

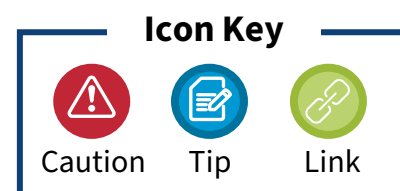
# GMIS Portal System Access & Navigation



Department of  
Health

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## 1.0 Log into GMIS Portal

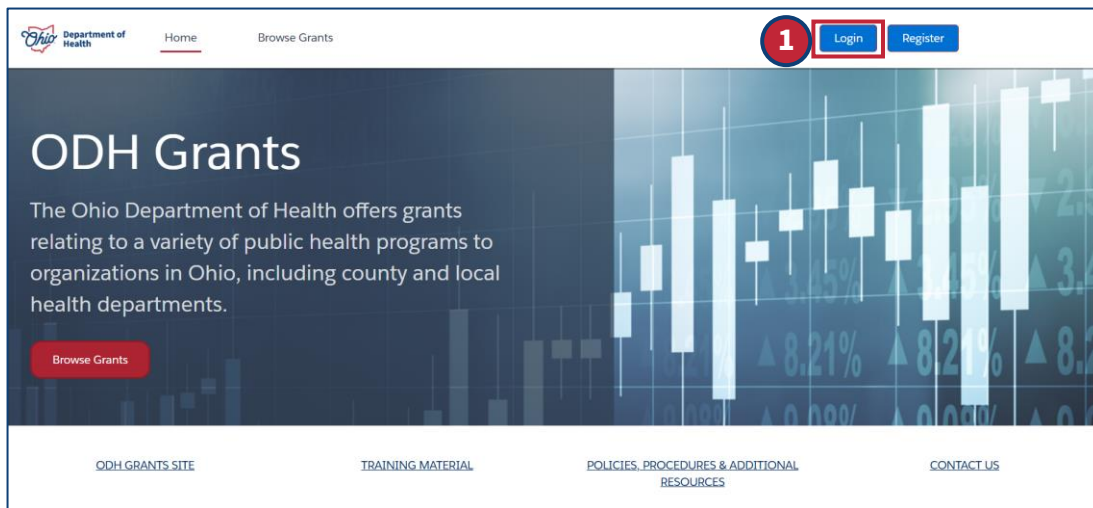
*This Section Is Intended For: Agency Users*

Open GMIS Portal in Chrome.

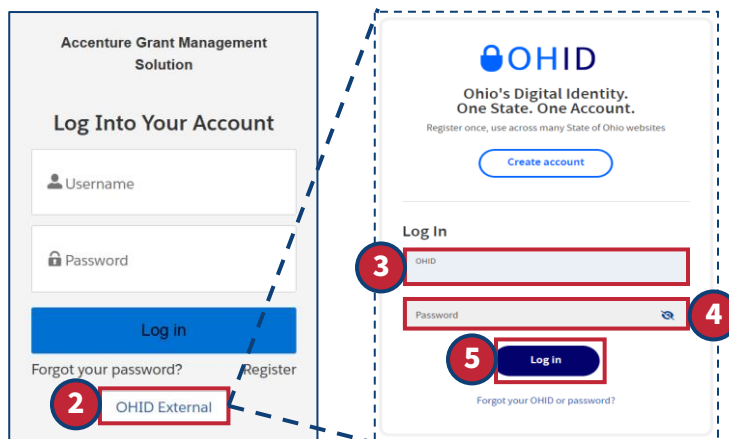


**Chrome is the preferred browser for GMIS Portal.**

Other browsers will work, however, there may be some minor technical difficulties.



