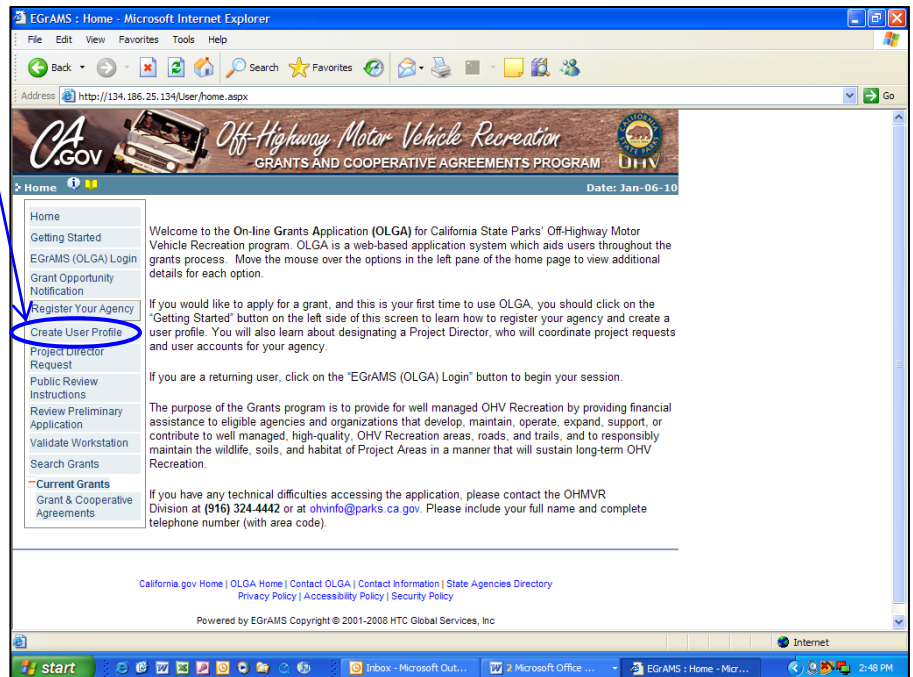# STEP 2: CREATE USER PROFILE

You must create a user profile to access the application functions within the On-Line Grants Application (OLGA). If your user profile has already been created in OLGA you do not need to complete "Step 2" again.

Step 1 – In the "Home" page, click "Create User Profile".
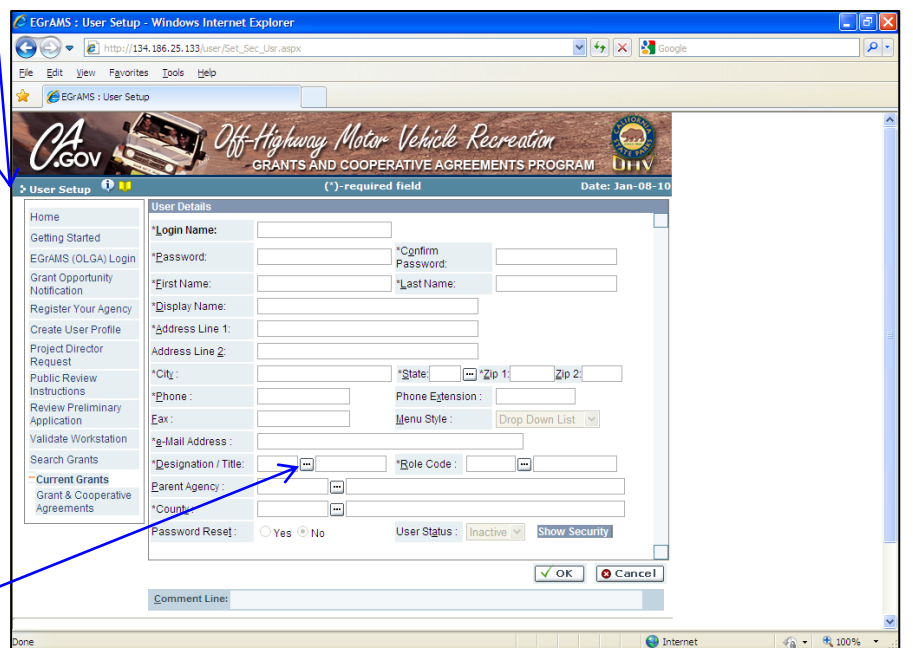
This action will display the screen in Step 2.

Step 2 – Complete the required fields in the "User Setup" screen to create your user profile and OLGA login.

