG-03226-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-22-GG-03225-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-24-GG-12312-METH	Pending-Award Acceptance	justgrants025.grantawardadmin jgitsext		justgrants025.multipleroles jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-23-GG-03217-METH	Pending-Award Acceptance	justgrants025.grantawardadmin jgitsext		justgrants025.multipleroles jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-22-GG-03193-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.multipleroles jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15PSMA-22-GG-03229-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>	15PSMA-22-GG-03219-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>	15PSMA-22-GG-01670-AWAX	Pending-Active				justgrants025.authorizedrep jgitsext	OJP	OJJT

6

(Choose Role)
AlternateGrantAwardAdministrator
AuthorizedRepresentative
FinancialManager
GrantAwardAdministrator
AuthorizedRepresentative2
(Choose Role)

Assign to: (Choose User)

Assign/Re-assign Entity Users to Awards

Step 7



Role
Assignment

- 7) A list of users with the selected role appears in the **Assign to** field. Select the **Assign to** dropdown menu to select the user to assign/re-assign.

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards (highlighted), Monitoring, Federal Forms, and Training Resources. The main content area is titled "Awards - JGII Test Org25 JGII Test Org25" and shows a table with 171 results. The table columns include: Select All, Award ID, Award Status, Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager, Authorized Representative, Managing Office, and Proj Office. The second row is selected, with a blue checkmark in the "Select All" column. Below the table, the "Choose Role:" dropdown is set to "AuthorizedRepresentative2". The "Assign to" dropdown menu is open, showing a list of users: "(Choose User)", "justgrants025.authorizedrep jgitsext", and "justgrants025.multipleroles jgitsext". A red circle with the number "7" highlights the "Assign" button.

Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Proj Office
<input type="checkbox"/>	15PBJA-23-GK-02438-12	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.multipleroles jgitsext	OJP	BJA
<input checked="" type="checkbox"/>	15PBJA-24-GK-00011-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	BJA
<input type="checkbox"/>	15JCOPS-22-GG-03226-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-22-GG-03225-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-24-GG-12312-METH	Pending-Award Acceptance	justgrants025.grantawardadmin jgitsext		justgrants025.multipleroles jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-23-GG-03217-METH	Pending-Award Acceptance	justgrants025.grantawardadmin jgitsext		justgrants025.multipleroles jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-22-GG-03193-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.multipleroles jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15PSMA-22-GG-03229-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>	15PSMA-22-GG-03219-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>	15PJDP-23-GG-01670-AWAX	Pending-Active				justgrants025.authorizedrep jgitsext	OJP	OJJT

Assign/Re-assign Entity Users to Awards

Step 8



Assign Award

- 8) After choosing a role and the entity user assigned to that role, select **Assign** to complete the action.

NOTE: Users can only be assigned to roles they have been assigned in the Digital Identity and Access Management Directory (DIAMD).

Awards - JGII Test Org25 JGII Test Org25

171 results [Show/Hide Roles](#) Rows: 1-10

<input type="checkbox"/>	Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Prog Offi
<input type="checkbox"/>		15PBJA-23-GK-02438-12	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.multipleroles jgitsext	OJP	BJA
<input checked="" type="checkbox"/>		15PBJA-24-GK-00011-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	BJA
<input type="checkbox"/>		15JCOPS-22-GG-03226-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-22-GG-03225-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-24-GG-12312-METH	Pending-Award Acceptance	justgrants025.grantawardadmin jgitsext		justgrants025.multipleroles jgitsext	justgrants025.authorizedrep jgitsext justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-23-GG-03217-METH	Pending-Award Acceptance	justgrants025.grantawardadmin jgitsext		justgrants025.multipleroles jgitsext	justgrants025.authorizedrep jgitsext justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-22-GG-03193-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.multipleroles jgitsext	justgrants025.authorizedrep jgitsext justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>		15PSMA-22-GG-03229-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>		15PSMA-22-GG-03219-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>		15PJDP-23-GG-01670-AWAX	Pending-Active				justgrants025.authorizedrep jgitsext	OJP	OJIT

Choose Role: Assign to: **Assign**

Assign/Re-assign Entity Users to Awards

Step 9



Confirm Submission

- 9) A confirmation page appears with the option to cancel or submit. Select **Submit** to assign the user to the award. Select **Cancel** to end the process and return to the Award without changes.

