

Office of Justice Programs Performance Measurement Platform Login Instructions

NOTICE TO USERS: You are accessing a U.S. Government information system, which includes: this computer, this computer network, all computers connected to this network, all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system; At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system. Any communications transmitted through, or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose. For further information, see the Department Order on Use and Monitoring of Department Computers and Computer Systems (NIST 800-53).

The Office of Justice Programs (OJP) Performance Measurement Platform (PMP) is a unified system of applications and tools that collect and provide information for multiple U.S. Department of Justice (DOJ) components. Users are added to the system based on grant award point-of-contact information received from the Justice Grants System (JustGrants). To access the PMP, all users must follow a secure single sign-on authentication process.

The following is a list of OJP components associated with the [OJP PMP](#). They are accessible via the Performance Measurement Tool (PMT) login page, shown in figure 1.

- Bureau of Justice Assistance Performance Measurement Tool (BJA PMT): <https://bjapmt.ojp.gov>
- Office for Victims of Crime Performance Measurement Tool (OVC PMT): <https://ovcpmt.ojp.gov>
- OJJDP Data Collection and Technical Assistance Tool (OJJDP DCTAT): <https://ojjdpmt.ojp.gov>
- Office of Juvenile Justice and Delinquency Program (OJJDP) Compliance Tool:
<https://ojjdpcompliance.ojp.gov>

Please note: Only grantees and subrecipients can be registered as users. Multiple users may be added to grant account profiles in the PMT; however, you should limit the users in your profile to only those individuals who need access to the PMT to facilitate data entry and performance reporting. While accounts may have multiple users, only one of these individuals will be able to enter data at any given time. Users will need to **Log Out** from their session when they are finished to allow others access.

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Figure 1: OJP PMP login page

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Performance Measurement Platform

User Name **Password** [Forgot Password](#)

Please note:

1. The PMT system will remain open for reporting until further notice. The Grants Management System (GMS) closed on September 22. Beginning October 15, primary grantees or direct recipients of OJP grant funds should upload PMT reports in PDF format to JustGrants (<https://justicegrants.usdoj.gov>) instead of the GMS. Primary grantees should upload PMT reports in JustGrants semi-annually or annually (in accordance with the award solicitation) and at closeout.
2. The PMT System works best in Google Chrome (version 4.1.0 and above) and Internet Explorer (version 11 and above).
3. In order for PMT system features to properly function, users must enable JavaScript. For instructions on how to enable JavaScript, click [here](#).

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BJA **OVC** **OJDP**

New Account Users

1. To request an account, email the PMT Helpdesk and include your name, phone number, and federal grant award number.
2. After requesting access, grantees will receive a system-generated email from OJP's PMP Administrator with instructions for creating a new user account (figure 2).
3. Once the email is received, grantees have 3 days to complete their profile before the account is suspended.

Figure 2: System-generated email from OJP's PMP Administrator

From: OJP PMP Administrator <ojpsso@usdoj.gov>
Subject: OJP Performance Measurement Platform (New Account)

You have been granted access to BJA PMT TEST0101S at <https://bjapmt.ojp.gov/>.

[Click here to complete your account profile.](#) (Note: This link will not be valid after your profile has been updated.)

You must complete your registration within 72 hours in order to avoid suspension of your account. After successfully registering your account, you must login at least once every 18 months to remain an active User of this system. Failure to do so, may result in your account being disabled.

If, for some reason, the link does not work, copy the link and paste it into the Address Field of your browser.

For any issues or questions, please contact the BJA PMT Help Desk at bjapmt@usdoj.gov or call toll-free (888) 252-6867.

Thank you.

OJP PMP Administrator
Office of Justice Programs (OJP)

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- Click on the link provided in the e-mail to complete your profile (figure 3).

Figure 3: Page to complete your account profile

General Profile

First Name:

Last Name:

Email Address:
Also used as a user Name for signing onto the system

Phone Number:

Security Profile

Security Challenge:
A word, phrase, statement, or question (up to 75 characters in length) the answer to which may aid in verifying your identity. Used for resetting password.

Security Response:
Response to Challenge recorded above. If you have already set your response, leaving this field blank will preserve your previous setting.

