

How to Set Up an eGMS Reach Account

Introduction

eGMS Reach is used by awardees to manage their awards and by reviewers who participate in peer review panels. Each such user will receive an email to initiate the process of creating an eGMS Reach account.

Additional Help

If you have questions that are not answered within this document, please contact the eGMS Help Desk by emailing Reach-HelpDesk@imls.gov.

Setting Up an eGMS Reach Account

1. You will receive an email from IMLS-Reach@imls.gov, and it will provide you with an eGMS Reach account user name. Click on the link to set up your account.

Dear Test User,

Access to a panel or award has been granted to you in eGMS Reach, the system for application review and award management used by the Institute of Museum and Library Services. If you manage multiple awards, you will receive additional notifications as access to each is granted.

Your user name is TUser.

Please go to eGMS Reach at <https://grants.imls.gov/Reach/> to sign in. If you are new to eGMS Reach, click the **Need help?** link to create a password.

If you have encountered issues while creating your login, contact Reach-HelpDesk@imls.gov for assistance.

Figure 1 Example of a new eGMS Reach user email

2. Click on the link in the email to access the eGMS Reach login page. Then click on the **Sign in Help** link. Follow the link to set your password.

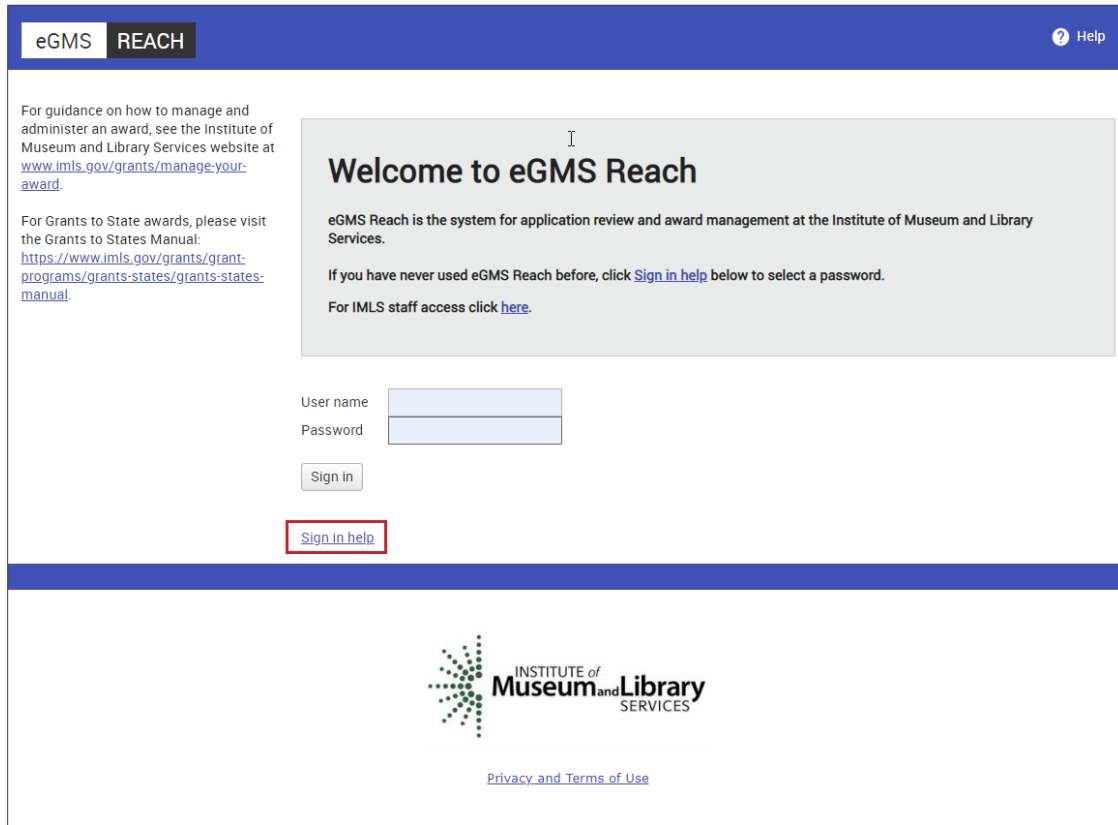


Figure 2 eGMS Reach login page

3. Click on “I’m a new user and need to pick my password.”

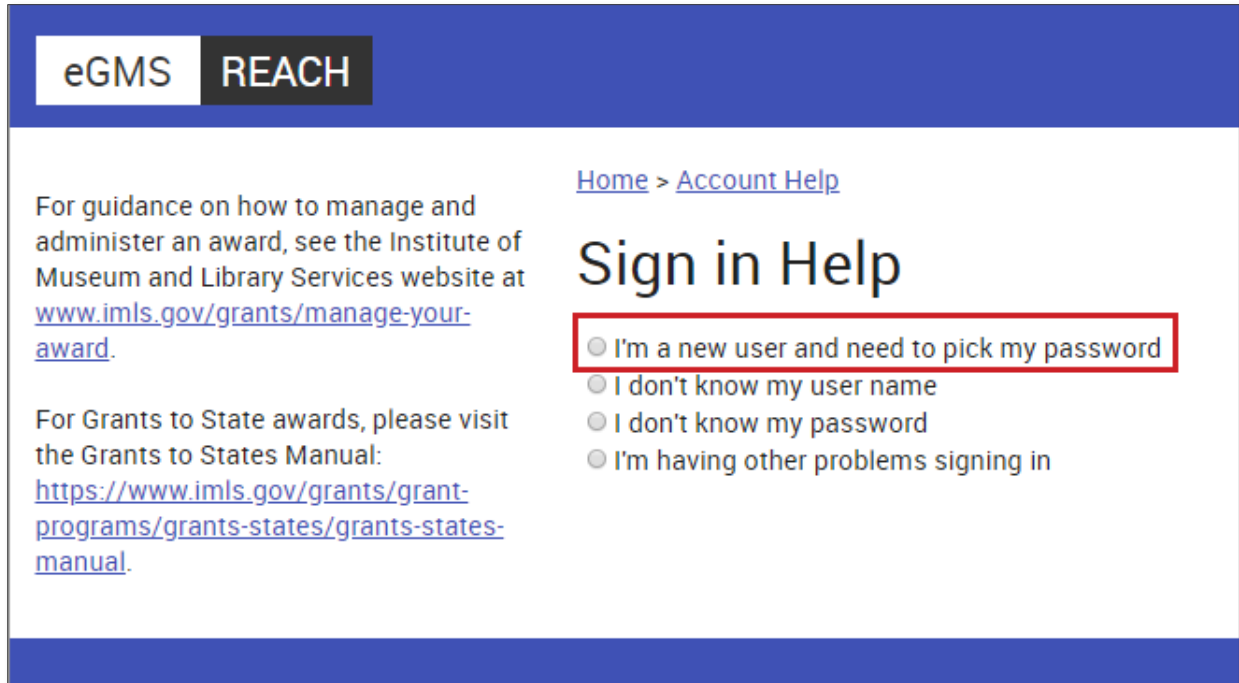


Figure 3 Sign in Help options

4. Enter the user name provided in the email.
5. Click on **Send**.

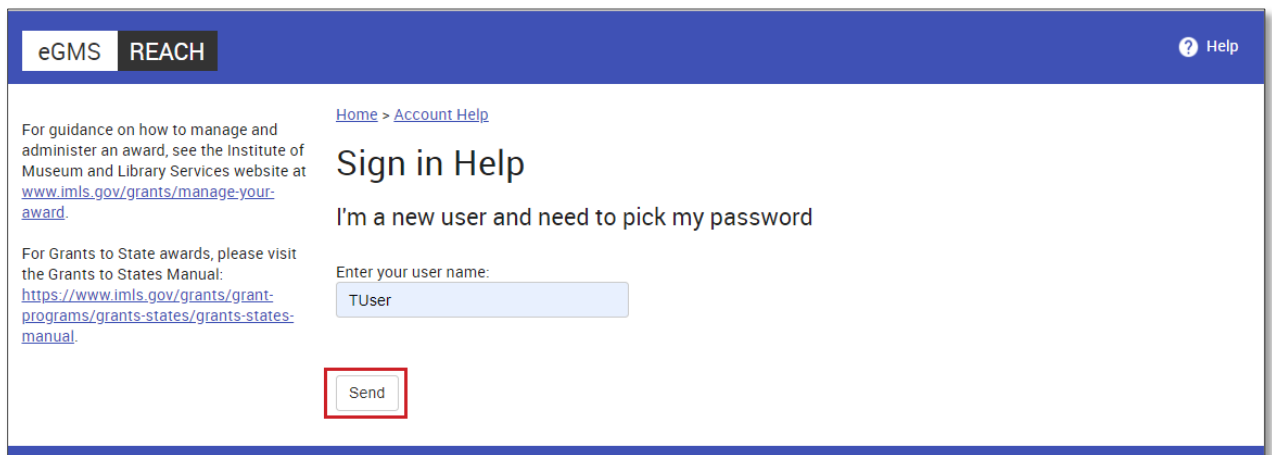


Figure 4 Generate the email to set your password

6. A message confirms that a link to reset the password has been sent.
7. Check the inbox of the email account to which the original Reach account instructions were sent, and follow the password link included in the new email. The link will expire after two hours.