1. Select 'Login'.



2. Select 'OHID External'.

3. Enter OH|ID.

4. Enter your OH|ID password.

5. Select 'Log in'.



**Don't have an OH|ID or GMIS Portal Access?**

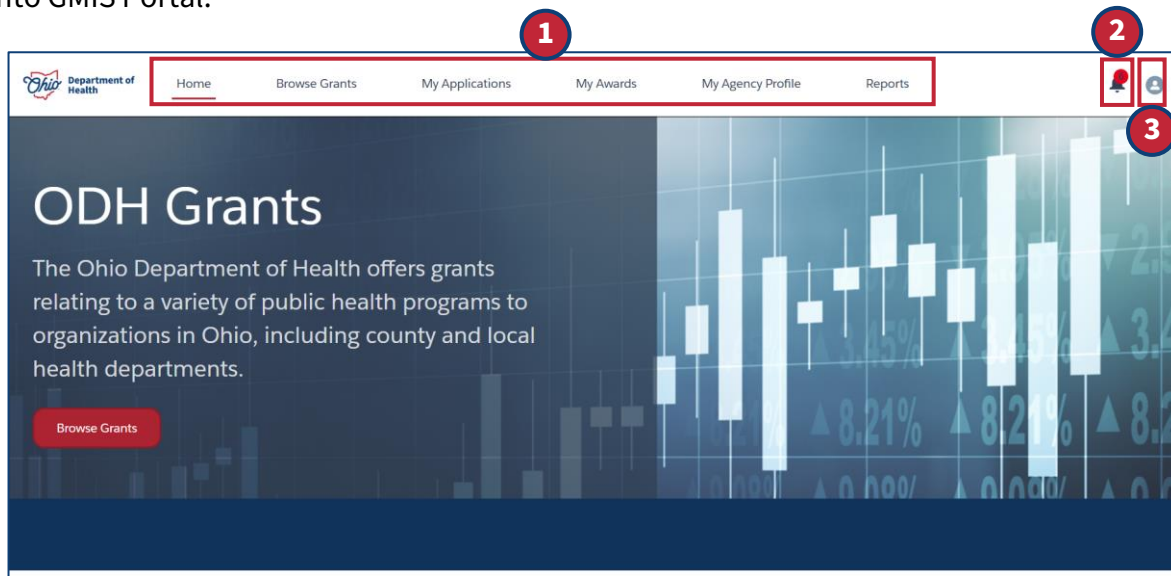
View the *GMIS Portal Agency Registration Job Aid* to learn how to get access.

This is the conclusion of **1.0 Log into GMIS Portal**.

## 2.0 Review GMIS Portal General Navigation

*This Section Is Intended For: Agency Users*

The below banner will be visible no matter where you navigate in GMIS Portal. This banner contains key navigation to move around GMIS Portal. Please note, you will only see these options if you are logged into GMIS Portal.



### 1. Core GMIS Objects:

- a. **Home:** Takes you to the page you see above.
- b. **Browse Grants:** View available grants.
- c. **My Applications:** View your *in draft* and *submitted* applications.
- d. **My Awards:** This is where you'll manage your grant(s). i.e., Budget Revisions, Expense Reports, Progress Reports, etc.
- e. **My Agency Profile:** View your Agency Details, Agency Contacts, Agency Forms, and Files.
- f. **Reports:** This is where you'll run reports.



**Reminder! Agency Forms must be complete to submit your application for a grant.**  
The system will not allow you to submit a grant application until all agency forms are complete! You can complete these forms on your *My Agency Profile*.

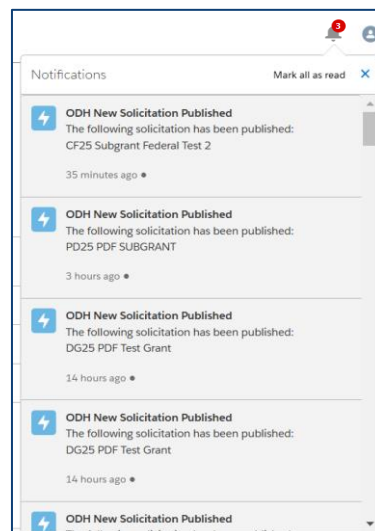
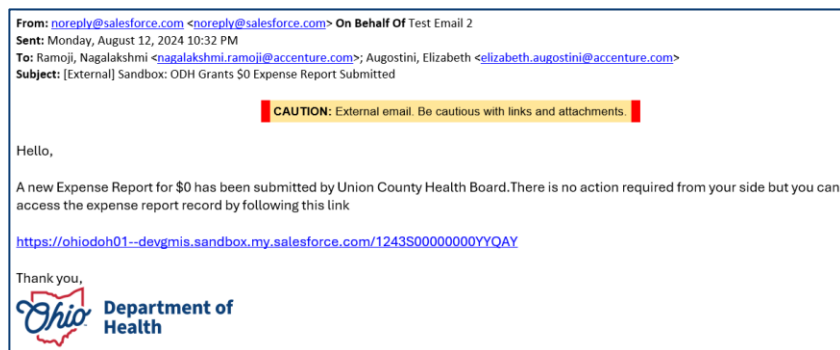


**View the Reports Job Aid to Learn More.**  
Access the *GMIS Portal Reporting Job Aid* to learn how to run reports in GMIS Portal.

- 2. **Notifications:** View your in-app notifications here. View section **2.1 View All Notifications** to better understand the types of notifications you will receive from GMIS Portal.
- 3. **Profile:** View specifics on your account in the GMIS Portal.

