

Participant Record-level (PRL) Report: Grantee Actions in inForm

U.S. Department of Housing and Urban Development (HUD)

July, 2017

Agenda

- Introduction to inForm (OLDC)
- Login and Navigation
- Grantee Steps (Service Coordinators)
 - Access the Participant Record-level (PRL) Report
 - Edit, Validate, and Add Attachments
 - Certify
 - Submit and Unsubmit
 - Revisions
- Help and Support

Introduction to inForm (OLDC)

Introduction

- GrantSolutions **inForm** (also known as **Online Data Collection or OLDC**) is a convenient web-based tool used to submit forms
- inForm is a role based system - users may only perform actions if they have the necessary permissions
 - **Grantees** enter, validate, certify, submit, and retrieve information pertinent to their reports
 - **Grantors** electronically review, approve, or return reports for corrections

Introduction: Account Requests

- Requests for new inForm accounts should be sent to the following:

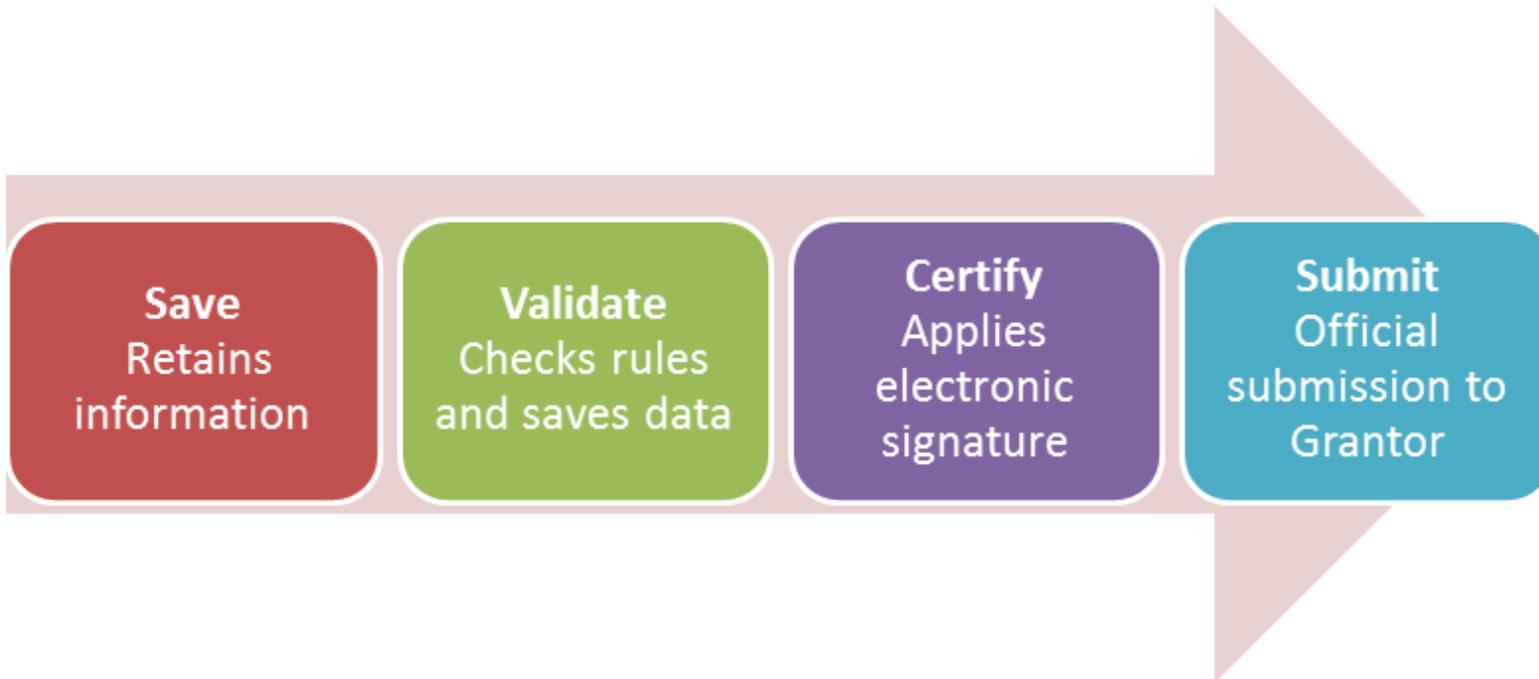
askgmo@hud.gov



Introduction: Grantee Workflow

- Grantees must perform specific steps to submit the PRL report

Submission Process Steps



When a report is submitted, email notification is sent to designated Grantee and Grantor staff.

Login and Navigation

Login

- Log into inForm from GrantSolutions
 - www.grantsolutions.gov
- From the GrantSolutions Homepage, click the **Login to GrantSolutions** button



Login

- The “GrantSolutions” login screen displays. Enter your username and your password and then click the **Login** button

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Unauthorized Access Warning

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or

Login to

Before logging in please read the Warning Notice

Username:

Password:

LOGIN **HHS PIV**

[Having trouble logging in?](#)

[Reset Password/Unlock Account](#)

Login

- Two-Factor Authentication Option

GrantSolutions Enhanced Security Option

GrantSolutions now provides an enhanced security option for end users. Two-factor authentication provides an extra layer of account security, helping to protect your personal and organizational information. After enabling two-factor authentication, when you log in with your username and password, you will be prompted to enter a passcode. This passcode may be provided to you in 3 different ways: using your smart phone, a voice call-back message, or a text message.

Please select "Yes" to enable this option. Select "No" to turn on from your Update Profile screen at a later time.

Yes

No

Login

- If “My Grants List” appears, select **Online Data Collection** from the menu bar



- If the “Portal” screen opens, select **OLDC** from the menu bar



Login

- The Online Data Collection “Home” page appears

 **On-Line Data Collection**

Name: Donald Duck
Last Login: 02/17/16 03:11:51 PM

[Help / FAQ](#)
[End OLDC](#)

OLDC Home [Switch Home Page \(Enhanced\)](#)

[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

 **On-Line Data Collection**

Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.

Help and Support

Help and Support

- The GrantSolutions Partner Support Center is available to provide technical GrantSolutions assistance
 - Monday - Friday 8AM to 6PM Eastern Time
 - Excluding Federal Holidays
 - **E-mail:** help@grantsolutions.gov
 - **Phone:** 202-401-5282 or 1-866-577-0771