



Linking Services, Solutions, Communities

OLDDC

Assignment Delegation

Courseware

Version 1.0 – September 2011

The Grants Center of Excellence

<https://extranet.acf.hhs.gov/ssi/>

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Lesson 1 – Introduction

What is On-Line Data Collection (OLDC)?

On-Line Data Collection (OLDC) is a convenient electronic method for submitting your agencies grant forms.

Benefits of OLDC

- Report forms can be submitted quickly over the Extranet (secure Internet site)
- New forms are added and form modifications made continuously
- Rule validation and checks can be added or modified in concurrence with policy changes

User IDs and Passwords

- New User IDs and passwords are sent via two e-mails from the On-Line_Data_Collection_System:
 - First e-mail contains Username and Security Policy
 - Second e-mail contains only the OLDC Password

Note: Please make sure that any spam blockers are not preventing you from receiving your user id and password. Make sure that all emails are being accepted from [On-Line Data Collection System@acf.hhs.gov](mailto:On-Line_Data_Collection_System@acf.hhs.gov).

- If either e-mail is not received, please contact the Custom Application Support and Training (CAST) help desk for assistance:
 - Phone: 1-866-577-0771
 - E-mail: app_support@acf.hhs.gov

- The first time you log into Secure Sign-In, you are asked to change your password for security purposes. Your password must contain 9 characters with a combination of upper and lower case letters and at least one number. The password cannot start with a number; it must start with a letter. Secure Sign-In is the web portal where you will login to access OLDC and it is case sensitive.
- You must also enter a Challenge Question and Answer:
 - Established for security purposes for the life of the OLDC account
 - If you forget your password, access the **Forgot Password?** link which allows you to answer your own question and have a new password automatically sent to your e-mail
 - Choose from a list of questions such as “What is your city of birth?” or “What is your favorite movie?”

Login

Menu Navigation

To Login into OLDC:

1. Visit <https://extranet.acf.hhs.gov/ssi/>. The Secure Sign-In (SSI) screen will appear.

United States Department of Health & Human Services

[Need Help?](#)

Secure Sign-In

ID*:

Password*: [Forgot Password?](#)

GATES :: OLDC :: ERS :: ARTMS

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 used for any lawful Government purpose.

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2. Enter your **ID** and **Password** and click on the **Login** button. The system will prompt you to change your password upon the first login. The Select Application screen will appear.

Secure Sign-In

ID*:

Password*: [Forgot Password?](#)



United States Department of
Health & Human Services

[Current User:](#) LFREEMAN99
[Current Environment:](#) Production
[Last Login:](#) 08/11/11 02:44:24 PM

[Personal Information](#)
[Change Password](#)
[Change Challenge Question](#)
[Customer Support Screen](#)
[Register Application](#)
[Log Off](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)

Please choose Application then press the Application Button. System alerts and announcements are displayed below the Application Launch table.

Select Application
ARTMS
ERS
GATES
OLDC

Alerts & Announcements

[HHS Home](#) | [Questions?](#) | [Contact HHS](#) | [Site Map](#) | [Accessibility](#) | [Privacy Policy](#) | [Freedom of Information Act](#) | [Disclaimers](#)

[The White House](#) | [FirstGov](#)

- From the “Select Application” section, select the OLDC application. The On-Line Data Collection screen will appear.

[Personal Information](#)

[Change Password](#)

[Change Challenge Question](#)

[Customer Support Screen](#)

[Register Application](#)

[Log Off](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

Please choose Application then press the Application Button. System alerts and announcements are displayed below the Application Launch table.

Select Application
ARTMS
ERS
GATES
OLDC

Note: The OLDC application will launch in a separate browser so be sure to turn off your Pop-Up blockers.

On-Line Data Collection

Name: Latonya Freeman99
 Last Login: 08/11/11 02:44:24 PM

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

OLDC Home

[Report Form Entry](#)

[Announcement Form Entry](#)

[Grant Application Form](#)

[Data File Import](#)

[Report Form Data Export](#)

[Analytical Reports](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

[News & Tips](#)

On-Line Data Collection

Fill up Grant Application form. The following screens present a series of questions to help you select the appropriate Grant Application form. This same process is used to check the status of any current or submitted application.

Web Accessibility | Privacy and Security Notice | Freedom of Information Act | Disclaimers
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OLDC Version 4.0

Assignment Delegation

- Persons with appropriate roles can create new OLDC accounts or modify existing ones.
- Each account must have at least one Job Type, Program, and Grantee Organization assigned.
- Use either the “Edit Assignments” section **or** the “Copy Assignments” section to grant permissions.
- “Edit Assignments” allows the Grant Administrator to give a Job Type to a new user.
- “Copy Assignments” provides the capability to copy all permissions from an existing user to a new user.

Lesson 2 – Add New User

Menu Navigation

To Add a New User:

1. Visit <https://extranet.acf.hhs.gov/ssi/>. The Secure Sign-In (SSI) screen will appear.
2. Enter your **ID** and **Password** and click on the **Login** button to login. The Select Application page will appear.
3. Select the OLDC application. The On-Line Data Collection screen will appear.
4. Click the User/System Settings link. The User/System Settings screen will appear.

The screenshot displays the OLDC application interface. At the top, the logo and name 'On-Line Data Collection' are visible, along with user information: 'Name: Latonya Freeman99' and 'Last Login: 08/11/11 02:44:24 PM'. There are links for 'Help / FAQ' and 'End OLDC'. The main content area is titled 'OLDC Home' and contains a list of navigation links: 'Report Form Entry', 'Announcement Form Entry', 'Grant Application Form', 'Data File Import', 'Report Form Data Export', 'Analytical Reports', 'User / System Settings' (highlighted with a red box), 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. To the right of the links is a vertical yellow line and a section titled 'On-Line Data Collection' with a description: 'Fill up Grant Application form. The following screens present a series of questions to help you select the appropriate Grant Application form. This same process is used to check the status of any current or submitted application.' The footer contains links for 'Web Accessibility', 'Privacy and Security Notice', 'Freedom of Information Act', and 'Disclaimers', and identifies the user as 'HHS | ACF OLDC Version 4.0'.

5. Click the Assignment Delegation link. The Roles and Assignments screen will appear.



On-Line Data Collection

Name: Latonya Freemang9
Last Login: 08/11/11 02:44:24 PM

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

OLDC Home
User / System Settings
Roles and Assignments

Roles and Assignments

Current Users: Search or Select a name.