The screenshot displays the JUSTgrants system interface. A confirmation dialog box is overlaid on a table of awards. The dialog box contains the following text:

Warning

This action will assign justgrants025.authorizedrep jgitsext as the Authorized Representative 2 to the following application(s):

FAW-313810

Select submit to proceed with the reassignment(s)

Buttons: Cancel, Submit

The table below shows the awards being reviewed:

Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Proj Offi
<input type="checkbox"/>	15PBJA-23-GK-02438-12	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.multipleroles jgitsext	OJP	BJA
<input checked="" type="checkbox"/>	15PBJA-24-GK-00011-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	BJA
<input type="checkbox"/>	15JCOPS-22-GG-03226-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-22-GG-03225-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-24-GG-12312-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-23-GG-03217-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-22-GG-03193-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15PSMA-22-GG-03229-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>	15PSMA-22-GG-03219-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>	15PJDP-23-GG-01670-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	OJJT

At the bottom of the interface, there is a 'Choose Role' dropdown set to 'AuthorizedRepresentative2' and an 'Assign to' dropdown set to 'justgrants025.authorizedrep jgitsext'. A blue 'Assign' button is visible below these dropdowns.

Assign/Re-assign Entity Users to Awards

Steps 10 – 11



Confirm Submission

- 10) A submission confirmation screen will be displayed: “The following reassignment(s) have succeeded” appears in the banner at the top of the page.
- 11) Select the carets to the left of the checkboxes to expand and review award details.

The screenshot displays the JUSTgrants interface. At the top, a blue banner contains the text: "The following reassignment(s) have succeeded: FAW-313810". A green circle with the number "10" highlights this banner. Below the banner, a table lists 171 award results. A green box highlights the first column of the table, which contains expandable carets, with a green circle and the number "11" next to it. The table columns include: Select All, Award ID, Award Status, Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager, Authorized Representative, Managing Office, Program Office, Project Period Start Date, and Project Period End Date. At the bottom of the table, there is an "Assign" section with dropdown menus for "Choose Role" and "Assign to:" and an "Assign" button.

Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Program Office	Project Period Start Date	Project Period End Date
<input type="checkbox"/>	15PBJA-23-GK-02438-12	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.multipleroles.jgitsext	OJP	BJA	5/29/23	08/21/2020
<input type="checkbox"/>	15PBJA-24-GK-00011-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	BJA	4/1/23	09/30/2020
<input type="checkbox"/>	15JCOPS-22-GG-03226-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	COPS	Programmatic	1/20/23	12/31/2020
<input type="checkbox"/>	15JCOPS-22-GG-03225-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	COPS	Programmatic	1/20/23	12/31/2020
<input type="checkbox"/>	15JCOPS-24-GG-12312-METH	Pending-Award Acceptance	justgrants025.grantawardadmin.jgitsext		justgrants025.multipleroles.jgitsext	justgrants025.authorizedrep.jgitsext	COPS	Programmatic	1/20/23	12/31/2020
<input type="checkbox"/>	15JCOPS-23-GG-03217-METH	Pending-Award Acceptance	justgrants025.grantawardadmin.jgitsext		justgrants025.multipleroles.jgitsext	justgrants025.authorizedrep.jgitsext	COPS	Programmatic	1/20/23	12/31/2020
<input type="checkbox"/>	15JCOPS-22-GG-03193-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.multipleroles.jgitsext	justgrants025.authorizedrep.jgitsext	COPS	Programmatic	1/20/23	12/31/2020
<input type="checkbox"/>	15PSMA-22-GG-03229-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	SMART	1/1/23	12/31/2020
<input type="checkbox"/>	15PSMA-22-GG-03219-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	SMART	1/1/23	12/31/2020
<input type="checkbox"/>	15PJDP-23-GG-01670-AWAX	Pending-Active				justgrants025.authorizedrep.jgitsext	OJP	OJJD	1/1/23	12/31/2020

Assign/Re-assign Entity Users to Awards

Step 12



Review Award Details

12) The EA can review the award details. Edits are made using the dropdown menus and buttons at the bottom of the page.