Note:
- " * " denotes a required field

- User Names and Passwords are alphanumeric

- User Names must have a minimum length of 3 characters and a maximum length of 10 characters.

- Passwords must have a minimum length of 5 characters and a maximum of 15 characters.

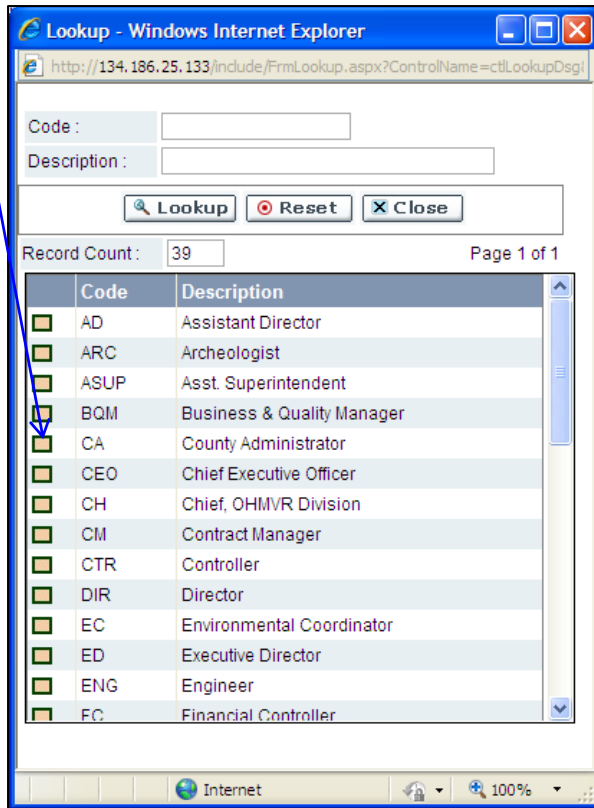For the "Designation/Title" field, click the ⊡ 'Show Lookup' button.

This action will display the screen in Step 3.

Step 3 – Click the appropriate box to select your title. If you do not find your title listed, select "Other".
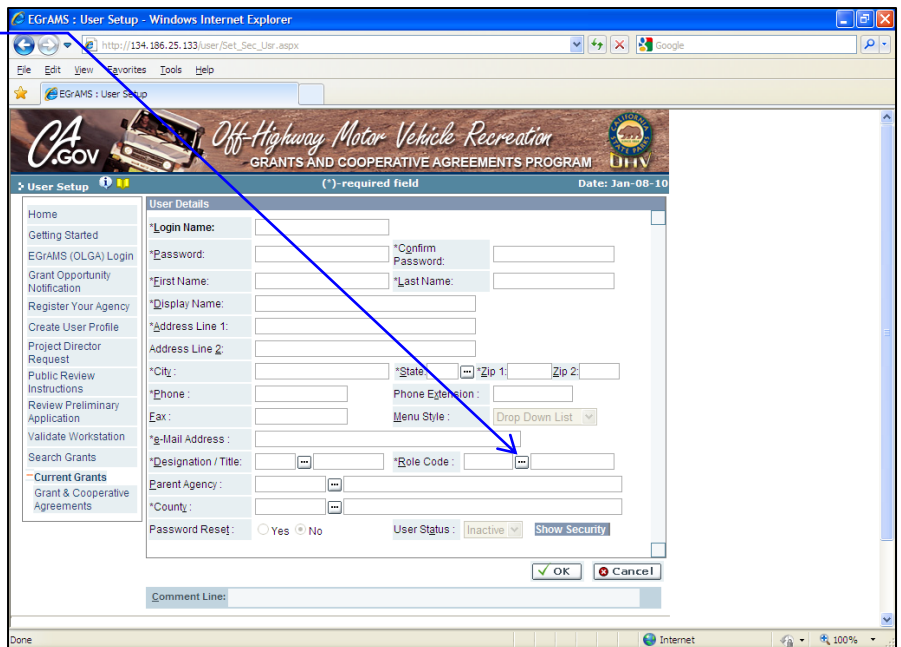
Your selection will automatically populate the "Designation/Title" field.

This action will display the screen in Step 4.

Step 4 – For the "Role Code" field, click the ⋯ 'Show Lookup' button.

This action will display the screen in Step 5.

STEP 2: CREATE USER PROFILE

Step 5 – Click the box for "GRANTE Grant Applicant".

Your selection will automatically populate the "Role Code" field.