- Click "Assign Job Type" to increase or decrease the Programs, Grantees and/or Grants available for this user.
- Click "Authorized Reports" to assign reports based on the type of report (i.e. Expenditure).
- Click "Customize Capabilities" to increase or decrease the actions available for this user.
- Click "Delete User" to remove the user from the OLDC system permanently.
- Select a name and click "Copy Assignments" to copy assignments from another user to the selected user.

New Users: To create a new user, fill out the required fields indicated by an asterisk *: First Name, Last Name, Email Address and User Type.

- To add a new user from the grant contacts list, click "Person Search". From the following screen, select a name. This name will be added inserted into the "Add New User" fields. Click "Add User" to complete this process.

Edit Current User

Search

Users:

Current Users:

- Turner, Benita (BTURNER)
- Abadie, Theresa (ABADIET)
- Abate, Christine (ABATEC)
- Abate, Christine S (ABATEC1)
- Abbas, Ahmad (ABBASA)
- Abbey, Maureen (ABBEYM)
- Abbott, Sally (ABBOTTS)
- Abdurrahim, Qaadirah (ABDURRAHIMQ)
- Abdur_Rahim, Qaadirah (ABDUR_RAHIHQ)
- Abendroth, Jean E (ABENDROTHJ)
- Abercrombie, Judy (ABERCROMBIEJ)
- Abidor, Sharon (SABIDOR)
- Abla, Mike (ABLAM)
- Abrahamson, Rose L (ABRAHAMSONR)
- Abson-Artis, Alison L (ABSONARTISA)
- Acevedo, Samuel (ACEVEDOS)

[Assign Job Type](#) [Authorized Reports](#)

[Customize Capabilities](#)

[Copy Assignments](#) [Delete User](#)

Add New User

Name: First: * Middle: Last: *

Title:

Address: Number: Street Name: Type:

Street Type:

Other:

City: State: Zip:

Email: *

Telephone: () - Ext.

User Type: *

[Add User](#) [Person Search](#)

[Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#)

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OLDC Version 4.0
07/15/2011

- In the “Add New User” section, enter the new user’s **First Name, Last Name and Email Address** and select a **User Type (Non-Federal or Contractor)** from the drop down list.

Add New User

Name: First: * Ty Middle: Last: *
 Stover

Title: Certifier

Address: Number: Street Name: Type:
 Street Type:

Other:

City: **State:** State **Zip:** -

Email: * latonya.freeman@acf.hhs.gov

Telephone: () - Ext.

User Type: * Non-Federal

Note: The Title is recommended if person is Certifier. Optional fields include the Middle Name, Address and Telephone.

- Click the **Add User** button. The “A new user has been added. The user is selected in the Current User list.” message displays. In the “Edit Current User” section, the added new user is listed and highlighted in blue.



Job Type and Program

Once a new user is added to the system, the next step is to assign a *Job Type* and *Program*. A Job Type is an OLDC title that contains a group of permissions called *Roles*. There are currently five grantee Job Types in OLDC:

Data Entry - Person responsible for entering grant report data into OLDC. The Data Entry Person is able to create and edit grant reports by default. Additional roles may be given, including Certify, Submit, and Unsubmit.

Authorized Official - Person directly involved in the processing of the grant. This might be a Financial Officer (FO) in charge of budgeting the grant, or a member of an audit team. An Authorized Official has view-only and Certify roles by default. Additional roles such as Submit may be assigned to the Authorized Official.

Grant Director - Manager of the grant recipient. The default roles are View-only and Certify. The Grant Director may be given other available permissions if more direct control over grants is required.

Grant Administrator - Person responsible for creating User IDs and assigning roles to Grantee staff. A Grant Administrator can create User IDs and assign roles to staff members working with a specific program or grant. Contact CAST to assign a new Grant Administrator.

View-Only

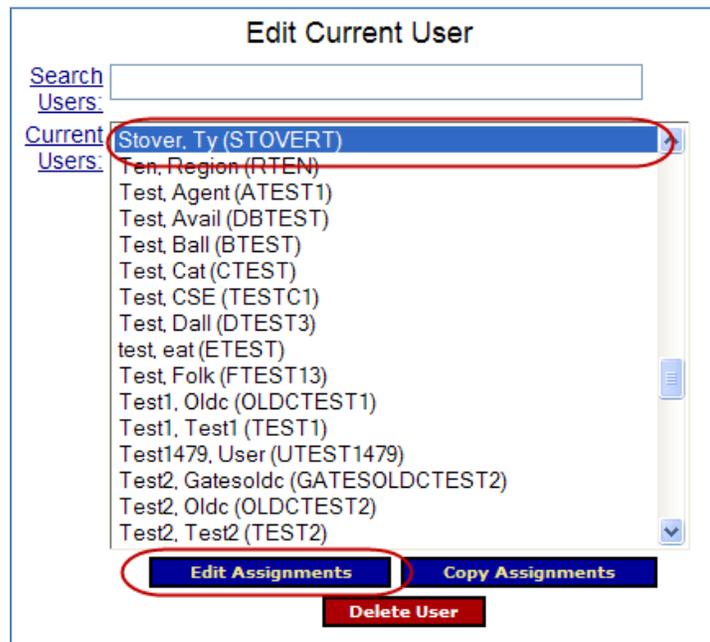
Read and print report forms, but cannot perform any action such as data entry.