Awards - JGII Test Org25 JGII Test Org25

The following reassignment(s) have succeeded:
FAW-313810

171 results [Show/Hide Roles](#)

Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Program Office	Project Period Start Date	Project Period End Date
<input type="checkbox"/>	15PBJA-23-GK-02438-12	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.multipleroles.jgitsext	OJP	BJA	5/29/23	08/21/23
<input type="checkbox"/>	15PBJA-24-GK-00011-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	BJA	4/1/23	09/30/23

Award Details

Solicitation Title FFR Bug fix	Project Title —	DOJ Grant Manager GrantManaReBJA.jgitsint
DOJ Grant Manager Phone —	DOJ Grant Manager Email GrantManaReBJA@ojp.usdoj.stg	

Role	Assigned To	Pending Assignments	Assigned to	Status
Entity Administrator	justgrants025@gmail.com	Leadership	FundedAwardOAA	Pending-Active
Grant Award Administrator	justgrants025.grantawardadmin@gmail.com	Programmatic	FundedAwardBJA	Pending-Active
GrantManager	kandia.conaway@ojp.usdoj.gov	Audit And Assessment	FundedAwardOAAAM	Pending-Active
Financial Manager	justgrants025.financialmanager@gmail.com	Legal	FundedAwardLegalOGC	Pending-Active
Authorize Representative	justgrants025.authorizedrep@gmail.com	Financial	FundedAwardFinancialBJA	Pending-Active

Choose Role: (Choose Role) Assign to: (Choose User) [Assign](#)

The image shows a dark blue background with a large, light blue, textured V-shape pointing downwards. A thin green vertical line is on the left side, and a thin green diagonal line follows the left edge of the V-shape. The text 'Entity Profile' is written in white, bold, sans-serif font in the upper left quadrant.

Entity Profile



Entity Profile

Steps 1 - 2

JustGrants
Home Page

To access the Entity Profile, the Entity Administrator (EA) will:

- 1) View the Home page.
- 2) Select **Entity Profile**.

NOTE: If any Entity Profile information is incorrect, corrections must be made in SAM.gov. Allow one to five (1 - 5) days for the updated SAM.gov information to be reflected in JustGrants.

The screenshot shows the JustGrants Home Page. The left sidebar contains a navigation menu with the following items: Home, Entity Profile (highlighted with a green box and a circled '2'), Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area displays a welcome message for 'JohnElectronicBusinessPoc Doe' and an 'Alerts (0)' section with 'No data to display'. Below this is a 'My Worklist' section showing 72 results in a table. The table has columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. The first row is expanded to show details for Case ID A-157224.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	—	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	—	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	—	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	—	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	—	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	—	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM



Entity Profile

Step 3

Editable Fields

3) The EA can edit the following fields directly in JustGrants:

- Law Enforcement (defaults to no);
- Faith-Based (defaults to no);
- Legal Address Designation (options are **physical** or **mailing**).

NOTE: Information shown in the Entity Profile page is retrieved from the entity's SAM.gov profile. The EA must designate whether the entity is Law Enforcement or Faith-Based and designate the entity's legal address as the physical or mailing address.

Entity Profile - JustGrants Test Org26 JGII Test Org26

Information shown is retrieved from your Entity's SAM.gov profile. Changes MUST be made in SAM.gov

Legal Name JustGrants Test Org26	UIEJ RKV2V7M6FJ03	SAM Registration Status ACTIVE
Doing Business As JGII Test Org26	TIN/EIN 260000000	SAM Expiration Date Feb 6, 2023
Business URL https://www.ort.org26.//	ROID 5144503	Date Established Sep 16, 1992
Division Name DIVISION NAME 26	ORI Number ---	SAM Last Updated Date Jan 21, 2022
Law Enforcement <input checked="" type="radio"/> No <input type="radio"/> Yes	Faith Based <input checked="" type="radio"/> No <input type="radio"/> Yes	Fiscal Year Not a valid date0

Physical address will appear on all award documents

Physical Address

Street 1
111 Street Rd

City
Los Angeles

State/U.S. Territory
California

Street 2

Country
United States

Zip/Postal Code
90012

County/Parish

Congressional District
5

Designate as Legal Address

Mailing Address

Street 1
111 Street Rd

City
Washington

State/U.S. Territory
District of Columbia

Street 2

Country
United States

Zip/Postal Code
602

County/Parish

Congressional District
5

Designate as Legal Address

Cancel Submit

Entity Profile

Step 4



Submit Changes

4) Select **Submit** to complete any profile changes made in JustGrants.