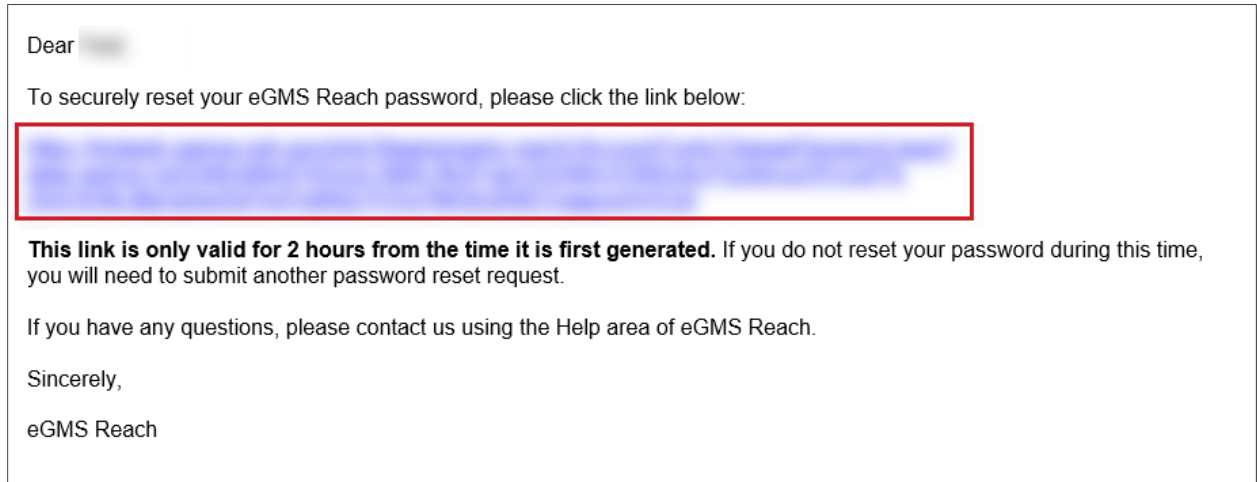


Figure 5 Reset password email

8. Enter your new password and click on **Change Password** to save it. This will update your password and provide the option to return to the Main Menu.

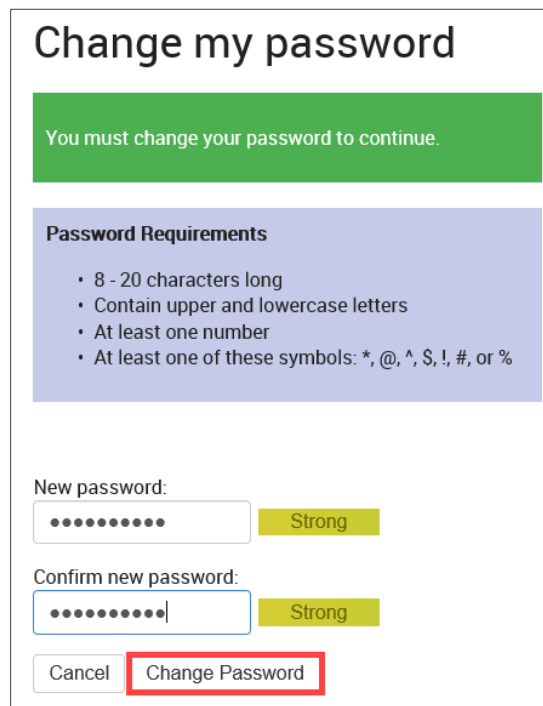


Figure 6 Change my password screen

9. Click on **Main Menu** to go to the homepage.

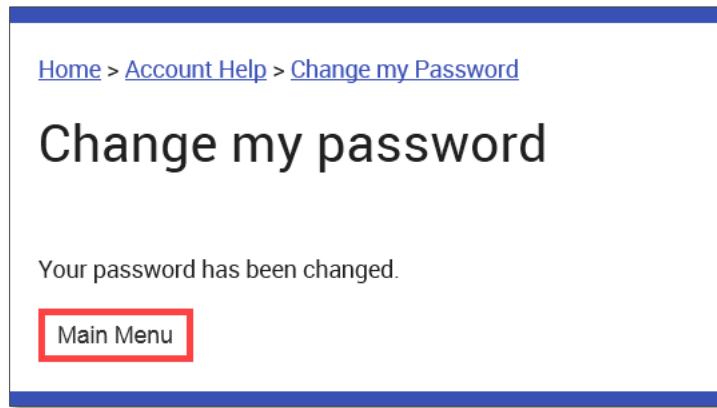


Figure 7 Password confirmation