Lesson 3 – Edit Assignments

Menu Navigation

To Edit Assignments:

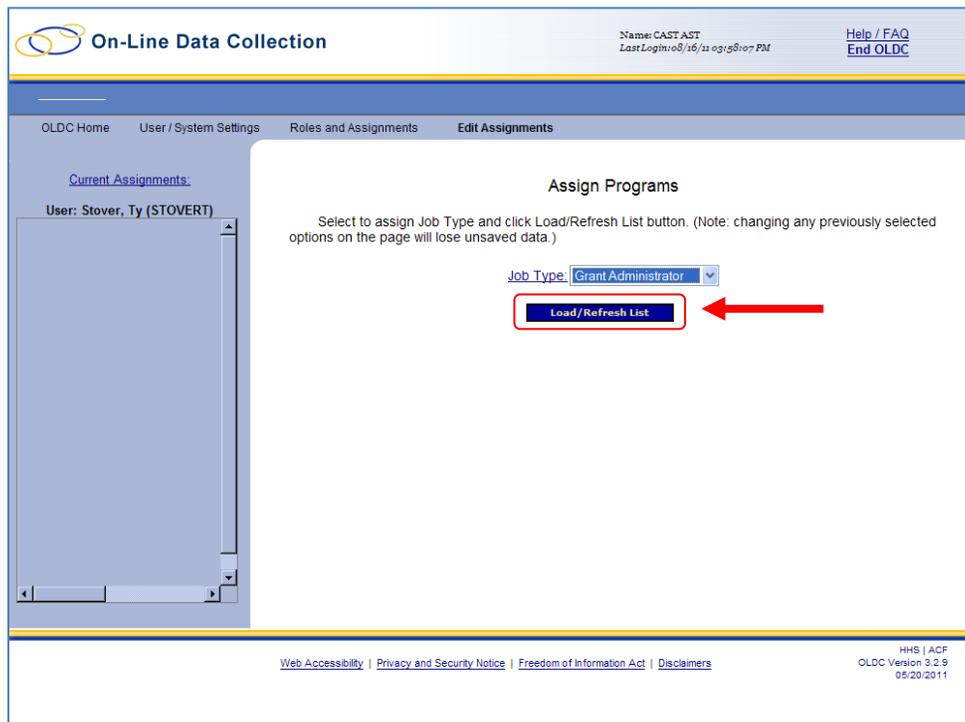
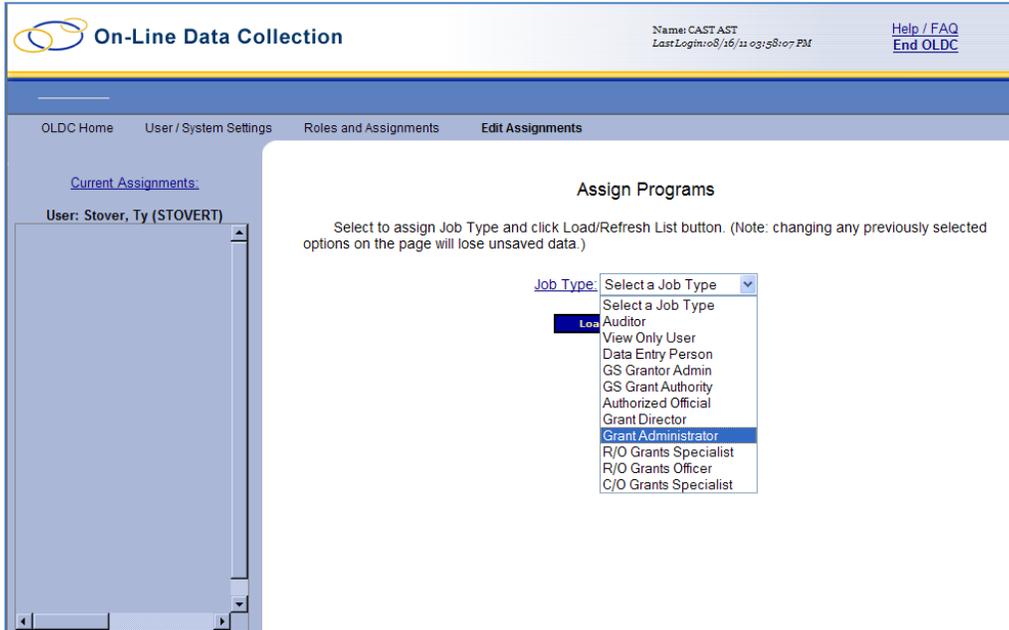
1. Visit <https://extranet.acf.hhs.gov/ssi/>. The Secure Sign-In (SSI) screen will appear.
2. Enter your **ID** and **Password** and click on the **Login** button to login. The Select Application page will load.
3. Select the OLDC application. The On-Line Data Collection screen will appear.
4. Click the User/System Settings link. The User/System Settings screen will appear.
5. Click the Assignment Delegation link. The Roles and Assignments screen will appear.
6. In the “Edit Current User” section, ensure the new user/existing user is highlighted in and click the Edit Assignments button. The Assign Programs screen will appear.



The screenshot displays the OLDC web application interface. At the top, the logo and name 'On-Line Data Collection' are visible on the left, and user information 'Name: CAST AST' and 'Last Login: 08/16/11 03:58:07 PM' are on the right. Below this is a navigation bar with links for 'OLDC Home', 'User / System Settings', 'Roles and Assignments', and 'Edit Assignments'. The main content area is titled 'Assign Programs' and contains instructions: 'Select to assign Job Type and click Load/Refresh List button. (Note: changing any previously selected options on the page will lose unsaved data.)'. A dropdown menu for 'Job Type' is set to 'Select a Job Type', and a blue 'Load/Refresh List' button is positioned below it. On the left, a sidebar shows the user 'User: Stover, Ty (STOVERT)' and a blank area for 'Current Assignments'. The footer contains links for 'Web Accessibility', 'Privacy and Security Notice', 'Freedom of Information Act', and 'Disclaimers', along with version information: 'HHS | ACF OLDC Version 3.2.9 05/20/2011'.

Note: For new users without any previous assignments, the **left side bar** is blank. As permissions are added, the assignment “tree” grows allowing the Grant Administrator to navigate permissions directly from the side bar.

7. Select a "Job Type" and click the **Load/Refresh List** button. The program displays below the previously selected Job Type.




On-Line Data Collection

Name: CAST AST
Last Login: 08/16/11 03:58:07 PM

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

OLDC Home
User / System Settings
Roles and Assignments
Edit Assignments

Current Assignments:

User: Stover, Ty (STOVERT)

Assign Programs

Select to assign Job Type and click Load/Refresh List button. (Note: changing any previously selected options on the page will lose unsaved data.)

Job Type: Grant Administrator ▼

Load/Refresh List

- Assign for Program:** Check "All" for program(s) and Press "Save". Results in user having default roles for selected job type for all reports the assigning person has.
- Assign for Grantee or Grant:** Check "Select" for program(s) and Press "Next". Screen will change to the grantee assignment screen.

