



# New User Setup

Presented by



## New User

1. Open web browser and enter web site url (ocdgms.massdhcd.com)
2. Click on New User link.

IntelliGrants - Microsoft Internet Explorer provided by Agate Software

File Edit View Favorites Tools Help

Address <https://ocdgms.massdhcd.com/training/default.aspx> Go

# CDBG

dhcd  
Massachusetts

## GRANT MANAGEMENT SYSTEM

**LOGIN**

Username

Password

**LOGIN**

[New User?](#) [Forgot Password?](#)

Welcome to the State of Massachusetts' CDBG Grant Management System. This system was designed to help both the State and the State's grantees effectively organize and manage grant-related information. It is a system that requires authorization for access. If you do not have a username and password and would like to use GMS, please contact the GMS help desk at [helpdesk.dhcd@state.ma.us](mailto:helpdesk.dhcd@state.ma.us) or by phone at (555) 555-5555.

Before you access this system you should first [review the system requirements](#).

Powered by IntelliGrants © Copyright 2000-2005 Agate Software, Inc.

Internet


## New User

1. Fill out all required fields and Organization and Title.
2. Create your own Username and Password.
3. Then Save.

Person - Microsoft Internet Explorer provided by Agate Software

File Edit View Favorites Tools Help

Address <https://ocdgms.massdhcd.com/training/person.aspx> Go

**CDBG**  [Logout](#)  
GRANT MANAGEMENT SYSTEM

Page Content

**CONTACT INFORMATION**

Name  \*  User \*

Prefix First Middle Last Suffix

Organization

Title

Address

City  State  Zipcode

County

Phone #1  \* Phone #2


Fax  Cell Phone

Email

Website

Username  \* Password  Confirm Password

Powered by IntelliGrants © Copyright 2000-2005 Agate Software, Inc.

Done  Internet

## New User

1. All information has been saved.
2. Note that your username is no longer changeable, but you can change your password at any time.
3. Now, log out by clicking on the Logout link.

Person - Microsoft Internet Explorer provided by Agate Software

File Edit View Favorites Tools Help

Address <https://ocdgms.massdhcd.com/training/person.aspx> Go

**CDBG** **GRANT MANAGEMENT SYSTEM**

Page Content

**CONTACT INFORMATION**

The information has been saved.

Name  \*  \*

Prefix First Middle Last Suffix

Organization

Title

Address

City  State  Zipcode

County

Phone #1  \* Phone #2

Fax  Cell Phone

Email

Website

Username  \* Password  Confirm Password

Powered by IntelliGrants © Copyright 2000-2005 Agate Software, Inc.

Done Internet

## New User

1. If you “click here to login”, you will be taken to the GMS Login page again.

Logout - Microsoft Internet Explorer provided by Agate Software

File Edit View Favorites Tools Help

Address <https://ocdgms.massdhcd.com/training/logout.aspx> Go

# CDBG

GRANT MANAGEMENT SYSTEM

You have been logged out of the system.  
You may now choose to close your browser, visit another website, or you may [click here to login.](#)

Powered by IntelliGrants © Copyright 2000-2005 Agate Software, Inc.

Internet

## New User

1. If you try to log in with your new username and password, you will receive this error message.
2. Even though you have registered, your account still has to be validated.
3. If you are registering as the CEO, DHCD has to activate your account after validating your registration.
4. If you are registering as a non-CEO user, your local CEO or Administrator will activate your account.

The screenshot shows a Microsoft Internet Explorer browser window displaying the IntelliGrants web application. The address bar shows the URL: <https://ocdgms.massdhcd.com/training/default.aspx>. The page header features the CDBG logo and the DHCD Massachusetts logo, with the text "GRANT MANAGEMENT SYSTEM".

The main content area contains a "LOGIN" section with a red error message: "Your account was not found". Below the error message, there are input fields for "Username" (containing "nuser") and "Password", and a "LOGIN" button. There are also links for "New User?" and "Forgot Password?".

The page also includes a welcome message: "Welcome to the State of Massachusetts' CDBG Grant Management System. This system was designed to help both the State and the State's grantees effectively organize and manage grant-related information. It is a system that requires authorization for access. If you do not have a username and password and would like to use GMS, please contact the GMS help desk at [helpdesk.dhcd@state.ma.us](mailto:helpdesk.dhcd@state.ma.us) or by phone at (555) 555-5555." and a link to "review the system requirements".

At the bottom of the page, it says "Powered by IntelliGrants" and "© Copyright 2000-2005 Agate Software, Inc.". The browser's status bar at the bottom shows "Done" and "Internet".

# CDBG



GRANT MANAGEMENT SYSTEM

You will be notified via email when your account has been validated and activated by DHCD or your CEO.

Presented by

