

User Account Consolidation

The Office of Justice Programs (OJP) would like to announce that you can consolidate Grants Management System (GMS) user accounts for applications submitted via the Grants.gov website.

Before you get started, make sure you have both the Grants.gov and Agency Tracking numbers that correspond to the applications submitted through Grants.gov that are to be consolidated. These numbers can be found by logging into your Grants.gov account under the “Manage Applications” section or in the *email.....*

To start the consolidation process:

- Log into GMS.
- On either the “Applications” or “Profile” page, click “Consolidate User Accounts”.
- On the “Consolidate User Accounts” screen, enter the tracking numbers as indicated.
 - If you have more applications to be consolidated, click “Add Row” and enter the required information.
- Once you have entered all required information, click “Continue” and a confirmation screen will appear.
- Select each application to be consolidated by clicking the box next to the application.
 - **Beware: All selected applications will be disassociated with their indicated Login information once the “Consolidate” button is selected.**
- Click “Consolidate” to continue or “Cancel” to terminate the process.
- The final screen will confirm that the chosen user accounts have been successfully consolidated into the chosen user profile.

OJP has implemented a permanent solution to prevent multiple GMS accounts from being created in the future. We appreciate your patience and hope that this evolution helps grantees focus on the important work they do.