Grantees			Programs:	Assigned	Primary Contact	Notify on Submit	Job Type
All	Select	UnAssign					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adoption Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CED Natl Philanthropic Institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child Care and Development Fund Mandatory & Matching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child Support Enforcement - States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child Support Enforcement - Tribes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child Welfare Social Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children's Justice Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Services Block Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developmental Disabilities Councils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developmental Disabilities Protection & Advocacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developmental-Behavioral Pediatrics Training Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foster Care - States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Healthy Marriage Promotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maternal and Child Health Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save Reset Next

Web Accessibility | Privacy and Security Notice | Freedom of Information Act | Disclaimers
HHS | ACF
OLDC Version 3.2.9

- Click the **Select** checkbox under the Grantees column and click the **Next** button. The "Assign Grantees" screen displays.

Assign Programs

Select to assign Job Type and click Load/Refresh List button. (Note: changing any previously selected options on the page will lose unsaved data.)

Job Type: ▼

Load/Refresh List

- Assign for Program:** Check "All" for program(s) and Press "Save". Results in user having default roles for selected job type for all reports the assigning person has.
- Assign for Grantee or Grant:** Check "Select" for program(s) and Press "Next". Screen will change to the grantee assignment screen.

Grantees		UnAssign	Programs:	Assigned	Primary Contact	Notify on Submit	Job Type
All	Select						
			& Matching				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child Support Enforcement - States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child Support Enforcement - Tribes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child Welfare Social Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children's Justice Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Services Block Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developmental Disabilities Councils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developmental Disabilities Protection & Advocacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developmental-Behavioral Pediatrics Training Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foster Care - States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Healthy Marriage Promotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hospital Preparedness Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary Assistance for Needy Families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assign Grantees

Select to assign Job Type and click Load/Refresh List button. (Note: changing any previously selected options on the page will lose unsaved data.)

Job Type: 

Load/Refresh List

Select one or multiple Programs from the Program list and click the "Load/Refresh Grantee List" button to load or update the Grantee list

Select	Programs: (select one or multiple)
<input type="checkbox"/>	JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS

Load/Refresh Grantee List

9. Select the checkbox next to the program and click the **Load/Refresh Grantee List** button. All available grantees display.

Assign Grantees

Select to assign Job Type and click Load/Refresh List button. (Note: changing any previously selected options on the page will lose unsaved data.)

Job Type: 

Load/Refresh List

Select one or multiple Programs from the Program list and click the "Load/Refresh Grantee List" button to load or update the Grantee list

Select	Programs: (select one or multiple)
<input checked="" type="checkbox"/>	JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS

Load/Refresh Grantee List

Assign Grantees

Select to assign Job Type and click Load/Refresh List button. (Note: changing any previously selected options on the page will lose unsaved data.)

Job Type:

Load/Refresh List

Select one or multiple Programs from the Program list and click the "Load/Refresh Grantee List" button to load or update the Grantee list

Select	Programs: (select one or multiple)
<input checked="" type="checkbox"/>	JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS

Load/Refresh Grantee List

- **Assign for Grantee:** Check "All" for region(s) or grantee(s) and Press "Save". Results in user having default roles for selected job type for all reports the assigning person has.
- **Assign for Grant:** Check "Select" for region(s) or grantee(s) and Press "Next". Screen will change to the grant assignment screen.

Grants		Grantee(s):				Assigned	Primary Contact	Notify on Submit	Job Type
All	Select	UnAssign	Filter by: All	State	Territory				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 01						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACTION FOR BRIDGEPORT COMMUNITY - No. 01 [REDACTED]						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Action for Bridgeport Community Development, Inc. - No. 02 [REDACTED]						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CENTRAL MAINE - No. 01 [REDACTED]						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CENTRAL VERMONT COMMUNITY ACTION COUNCIL, - No. 01 [REDACTED]						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COASTAL ENTERPRISES - No. 05 [1 [REDACTED]						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COASTAL ENTERPRISES, INC - No. 01 [1 [REDACTED]						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COASTAL ENTERPRISES, INC - No. 02 [1 [REDACTED]						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COASTAL ENTERPRISES, INC - No. 03 [1 [REDACTED]						

Previous Save Reset Next

10. Under the Grants column, click the **All** checkbox next to the appropriate grantee.

Assign Grantees

Select to assign Job Type and click Load/Refresh List button. (Note: changing any previously selected options on the page will lose unsaved data.)

Job Type: Grant Administrator ▼

Load/Refresh List

Select one or multiple Programs from the Program list and click the "Load/Refresh Grantee List" button to load or update the Grantee list

Select Programs: (select one or multiple)

<input checked="" type="checkbox"/>	JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS
-------------------------------------	--

Load/Refresh Grantee List

- Assign for Grantee:** Check "All" for region(s) or grantee(s) and Press "Save". Results in user having default roles for selected job type for all reports the assigning person has.
- Assign for Grant:** Check "Select" for region(s) or grantee(s) and Press "Next". Screen will change to the grant assignment screen.

