

JustGrants Entity and User Onboarding Checklist

The upcoming transition to JustGrants will provide new ways to manage entity and user information in the system. To facilitate DOJ's grant making components in their transition to SAM as the authoritative vendor identity source, we are requesting the help of all SAM Electronic Business Points of Contact (E-Biz POC) with active DOJ awards. In keeping with DOJ's commitment to ensuring that all users interface with a secure and protected system, the first step that every entity must take in JustGrants is to securely onboard users.



Not an Entity Administrator?

Even if you are not the person who will be managing entity-level information, inviting DOJ award points of contacts to onboard, and managing user assignments for your entity's DOJ award(s), as the current SAM E-Biz POC you will still need to perform the steps in this checklist. Once you are registered, you can invite the user who will serve as the Entity Administrator and assign them the role in JustGrants.

As an Entity Administrator, you will need to complete the following steps:

1. Take the training.

View the "Entity User Experience" and "Entity Profile Management" self-guided eLearning videos and the supplemental job aid reference guides and infographics before you begin the entity and user onboarding process. The training can be accessed on the [Justice Grants website](#) beginning Monday, August 31.

2. Create an account in DOJ's secure user management system.

Between August 31 and September 11, you will receive an email from DOJ's secure user management system (DIAMD) with instructions on how to create an account. To ensure that you receive these emails and that they are not flagged as spam, we recommend adding "**DIAMD-NoReply@usdoj.gov**" to the trusted sender list in your email settings.

3. Review your Entity Profile in JustGrants.

Under the "Entity Profile" tab in JustGrants, you will be able to view information about your entity that is pulled directly from SAM.gov. Review your entity's data; if changes are needed, you will need to make them in SAM.gov. JustGrants pulls entity information directly from SAM.gov to ensure data consistency and integrity. Data is typically updated from SAM.gov every 24 hours.



4. Review your entity's DOJ awards in JustGrants.

Under the "Awards" tab in JustGrants, you will be able to see the preliminary award data migrated into JustGrants to assist with user setup. This data may not include recent awards during fiscal year 2020 or reflect updates to awards through modifications. Reviewing your awards with DOJ will help you determine who you will need to assign as Entity Users.

5. Review the "JustGrants User Roles Guide."

Review the "[JustGrants User Roles Guide](#)" to become familiar with the various JustGrants Entity User roles. Determine who will be assigned as Entity Users, what roles each user will need, and which DOJ awards each user will manage.

6. Invite Entity Users and assign user roles.

Once you have reviewed your DOJ grants and the "JustGrants User Roles Guide," you will need to invite all Entity Users and assign their various roles. After an Entity User is added to JustGrants, that individual will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create an account in **DOJ's secure user management system**. Note: You will not be able to assign users to specific awards and applications within JustGrants until the system is live on October 15, 2020.

7. Check onboarding status often.

Prior to October 15, 2020, check the "Entity Users" tab in JustGrants to ensure that the Entity Users that you invited have completed the onboarding process.

During the entity onboarding period between August 31, 2020, and October 14, 2020, the data in JustGrants will be temporarily displayed for Entity User preview only. It is important to note that users should not attempt to take any action in the system other than to enroll their users. Any attempt to make user assignments or any other action in the system will not be saved. After final data is migrated to JustGrants on October 15, 2020, all COPS Office, OJP, and OVW grant applicants, award recipients, and staff will begin using the JustGrants system for all grant actions.

If you need technical assistance with your account or logging onto the system, you may contact JustGrants Support at JustGrants.Support@usdoj.gov or 833-872-5175 between the hours of 5:00 a.m. and 9:00 p.m., Eastern Time.