This action will display the screen in Step 6.
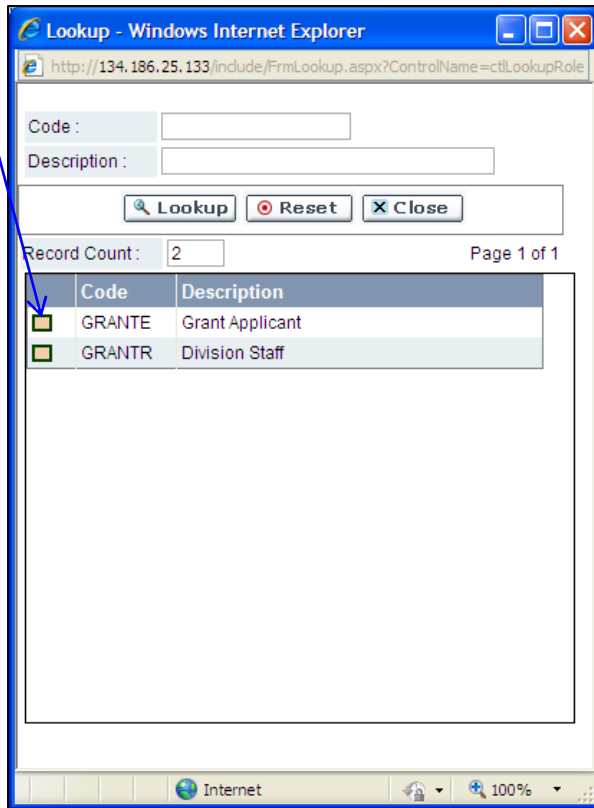
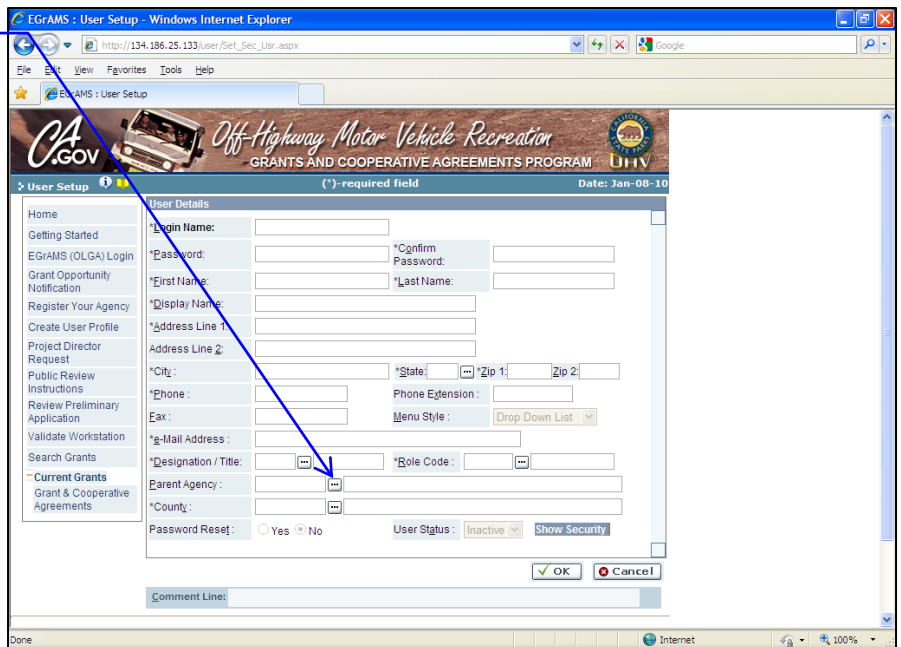**Step 6** – For the "Parent Agency" field, click the [...] 'Show Lookup' button.

This action will display the screen in Step 7.
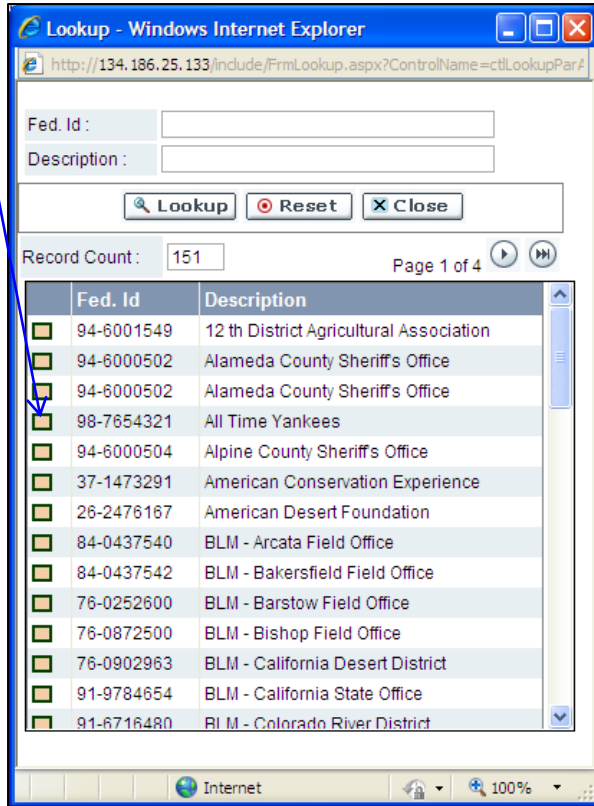