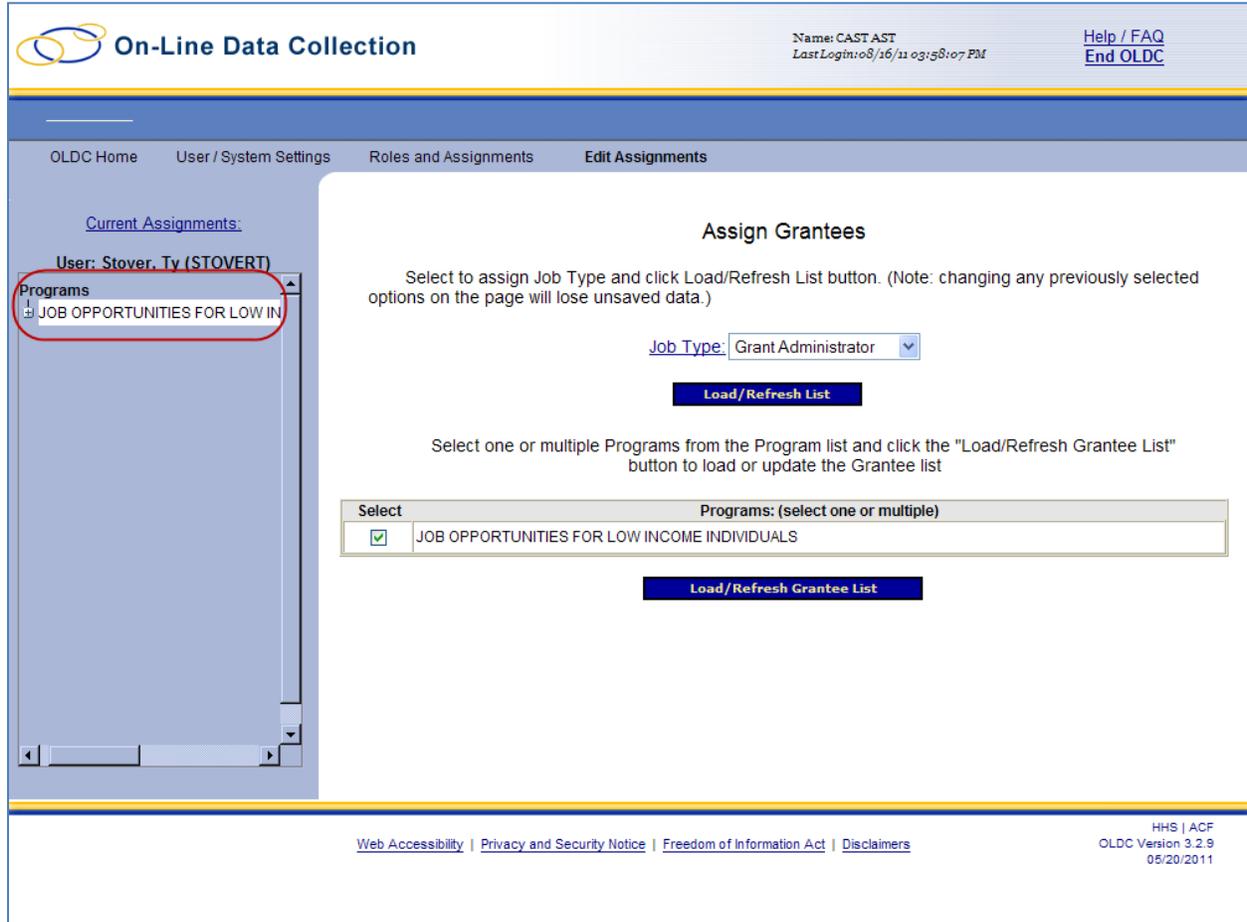
Grants		Grantee(s):				Assigned	Primary Contact	Notify on Submit	Job Type
All	Select	UnAssign	Filter by: All	State	Territory				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 01				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACTION FOR BRIDGEPORT COMMUNITY - No. 01 [REDACTED]				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Action for Bridgeport Community Development, Inc. - No. 02 [REDACTED]				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CENTRAL MAINE - No. 01 [REDACTED]				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CENTRAL VERMONT COMMUNITY ACTION COUNCIL, - No. 01 [REDACTED]				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COASTAL ENTERPRISES - No. 05 [1 [REDACTED]				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COASTAL ENTERPRISES, INC - No. 01 [1 [REDACTED]				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COASTAL ENTERPRISES, INC - No. 02 [1 [REDACTED]				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COASTAL ENTERPRISES, INC - No. 03 [1 [REDACTED]				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Previous
Save
Reset
Next

Note: Click the Primary Contact checkbox if desired (use if the person is a Certifier or if their name should appear as a contact on the Report Form Status page)

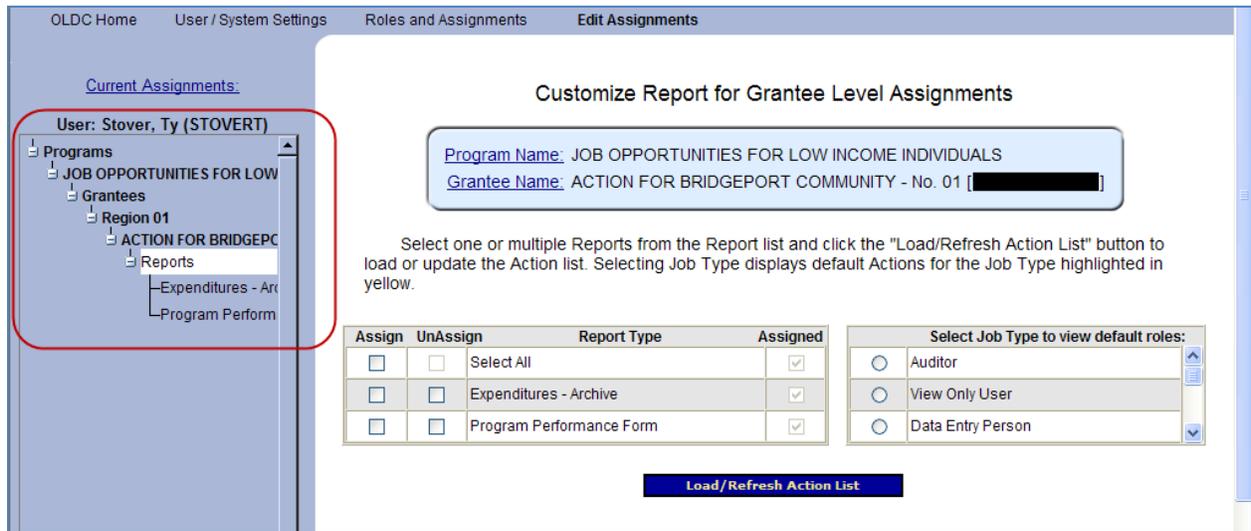
Note: Click the Notify on Submit checkbox if the user should receive e-mails once the Report form is submitted.

