## Local Access Manager (LAM) Instructions for Accessing GAINS

CDE uses Identity Management to streamline the user login process for CDE data systems and enhances security to student-level data. It automates the user registration, approval, and password reset processes and provides districts and administrative units with the ability to maintain users via a Delegated Administration model.

District LAMs will be assigned **User Administrator Access** and can add and assign roles to district staff members. This process will ensure that those who are authorized to complete grant applications on behalf of the district have access to the grant application system.

# To access GAINS:

1. Visit <https://colorado.egrantsmanagement.com/.> Click on the GAINS Sign-In icon in the upper right side of the screen.

GAINs Sign In Button

Home page of the GAINS is pictured with a yellow arrow pointing to the upper ight corner of the webpage to indicate where the login button is.

2. Click on the Sign in with CDE Identity Management (IdM) link.

GAINs Login In Screen

Login page of GAINS that show the user's login options. A user can sign in through the native way or the IdM way. The image shows the native sign in with the email address and password. The other is the option to sign in through the Identity Management System, which would take you to an another screen.

3. The next page you will see is where you enter your Single Sign-on credentials. Your username will be your full CDE email. Your password will align to the password you enter to access your computer each day.

Welcome to the Identity Management Login

The login for the Identity Management System where users will enter their entire email and password. 

Once you are logged in, you will be able to see your program’s application. Please note that the applications will appear once the GPA team has met with your team and configured your application.

## Creating New Users

*Note: Only create new users for people who have never had access to the system.*

1. From ***Administer*** on the main menu, select ***User Access***. (This menu item only appears for persons with User Access Administrator Role.)

Screen shot of the GAINS system Navigation. 

The image shows the GAINS Navigation options as eGMS home, Administer, Search, Inbox, Funding, Grant summary. Administer is highlighted and shows User Access as an option. 

1. The ***User Access*** page provides the ability to search for existing users using several filters – name, role, organizations.

Screen Shot of the GAINS User Access options. 

The image points out the Create User header on the User Access window. The image points to the Last Name and Email Address fields under the Search User header. 
The image shows the Fields needed to Create a User in Gains. The fields displayed are email address, first name, last name, phone number, phone extension, and fax number. 

1. Click on the “Create User” link to open a screen to create a new user.

1. Enter the email address, first name and last name. It is advisable to add a phone number if it is known. However, the user can add it later from the user profile. Click on “Create.” The system sends an email to the address permitting the new user to set a password. **If the user will authenticate using IdM, they can ignore this email.**

1. The system next displays the Administer Roles page. Click on Create Role.

Screen shot of the Administer Roles page in Gains. 

The image shows Administer Roles as the header, a link to Return to User Access, a link to Create a Role with the  mouse arrow pointing to the link, and an example of the email address and roles associated with the email address. 

1. LEA user access administrators can only create ***roles*** for their own district. SEA administrators can select a district from the drop-down menu. Select a role or roles for the user using the drop-down box and click on the Create button. Note: for Grant application users leave the school selection at “ALL”.

Screen shot of the roles available in the GAINS system.

The image shows a field with an organizations name. There are two links below the organization name called Select All and Deselect All.

Under the links is selection window with boxes that can checked for each role that is available in the system. 


1. New users are sent an email from “GAINS.NoReply@eGrantsManagement.com” as soon as they are added to the system. This email allows them to set their own password. **If the user will authenticate using IdM, they should ignore this email.**

Screen shot of an example email that will go to users that are new to GAINS.

The example email contains a message that states the user has been granted access to GAINS. The example provides the user name and a link that can be clicked that will take the user to the system where they can change their password. 

## Modifying and Removing Users

1. Changing roles
   1. To change, delete or add a new role for an existing user, search for the user from the ***User Access*** screen.
   2. Click on the Administer Roles icon.

Screenshot of the User Access screen where User Access Administrators can change, delete or add new roles for an existing user. 

The Image has call out information bubbles that point to the email address and where users can modify name, email or phone. 

An information call out bubble that points to the password link on the page where when clicked, the password can be reset.

An information call out bubble that points to the administer roles icon which when clicked, user administrators can delete a single role or add a role. 

An information bubble that points to an picture of a trash can that when clicked, user administrators can delete all roles which is used to disable user access to all funding applications. 

* 1. From the Administer Role screen, you can add a new role by clicking on “Create Role” or delete an existing role by clicking on the trashcan icon beside the unwanted role.

1. Deleting a User
2. **Users cannot be deleted from the system to preserve the integrity of audit records.** However, by deleting all roles, they no longer have access to any funding applications. Click on the “Delete All Roles” trashcan icon to disable a user.
3. Updating a profile
4. Users can update their own profiles - change their name, email address or phone number - once they are logged into the system. However, a user access administrator can also modify the profile by searching for the user and clicking on the user email address from the search results.
5. Managing Passwords
6. If users forget their password or want to reset their password, they can use the “Forgot your password?” link on the GAINS sign-in screen or, if they are logged in and wish to change their password, they can find the link by clicking on their name to bring up the user profile.
7. User Access administrators can also generate a new password email by searching for the user and clicking on “Reset Password.” This is sometimes necessary if the first email was lost, or the email address was incorrect.
8. An LEA user access administrator can grant a role in their district to any user in the GAINS system.
9. Search for the user. Click on the “Administer Roles” icon.
10. Assign the user a role within your district. Note: User roles in other districts are not visible to District user access administrator and they can only modify roles for their district

## User Roles

There are several roles that will be available to use when providing access to district users. The list below contains the role and the definition/access the user will have once assigned to the role. User Access Administrators can provide users with access to all grants in the system or, as grants are created, assign users to specific grants.

For **ALL** Applications in the LEA

|  |  |
| --- | --- |
| Role | Access |
| LEA Data View | View application contents |
| LEA Fiscal Representative | Edit the contents of the district’s application; perform LEA Fiscal Representative review of applications |
| LEA Authorized Representative | Edit the contents of the district’s application; perform LEA Authorized Representative review of applications. |
| User Access Administrator | Manage users within the district |
| LEA All Funding Applications Update | Edit the contents of all funding applications for that district |
| \*NEW\* LEA All Funding Applications | Authorized to create and complete all eligible and available grants. Could be a grant manager or grant writer. |

Additional roles automatically get created as applications are added to the system. When an application is created, the following roles may be created. User Access Administrators can assign users to specific applications.

For **SPECIFIC** Applications in the LEA

|  |  |
| --- | --- |
| Role | Access |
| LEA *[Funding Application Name]* Update | Edit the contents of the district’s application |
| LEA *[Funding Application Name]* Director | Edit and change the status of the application (open, submit for review, create revisions) |

If you have any issues with logging into the system, please reach out to us at GAINS@cde.state.co.us.