The GMS Registration falls under three categories:

1. User Registration (Organizational level (1.1) and Individual level (1.2));
2. User Group Registration and
3. Update User Profile.

1. USER REGISTRATION

1.1 AGENCY/PARTNER ADMINISTRATIVE REGISTRATION (ORGANIZATIONAL LEVEL)

Within GMS, national and international NGOs and UN agencies (besides OCHA) are considered to be an 'Agency/Partner'.
In order to become eligible to apply for funding from its respective Country CBPF, an Agency/Partner must complete the following steps:

**STEP 1** - Each Agency/Partner must be registered in its respective Country Grants Management System (GMS) by contacting the Country HFU offline to request registration

**STEP 2** - Once the Country HFU notifies the partner that the organization has been created in the system, Agency/Partner users can register as users on the GMS. Individual registrations must be approved by the Country HFU within 24 hours of submission.
STEP 3 - The individual member(s) of the organization whose registration has been approved must complete and submit the Due Diligence / Application form. Only once this form has been approved by the Country HFU the Agency/Partner is eligible to apply for funding under the Country CBPF.

How do I register a new user

1.1 GMS USER REGISTRATION (INDIVIDUAL LEVEL)

After an organization has been notified by its respective HFU that the organization is eligible, individual members of the organization can proceed to register as a user within GMS.

1. To register as a new user go to the <Unique URL address to be provided by HFU> and click on the 'LOGIN' button.
You will now be redirected to the Login page for the CBPF Grant Management System. In this section, a login button [Continue] will be displayed. On click of the [Continue] button, the user will be redirected to the Humanitarian ID authentication page.

2. As a new user, you will need to create your Humanitarian ID (HID) account.
The user will be directed from GMS to the HID Authentication page

The user needs to click on the ‘Register’-button and fill out the information in the form as shown below. For more information on how to register in HID, please watch this video.
Register in Humanitarian ID

Sign up for a Humanitarian ID account. Doing so will give you access to Humanitarian ID as well as a growing number of related humanitarian community sites.

Email
Your email address

First Name
Your first name

Last Name
Your last name

Passwords must be at least 8 characters long, contain at least one number, one uppercase character and one lowercase character.

Password

Password (confirm)

REGISTER
The user will receive an e-mail from info@humanitarian.id to confirm the newly set up account. The user needs to click on the link provided by HID to confirm the account. **Important note:** The HID confirmation link is only valid for 7 days! If the user does not confirm within 7 days, it will be deleted and the user will need to register again.

Once the user is successfully authenticated, the user will be redirected back to GMS web site. Here the user can submit their registration in GMS in accordance with his/her user group.

**Note:** HID will ask the user to confirm that he/she wants to approve GMS to have access to the user name and password as registered in HID. In order to access GMS the user will have to click on [Allow]. This screen will only be displayed once, when the user accesses the site for the first time through HID.

### 3. User Group Registration in GMS

**STEP 1**
Select the Pooled Fund you are registered to: this is a mandatory field.

Select your Primary User Group form the list.

- Implementing Partners should select Agencies/Partners
- Cluster and Sector leads should select Clusters leads and support officers
- OCHA Field Officers, Guest users should be selected by internal or external users who would be interested to view projects or part of the allocation cycle
- Others should be selected by any user that would require a different profile. Users requesting a profile type that is not in the current list are kindly requested to provide more details on what profile they require the comments box below. These comments will be visible for the HFU when approving the request. They will also be visible for the user when he tries to log in again without being approved under the heading 'Previous Comments'

STEP 2
Enter the details for your respective profile and click on the [Submit Registration] button.

**Agency/Partner Note:**

Select your particular organization under the **Organization** drop down list.

The **Organization** field is mandatory; the name of your organization will automatically appear in the drop-down list because it has been created by the Country HFU. If your organization does not appear here, please contact your respective HFU.

For the **Cluster** field, select 'Not applicable for Agencies'. 
Cluster Coordinator Note:

Select the 'Cluster' that you belong to.

For the Organization field, select 'Not applicable for OCHA / cluster staff'.

OCHA Field Officers, Guest users OR Other Note:

No information about the organization or cluster will need to be filled in.

Determine if any other information will be required for the HFU to approve your profile. This additional information can be entered via the comments field.

After a user has clicked on the [Submit Registration] button, the following message is displayed. The HFU will approve the registration.

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How do I log on if I am already a registered user Top

If you are already registered, then you can log on to the CBPF GMS using your e-mail address and password.

1. Open a web Browser. Enter the URL in the address bar and Press ENTER. The GMS login page is displayed. Click on the [Login] button.
You will now be redirected to the Login page for the CBPF Grant Management System. In this section, a login button [Continue] will be displayed.
On click of the [Continue] button, the user will be redirected to the Humanitarian ID (HID) authentication page. The user needs to provide the e-mail address and password and click on the [Login] button.
Once the user is successfully authenticated via HID, the user will be redirected back to GMS web site. Here the user can continue to work as per the his / her profile.

How do I edit profile information Top

Users can manage their profile through the Humanitarian ID (HID) by selecting [Profile] from the dropdown menu on the top right of the screen.
Users need to select the [Pencil Icon] to edit the information.

After having made the necessary changes they need to select the [Approve Icon].

**Changes in user name**

**Important to note:** When a user modifies his/her name in HID, on successfully signing in to GMS using HID the User Full Name in GMS will be updated. The GMS system will maintain a log of the user’s old full name for reference purposes.
Changes in e-mail ID

In HID, a user can add multiple e-mail IDs to a single profile. However, the user is only allowed to login using the primary profile. If a user adds a new e-mail ID and marks this e-mail ID as the primary profile, on successfully signing in to GMS using HID the GMS will note that the e-mail ID for the user has been updated.

The existing user profile of the user (linked with the old e-mail ID) will be deactivated for security reasons. The user is required to submit a new registration with the new e-mail ID (marked a primary role in HID).

**Important to note:** In such cases, a user will only be able to access the system after the new profile is approved by the HFU. The HFU will be able to see a comment displayed in the GMS user profile to indicate that the user was deactivated because the e-mail ID was modified in HID.

How do I change my password

Users can manage their profile through the Humanitarian ID (HID) by selecting [Preferences] from the dropdown menu on the top right of the screen.

Within the account preferences users can select [Change Password] from the menu.
The user needs to enter the Current password and New password and Confirm the new password. After filling out this information the user needs to click on the [Update password] button.
How do I retrieve my forgotten password Top

If you have forgotten your password, you can reset your password by clicking on the [Forgot your password?] link.
The user needs to enter the e-mail address and click on the [Reset Password] button. When clicking on the link received via e-mail a new screen will open, prompting the user to enter a new password. The password needs to fulfill all password requirements.
Once the password has been set up, the user will be redirected to the Login page of HID. When logging in via the Login screen which displays the message ‘Your password was successfully reset. You can now login.’, the user will be redirected to GMS. Here the user can continue to work as per the his / her profile.
AGENCY / PARTNER:
After User Registration is complete, an organization should complete their Due Diligence if the organization is registering for the first time.

CLUSTER COORDINATOR:
After User Registration is complete, a Cluster Coordinator can conduct the following activities: Project Reviews (Strategic Review, Technical Review) and Project Scoring.

OTHER TYPE OF USERS:
Please refer to your HOME Page to see what your access and system capabilities are.