11. Click the **Save** button. The “Assign Grantees” screen refreshes and the Sidebar Assignment Tree is populated.

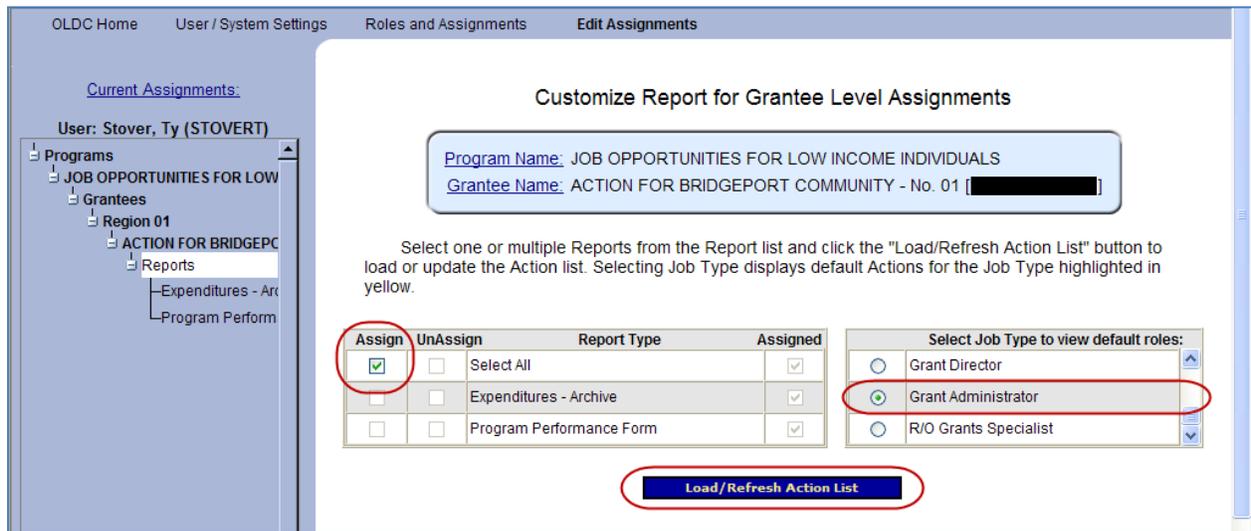


Note: The user is now e-mailed their automatically generated ID and Password. The Grant Administrator is e-mailed confirmation that the new user is created.

Note: Additional permissions can be assigned to the user (such as Submit and Unsubmit). Use the Sidebar Tree to navigate to the “Customize Report for Grantee Level Assignments” screen.



12. All available reports display in the Report List box. Assign or Unassign desired reports or click the Select All checkbox to add additional permission to all assigned reports.
13. Select a Job Type from the “Default Job Type” list and then click the **Refresh Action List** button. *The Action list is used to add or remove individual roles.*



Note: Selecting a Job Type at this point does not change the job Type assignment, but instead highlights the default roles associated with the Job Type in the Action List.

Customize Report for Grantee Level Assignments

Program Name: JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS
Grantee Name: ACTION FOR BRIDGEPORT COMMUNITY - No. 01 [REDACTED]

Select one or multiple Reports from the Report list and click the "Load/Refresh Action List" button to load or update the Action list. Selecting Job Type displays default Actions for the Job Type highlighted in yellow.

Assign	UnAssign	Report Type	Assigned
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select All	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Expenditures - Archive	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Program Performance Form	<input checked="" type="checkbox"/>

Select Job Type to view default roles:

- Auditor
- View Only User
- Data Entry Person

Load/Refresh Action List

Make changes to the Action list and click "Save". Click "Reset" to restore to default settings.

Select	Action(s):	Can Delegate	Assigned
<input checked="" type="checkbox"/>	Add/Edit/Delete Contact Person	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Certify with Signature Authority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Create New Grant Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Delete Existing User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Delete Grant Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Director Certify Authority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Edit Existing Grant Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Edit Existing User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Help/FAQs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Help/FAQs - HHS only	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Management Status/Remarks	<input type="checkbox"/>	<input type="checkbox"/>

Save **Reset**

14. Click one or more Select boxes to Assign or Unassign roles.

15. Click the **Save** button. If no additional changes are necessary, End OLDC. Reports and Roles may be added or removed at anytime.

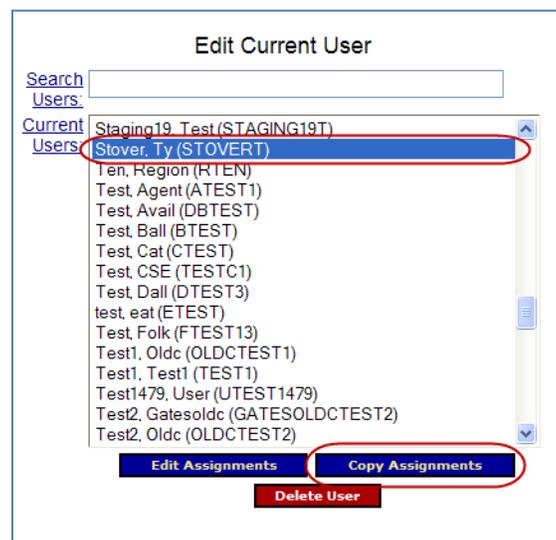
Lesson 4 – Copy Assignments

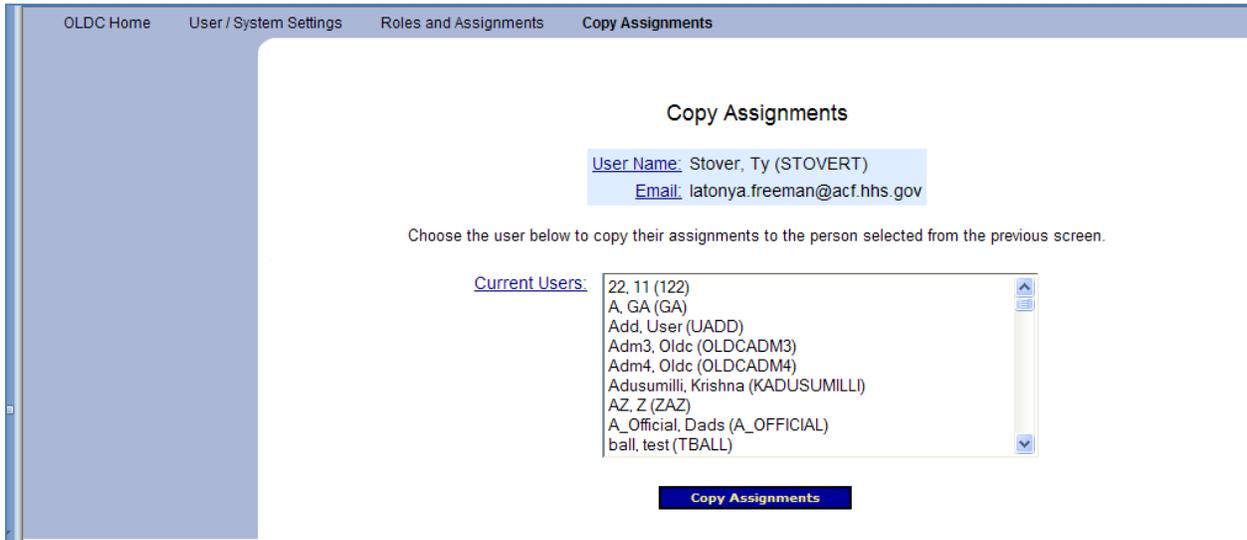
It is possible to copy the assignments from an existing user to the new user. Copy Assignments may be used in place of Edit Assignments. If a user with existing permissions is selected to have assignments copied to them, the new permissions overwrite the existing ones.