## 2.0 Review GMIS Portal General Navigation(continued)

### 2.1 View All Notifications



Notifications will come through via email or in-app. See above for email notification sample and viewing in-app notifications in the upper right-hand corner of the GMIS Portal.

The following is the list of notifications in GMIS Portal by message purpose. The notification will dictate the notification method. Please note, these are subject to change.

Account		
Notification	Recipient(s)	Method
Portal Registration Request Confirmation	Agency Primary User	Email
Portal Registration Rejection	Agency Primary User	Email
Portal Registration Acceptance	Agency Primary User, Agency Secondary User	Email
30 days in advance of expiration of annual forms	Agency Primary Users, Agency Secondary Users, Agency COO, Agency CFO	Email
15 days in advance of expiration of annual forms	Agency Primary Users, Agency Secondary Users, Agency COO, Agency CFO	Email
5 days in advance of expiration	Agency Primary Users, Agency Secondary Users, Agency COO, Agency CFO	Email
1 day in advance of expiration	Agency Primary Users, Agency Secondary Users, Agency COO, Agency CFO	Email

## 2.0 Review GMIS Portal General Navigation(continued)

### 2.1 View All Notifications (continued)

Solicitation		
Notification	Recipient(s)	Method
New Solicitation has been posted	Agency Primary Users	Email & In-App
New continuation grant is created and published	Agency Primary Users (for eligible Continuation Grant subrecipients only)	Email & In-App
Addendum is added to a Solicitation	All Contacts at an Agency who has submitted or has a draft application for that Solicitation	Email

Application		
Notification	Recipient(s)	Method
Application is Due and in <i>Draft</i> status: <ul style="list-style-type: none"> <li>• 7 days prior to Due Date</li> <li>• Day of Due Date (~8am)</li> </ul>	Agency Primary User, Agency Programmatic Contact, Agency Primary User that initiated the Application	Email & In-App
Application Submitted	Agency Primary Users, Agency Programmatic Contact	Email & In-App

Notice of Award		
Notification	Recipient(s)	Method
Notice of Award - Awarded	Agency Head	Email & In-App
Notice of Award – Not Funded	Agency Head	Email & In-App
Reminder to agencies who have not accepted or declined their award	Agency Primary Users, Agency Programmatic Contact, Agency Head	Email & In-App
Amendment to Solicitation and new NOA is generated	Agency Primary Users, Agency Programmatic Contact	Email & In-App
Workplan Revision is Approved or Rejected	Agency Primary Users, Agency Programmatic Contact	Email & In-App

## 2.0 Review GMIS Portal General Navigation(continued)

### 2.1 View All Notifications (continued)

Expense Reports		
Notification	Recipient(s)	Method
Expense Report is 10 days before the due date	Agency Primary Users	Email & In-App
Expense Report is past due 1 day & 15 days	Agency Primary Users	Email & In-App
Reviewer has requested additional information (Chatter)	Agency Primary Users	Email & In-App
Expense Report has been submitted	Agency Primary Users, Submitter	Email & In-App
Task Status has been Updated	Agency Primary Users	Email & In-App

Progress Reports		
Notification	Recipient(s)	Method
Progress Report is 20 days before the due date	Agency Primary Users, Agency Programmatic Contact	Email & In-App
Progress Report is 1 day past due date	Agency Primary Users, Agency Programmatic Contact	Email & In-App
Reviewer has requested additional information	Agency Primary Users, Agency Programmatic Contact	Email & In-App
Task Status has been Updated	Agency Primary Users	Email & In-App
New Task has been Assigned to Agency	Agency Primary Users, Agency Programmatic Contact	Email & In-App

Audit & Compliance		
Notification	Recipient(s)	Method
New Task has been Assigned to Agency	Agency Primary Users, Agency Programmatic Contact	Email & In-App
Task Status has been Updated	Agency Primary Users	Email & In-App

## 2.0 Review GMIS Portal General Navigation(continued)

### 2.1 View All Notifications (continued)

Close-Out		
Notification	Recipient(s)	Method
Final Expense Report Approved – Submit Appeal within 10 Days	Agency Primary Users	Email & In-App
Review ODH Adjustments to Final Expense Report	Agency Primary Users, Agency Programmatic Contact	Email & In-App
Final Expense Report Rejected	Primary Users and Programmatic User	Email & In-App
Appeal is Rejected	Agency Primary Users, Agency Programmatic Contact	Email & In-App
Appeal Applied	Agency Primary Users	Email & In-App
Invoice is Created	Agency Primary Users, Agency Programmatic Contact	Email & In-App
Invoice is Unpaid – Notifications 25, 35, 40, and 44 days after the invoice created date	Agency Primary Users, Agency Programmatic Contact	Email & In-App
Last day of the budget period – reconcile the budget for final expenditure report	Agency Primary Users, Agency Programmatic Contact	Email & In-App
Grant is Closed, Budget Period Ended	Agency Primary Users, Program Consultant, Grant Consultant, Grant Manager	Email & In-App
Form Added to Funding Award	Agency Primary Users	Email & In-App