The screenshot shows the 'Entity Profile' page for 'JustGrants Test Org26 JGII Test Org26'. The page is divided into several sections:

- Header:** 'Entity Profile - JustGrants Test Org26 JGII Test Org26' with a warning icon and text: 'Information shown is retrieved from your Entity's SAM.gov profile. Changes MUST be made in SAM.gov'.
- Metadata Table:**

Legal Name	JustGrants Test Org26	UIE	RKV2V7M6FJ03	SAM Registration Status	ACTIVE
Doing Business As	JGII Test Org26	TIN/EIN	260000000	SAM Expiration Date	Feb 6, 2023
Business URL	https://www.ort.org26.//	ROID	5144503	Date Established	Sep 16, 1992
Division Name	DIVISION NAME 26	ORI Number	---	SAM Last Updated Date	Jan 21, 2022
Law Enforcement	<input checked="" type="radio"/> No <input type="radio"/> Yes	Faith Based	<input checked="" type="radio"/> No <input type="radio"/> Yes	Fiscal Year	Not a valid date0
- Physical Address Section:**

Physical address will appear on all award documents

Physical Address

Street 1	Street 2	County/Parish
111 Street Rd	---	---
City	Country	Congressional District
Los Angeles	United States	5
State/U.S. Territory	Zip/Postal Code	
California	90012	

Designate as Legal Address
- Mailing Address Section:**

Mailing Address

Street 1	Street 2	County/Parish
111 Street Rd	---	---
City	Country	Congressional District
Washington	United States	5
State/U.S. Territory	Zip/Postal Code	
District of Columbia	602	

Designate as Legal Address
- Footer:** 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a green circle containing the number 4.

Entity Profile

Step 5



Audit Trail

- 5) An audit trail of entity profile changes is displayed in the **History** section located at the bottom of the Entity Profile page.

NOTE: Users can search the history by keyword, group, or field.

The screenshot displays the JUSTgrants interface. On the left is a navigation menu with items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Mailing Address' and contains a form with fields for Street 1, Street 2, County/Parish, City, Country, Congressional District, State/U.S. Territory, and Zip/Postal Code. Below the form is a checkbox for 'Designate as Legal Address' and 'Cancel' and 'Submit' buttons. The 'History' section is highlighted with a green border and contains a search bar and a table of activity logs.

Time	Description	Performed by
5/10/23 10:43 AM	Faith Based has been updated	justgrants026@gmail.com
5/10/23 10:43 AM	Law Enforcement has been updated	justgrants026@gmail.com
5/10/23 10:41 AM	Faith Based has been updated	justgrants026@gmail.com
5/10/23 10:41 AM	Law Enforcement has been updated	justgrants026@gmail.com
5/10/23 10:33 AM	Legal address has been updated	justgrants026@gmail.com
5/9/23 7:14 PM	Law Enforcement has been updated	justgrants026@gmail.com
5/9/23 7:14 PM	Law Enforcement has been updated	justgrants026@gmail.com
5/5/23 12:58 PM	Faith Based has been updated	DMAppAdmin
5/5/23 12:58 PM	Law Enforcement has been updated	DMAppAdmin
5/3/23 2:38 PM	Faith Based has been updated	justgrants026@gmail.com

A vertical light green line is positioned to the left of the text. A large, downward-pointing chevron shape is formed by two light blue, dotted triangular areas meeting at a point at the bottom center. The background is a solid dark blue.

Maintain Entity Documents



Maintain Entity Documents

Steps 1 - 2

Entity Administrators (EA) can upload documents to the **Entity Documents** section so that other entity and Department of Justice (DOJ) users can view and download selected documents for use on specific applications, awards, and monitoring activities. The documents located in this section apply to the entity as a whole or relate to multiple applications and awards (e.g., indirect cost agreements, financial capability questionnaires).

To view, add, or remove documents:

- 1) View the **Home** page.
- 2) Select **Entity Documents**.

The screenshot shows the JustGrants Home Page interface. The left sidebar contains a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity Documents (highlighted with a red circle and the number 2), Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area displays a 'Welcome JohnElectronicBusinessPoc Doe' message, an 'Alerts (0)' section with 'No data to display', and a 'My Worklist' section showing 72 results. The worklist table has columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. The table contains 15 rows of data, including entries for Grant Packages, Funded Awards, and Supplemental Awards.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	—	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	—	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	—	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	—	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	—	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	—	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM

Maintain Entity Documents

Step 3



Download Document

3) To download and view an entity document, select the **File Name**.

Documents - JGII Test Org25 JGII Test Org25

This location stores Entity documents that may apply to all applications and awards (e.g., indirect cost agreements, financial capability questionnaires). Contact your Entity Administrator for questions about these documents.

Add New Document

	File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
▶	DCM Account approval Form(Data Migration) 07.28.20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	AwardPackage Creation.docx		11/1/2020	11/11/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
▶	OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe



Maintain Entity Documents

Step 4

Download Document

- 4) To view the **Document Notes** for an entity document, select the **caret** to the left of the file name.