Menu Navigation

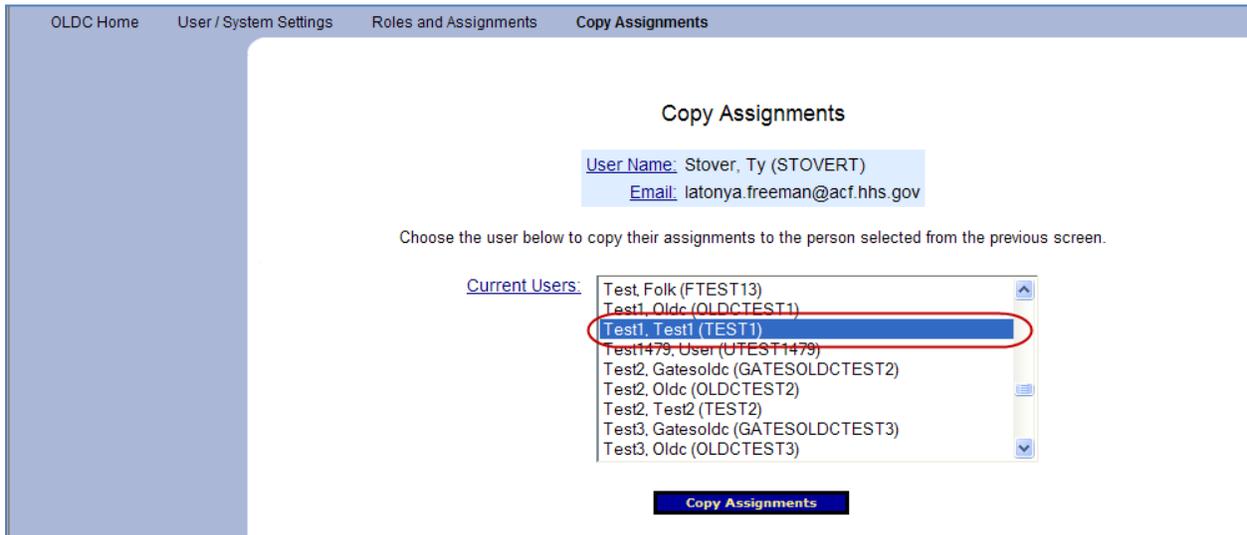
To Copy Assignments:

1. Visit <https://extranet.acf.hhs.gov/ssi/>. The Secure Sign-In (SSI) screen will appear.
2. Enter your **ID** and **Password** and click on the **Login** button to login. The Select Application page will load.
3. Select the OLDC application. The On-Line Data Collection screen will appear.
4. Click the User/System Settings link. The User/System Settings screen will appear.
5. Click the Assignment Delegation link. The Roles and Assignments screen will appear.
6. In the “Edit Current User” section, select a user to receive roles and click the **Copy Assignments** button. The “Copy Assignments” screen will appear.

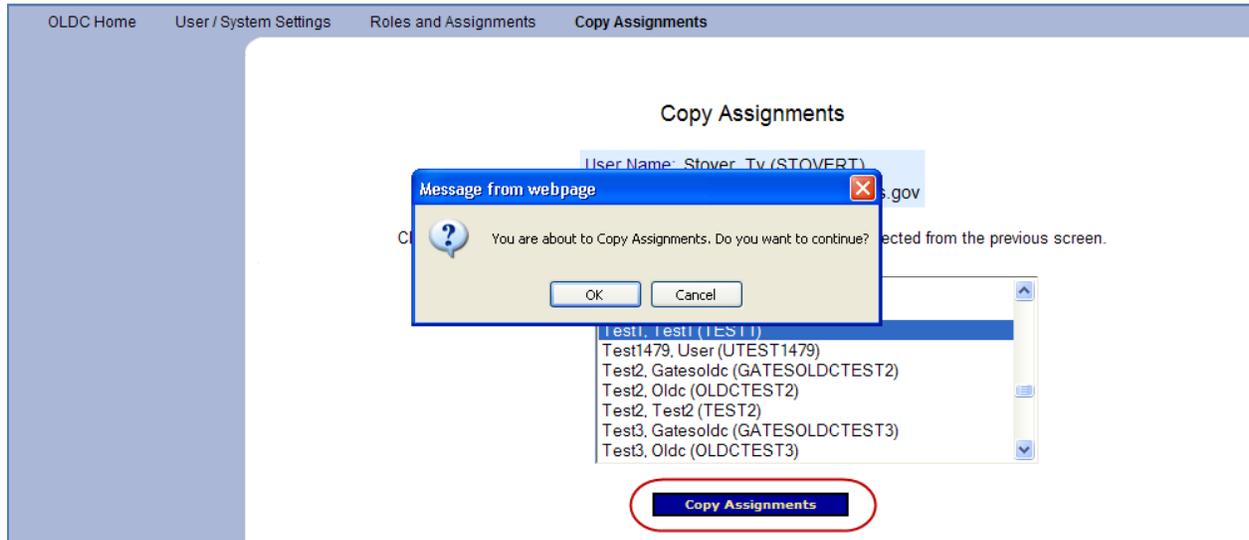




7. Choose a user from the Current Users list to copy their assignments to the person selected on the previous screen.



8. Click the **Copy Assignments** button. A warning message appears to ensure you want to continue.



9. Click **OK** button. A confirmation message appears.



10. Click **OK** button. For new users, this is the point where they will receive their User ID and Password

Lesson 5 – Delete User

It is possible to delete a person's access to the system. Although the account is deleted, their record remains in the database and information about that user can be retrieved upon request. This is necessary since actions performed by that user are tracked for historical purposes.