Verify Security Response:

Create Password:

Verify Password:

Required Entry

Passwords must conform to the following requirements:

- At least 12 characters in length
- Contains alpha characters of both upper and lower case -- at least one of each
- Contains at least one number
- Contains at least one special character, as follows:

~ ! @ # \$ % ^ & * () - _ + ` { } | : < > ? [] \ ; " , . /

- In the form, enter your **First Name**, **Last Name**, and **Email Address**.
- Create a **Security Challenge**. This is a word, phrase, statement, or answer to a question (up to 75 characters) that verifies your identity. You will be asked for this information if you need to have your password reset.
- Enter a **Response** to your security challenge.
- Set up your **Password** following the rules. Your password must:
 - Be at least 12 characters in length.
 - Contain at least one uppercase letter and one lowercase letter.
 - Contain at least one number.
 - Contain at least one special character: ~ ! @ # \$ % ^ & * () - _ + ` { } | : < > ? [] \ ; " , . /
- Click "**Login**" or "**Update**" at the bottom of the page. Your **Username** will be the **Email Address** you used to complete your profile. Once the profile is completed, additional users—with their own unique logins—can be added to facilitate data entry and performance reporting (for more information, see Adding New Users). Users must log into their account at least once every 18 months or their account will be disabled.

Update Account

After creating an account or to complete your account profile, you will have the option to update your account information, change your password, or select an application to enter (figure 4).

- Select **Home** to select the name of the application you would like to visit.
- Select **Update My Account** to change your name, email, security challenge, and response.
- Select **Change Password** to change your password.

Please note: If the information on any of these pages is already correct, please do not make any changes.

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Figure 4: Page to update your account information

BJA PMT
BJA PMT (CEBR and Postconviction)
OJJDP-DCTAT
OVC PMT

Home Update My Account Change Password

First Name:

Last Name:

Email Address:
Also used as a User Name for signing onto the system

Phone Number:

Security Challenge:
A word, phrase, statement, or question (up to 75 characters in length) the answer to which may aid in verifying your identity. Used for resetting password.

Security Response: Leave blank if no change

Verify Security Response: Leave blank if no change

Update

Required Entry

Forgotten Password

1. Enter your **Username**.
2. Leave the Password field blank and click **“Forgot Password.”**
3. Enter your **Email Address**.
4. Answer your **Security Challenge**.
5. Click **“Submit.”**
6. Create a new **Password**.
7. Log in to OJP PMP with your username or email address and your new password.

Figure 5: OJP PMP change password page

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Test Test Logout

Home Update My Account Change Password

Enter New Password:

Verify Password:

Update

Passwords must conform to the following requirements:
At least 12 characters in length
Contains alpha characters of both upper and lower case -- at least one of each
Contains at least one number
Contains at least one special character, as follows:
~ ! @ # \$ % ^ & * () - _ + ` { } | : < > ? [] \ ; ' , . /

Adding New Users

Once you have an account in the PMT, you can edit a user’s profile or add additional users to your profile. While the Point of Contact (POC) receives initial access, any user associated with the profile can also add additional users.

1. Navigate to the **Profile** tab using the menu bar at the top of the page.

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2. From the Profile tab, you can:
 - a. Click on **“Manage Users”** to add a new user or delete an existing user.
 - b. Click on **“Select Another Profile”** to return to your list of assigned profiles.
3. After the new user is added to the system, they will receive a system-generated email with instructions for creating a new user account. New users have a 3-day window to complete their profile after receiving the email. We recommend notifying individuals ahead of time so they are aware they will receive an email.

Need Help?

Contact the PMT Helpdesk, depending on the application you need to access.

BJA PMT	https://bjapmt.ojp.gov	1-888-252-6867 bjapmt@usdoj.gov
OVC PMT	https://ovcpmt.ojp.gov	1-844-884-2503 ovcpmt@usdoj.gov
OJJDP DCTAT	https://ojjdppmt.ojp.gov	1-866-487-0512 ojjdppmt@usdoj.gov
OJJDP Compliance Tool	https://ojjdpcompliance.ojp.gov	1-844-884-2505 ojjdp-compliance@usdoj.gov