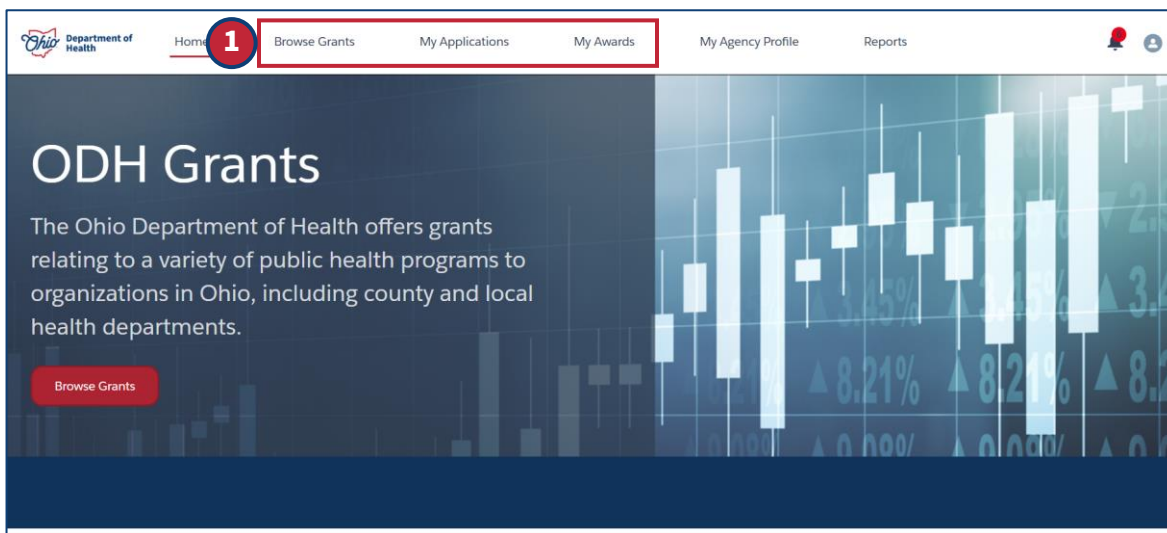
This is the conclusion of **2.1 View All Notifications.**



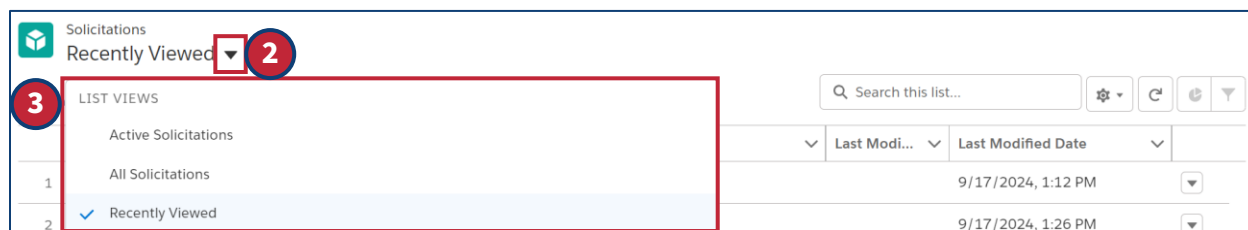
## 2.0 Review GMIS Portal General Navigation(continued)

### 2.2 Use List Views

List Views is a way for a user to quickly locate information. When selecting *Browse Grants*, *My Applications*, *My Awards*, you will be able to select from a list of shortcuts to easily access the information you want to see.



1. Navigate to *Browse Grants*, *My Applications*, or *My Awards*.



2. Expand the List View dropdown.
3. Select the List View you would like to use to filter the page.

The page will now filter to the selected List View.



**The List View options will change depending on which GMIS Portal page you are on.**

You may see something slightly different options when expanding the List View dropdown if you are on the *My Applications* or *My Awards* pages.

This is the conclusion of **2.2 Use List Views**.

This is the conclusion of **2.0 Review GMS Portal General Navigation**.