STEP 2: CREATE USER PROFILE

Step 7 – Click the appropriate box to select your agency.

<u>Note</u>: Only one agency may be selected for each logon. If you will be working on multiple applications (multiple agencies) you must create a user profile for each agency.
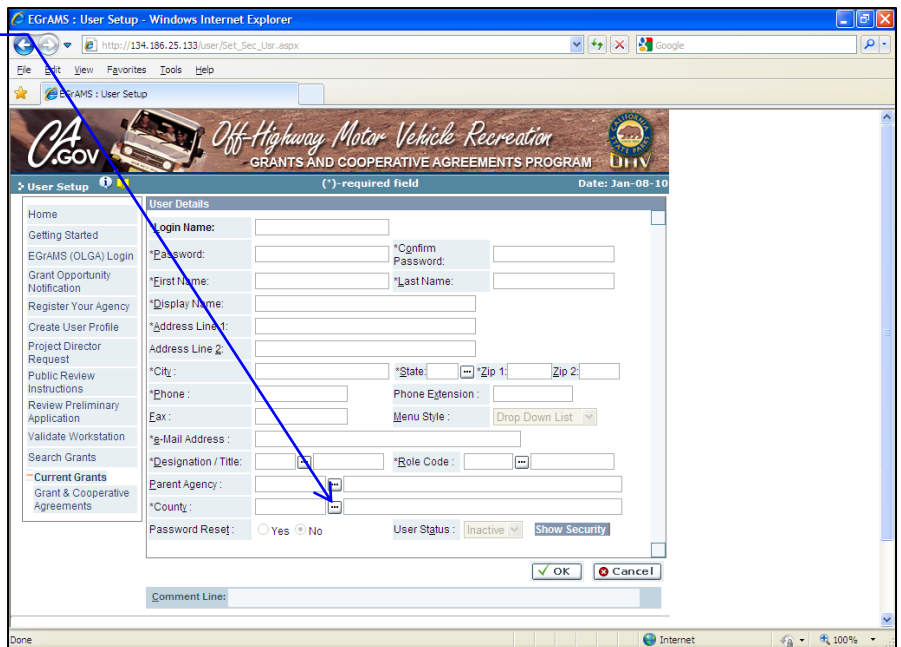
Your selection will automatically populate the "Parent Agency" field.

This action will display the screen in Step 8.

Lookup - Windows Internet Explorer

http://134.186.25.133/include/FrmLookup.aspx?ControlName=ctlLookupParA

| Fed. Id : | |
| Description : | |

🔍 Lookup   ⦿ Reset   ✕ Close

Record Count : 151   Page 1 of 4 ▶ ⏭

	Fed. Id	Description
☐	94-6001549	12 th District Agricultural Association
☐	94-6000502	Alameda County Sheriff's Office
☐	94-6000502	Alameda County Sheriff's Office
☐	98-7654321	All Time Yankees
☐	94-6000504	Alpine County Sheriff's Office
☐	37-1473291	American Conservation Experience
☐	26-2476167	American Desert Foundation
☐	84-0437540	BLM - Arcata Field Office
☐	84-0437542	BLM - Bakersfield Field Office
☐	76-0252600	BLM - Barstow Field Office
☐	76-0872500	BLM - Bishop Field Office
☐	76-0902963	BLM - California Desert District
☐	91-9784654	BLM - California State Office
☐	91-6716480	BLM - Colorado River District

🌐 Internet   🔍 100%

Step 8 – For the "County" field, click the ⊡ 'Show Lookup' button.

This action will display the screen in Step 9.