Documents - JGII Test Org25 JGII Test Org25

This location stores Entity documents that may apply to all applications and awards (e.g., indirect cost agreements, financial capability questionnaires). Contact your Entity Administrator for questions about these documents.

Add New Document

File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
PRCR_Test.docx					05/31/2023	JohnElectronicBusinessPoc Doe
DCM Account approval Form(Data Migration) 07.28.20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
Document Notes DY_020421						
EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
AwardPackage Creation.docx		11/1/2020	11/11/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe

Maintain Entity Documents

Step 5



Add New Document

- 5) To add a new document to the repository, select **Add New Document**.

Documents - JGII Test Org25 JGII Test Org25

This location stores Entity documents that may apply to all applications and awards (e.g., indirect cost agreements, financial capability questionnaires). Contact your Entity Administrator for questions about these documents.

[Add New Document](#)

	File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
▶	DCM Account approval Form(Data Migration) 07.28.20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	AwardPackage Creation.docx		11/1/2020	11/11/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
▶	QJP AWS Secure Cloud Account Request Form_lenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe



Maintain Entity Documents

Step 6

Add New Document

6) Select the **Select File** option. The types of documents that can be uploaded into the repository include:

- .doc, .docx;
- .pdf;
- .xlsm.

Documents - JGII Test Org25 JGII Test Org25

This location stores Entity documents that may apply to all applications and awards (e.g., indirect cost agreements, financial capability questionnaires). Contact your Entity Administrator for questions about these documents.

Add New Document

	File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
▶	DCM Account approval Form(Data Migration)_07_28_20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf					02/04/2021	JohnElectronicBusinessPoc Doe
▶	AwardPackage Creation.docx					11/04/2020	JohnElectronicBusinessPoc Doe
▶	OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf					11/04/2020	JohnElectronicBusinessPoc Doe

Add Document to Repository

Select file

The recommended files to upload are PDF, Microsoft Word and Excel.

6



Maintain Entity Documents

Step 7

Add New Document

7) Fill in the confirmation page text fields and select **Submit**.

NOTE: Select **Cancel** to stop the upload and return to the Entity Documents page.

The screenshot shows the JUSTgrants interface with a modal window titled "Add Document to Repository". The modal contains the following elements:

- A "Select file" button at the top.
- A note: "The recommended files to upload are PDF, Microsoft Word and Excel."
- A file selection area showing a document named "PRCR_Test.docx".
- Fields for "Begin Date" and "End Date" with calendar icons.
- Dropdown menus for "Federal Fiscal Year" and "Category".
- A "Notes" text area.
- "Cancel" and "Submit" buttons at the bottom.

The "Submit" button is highlighted with a green circle containing the number 7, indicating the current step in the process.

Maintain Entity Documents

Step 8



Add New Document

8) Newly submitted entity documents appear in the document list.

Documents - JGII Test Org25 JGII Test Org25

This location stores Entity documents that may apply to all applications and awards (e.g., indirect cost agreements, financial capability questionnaires). Contact your Entity Administrator for questions about these documents.

[Add New Document](#)

	File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
▶	PRCR_Test.docx					05/31/2023	JohnElectronicBusinessPoc Doe
▶	DCM Account approval Form(Data Migration) 07.28.20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	AwardPackage Creation.docx		11/1/2020	11/11/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
▶	OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe

Maintain Entity Documents

Step 9



Delete Document

9) To delete an entity document, select the **trash can** icon located to the left of the File Name columns.

NOTE: When the EA selects the trash can icon to delete a document, a confirmation screen appears asking to confirm the deletion. However, if the document is associated with any other application or award, a pop-up appears stating, “Unable to delete, file is associated with the following case(s)”. A list showing the Case ID and Case Information appears below the notice. The EA will not be able to delete the document.

Documents - JGII Test Org25 JGII Test Org25

This location stores Entity documents that may apply to all applications and awards (e.g., indirect cost agreements, financial capability questionnaires). Contact your Entity Administrator for questions about these documents.

[Add New Document](#)

	File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
▶	PRCR_Test.docx					05/31/2023	JohnElectronicBusinessPoc Doe
▶	DCM Account approval Form(Data Migration) 07.28.20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	AwardPackage Creation.docx		11/1/2020	11/11/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
▶	OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe

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JUSTgrants
JUSTICE GRANTS SYSTEM