EGrAMS : User Setup - Windows Internet Explorer

http://134.186.25.133/user/Set_Sec_Usr.aspx

File   Edit   View   Favorites   Tools   Help

EGrAMS : User Setup

Off-Highway Motor Vehicle Recreation
GRANTS AND COOPERATIVE AGREEMENTS PROGRAM

‡ User Setup   (*)-required field   Date: Jan-08-10

| User Details |
| Home |
| Getting Started |
| EGrAMS (OLGA) Login |
| Grant Opportunity Notification |
| Register Your Agency |
| Create User Profile |
| Project Director Request |
| Public Review Instructions |
| Review Preliminary Application |
| Validate Workstation |
| Search Grants |
| −Current Grants |
| Grant & Cooperative Agreements |

Login Name:
*Password: *Confirm Password:
*First Name: *Last Name:
*Display Name:
*Address Line 1:
Address Line 2:
*City: *State: *Zip 1:   Zip 2:
*Phone: Phone Extension:
Fax: Menu Style: Drop Down List
*e-Mail Address:
*Designation / Title: *Role Code:
Parent Agency:
*County:
Password Reset: ○ Yes ⦿ No   User Status: Inactive   Show Security

✓ OK   ⊗ Cancel

Comment Line:

Done   🌐 Internet   🔍 100%

STEP 2: CREATE USER PROFILE

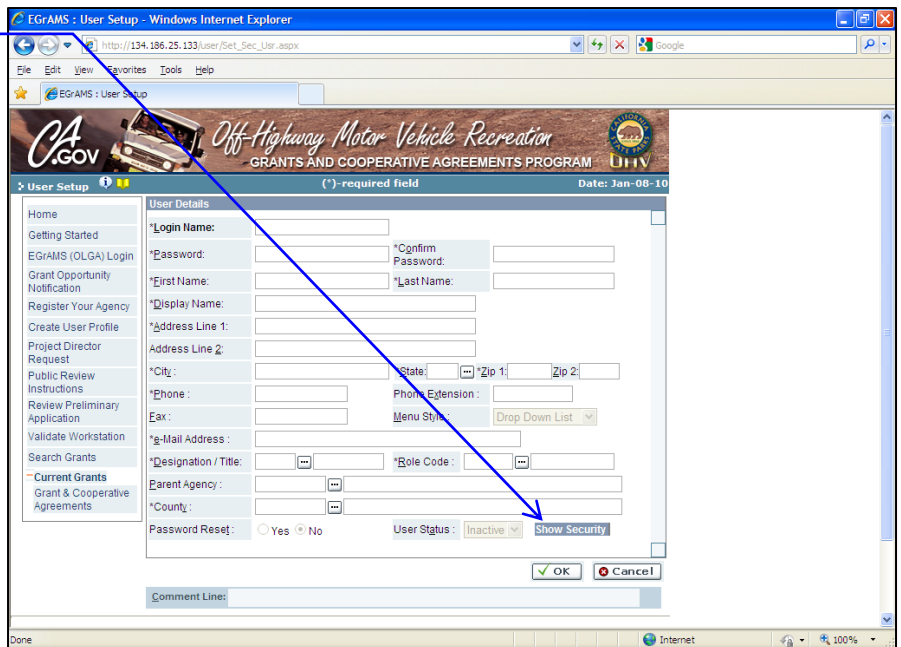**Step 9** – Click the appropriate box to select the county in which your office is located.

Your selection will automatically populate the "County" field.

This action will display the screen in Step 10.

Step 10 – Click the "Show Security" button.

This action will display the screen in Step 11.

STEP 2: CREATE USER PROFILE

Step 11 – Click the ⊡ 'Show Lookup' button for "Security Question 1". A list of security questions will display.

Click a box to select a question. The question will automatically populate in the field.
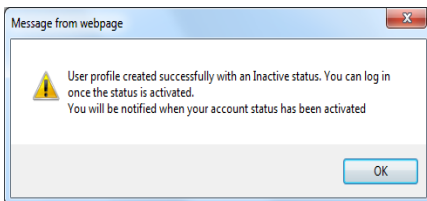
Enter an answer to the question in the "Security Answer 1" field.

<u>Note</u>:
You must select and respond to at least <u>one</u> "Security Question".

Click the "OK" button after you have entered your response to the selected question.

After clicking the "OK" button, you should receive the following message:

"User profile created successfully with an Inactive status. You can log in once the status is activated. You will be notified when your account status has been activated"

If not, you must correct the errors to complete 'Create User Profile'.

<u>Note</u>: An OHMVR Division Grant Administrator or the agency's Project Director must activate your user profile before you are able to proceed.

STEP 2: CREATE USER PROFILE