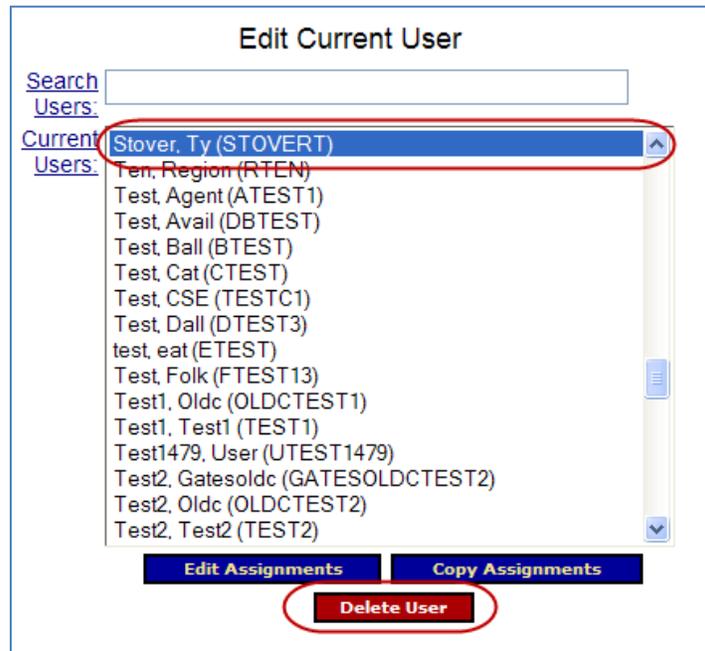
If a staff member permanently leaves the organization or a job, delete them from OLDC. If a staff member takes extended leave, do not delete them from OLDC but remove their assigned Programs.

When a user's assignments are removed, their name still displays in the "Edit Current User" list. The name only disappears once the user is deleted.

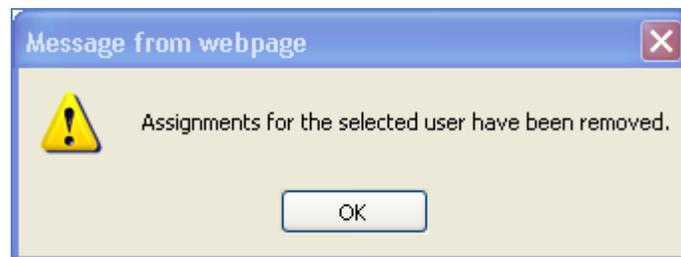
Menu Navigation

To Delete a User:

1. Visit <https://extranet.acf.hhs.gov/ssi/>. The Secure Sign-In (SSI) screen will appear.
2. Enter your **ID** and **Password** and click on the **Login** button to login. The Select Application page will load.
3. Select the OLDC application. The On-Line Data Collection screen will appear.
4. Click the User/System Settings link. The User/System Settings screen will appear.
5. Click the Assignment Delegation link. The Roles and Assignments screen will appear.
6. In the "Edit Current User" section, select a user to receive roles and click the **Delete User** button. The "Copy Assignments" screen will appear. A message displays asking for verification to delete the user.



7. Click **OK** button. A confirmation message displays.

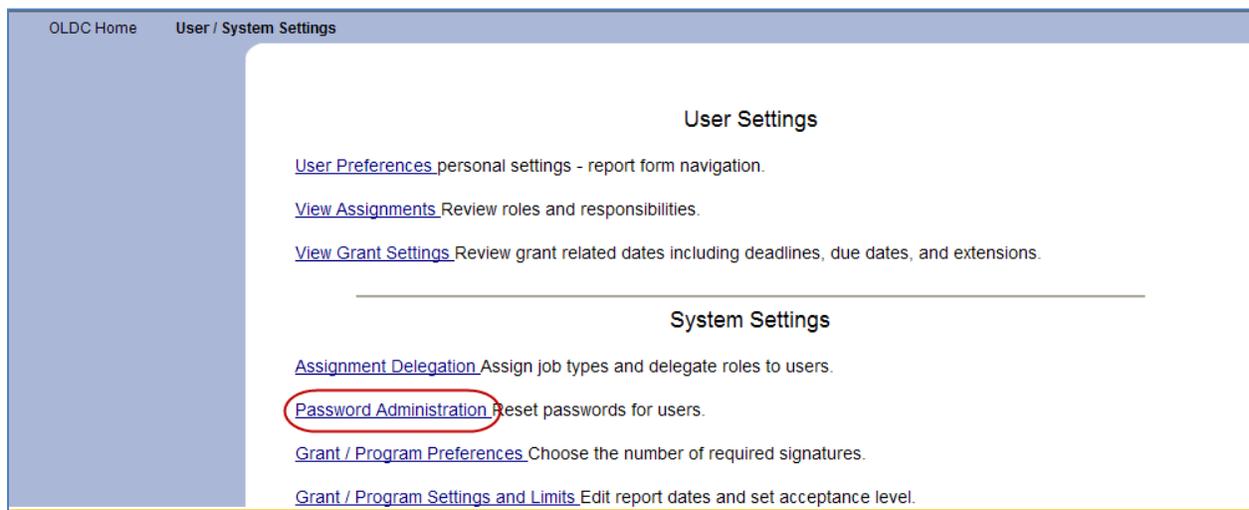


Lesson 6 – Password Administration

Menu Navigation

To Reset Staff's Passwords:

1. Visit <https://extranet.acf.hhs.gov/ssi/>. The Secure Sign-In (SSI) screen will appear.
2. Enter your **ID** and **Password** and click on the **Login** button to login. The Select Application page will load.
3. Select the OLDC application. The On-Line Data Collection screen will appear.
4. Click the User/System Settings link. The User/System Settings screen will appear.
5. Under the heading “System Settings”, click the link **Password Administration**. The “Password Administration” screen will appear.



- From the "Current Users" box, click the name of the person who needs their password reset.

Password Administration

Choose the user below then press the button "Password Reset". Email notifications will be sent.

Current Users:

- Test, CSE (TESTC1)
- Test, Dall (DTEST3)
- test, eat (EEST)
- Test, Folk (FTEST13)
- Test1, Oldc (OLDCTEST1)
- Test1, Test1 (TEST1)
- Test1479, User (UTEST1479)
- Test2, Gatesoldc (GATESOLDCTEST2)
- Test2, Oldc (OLDCTEST2)

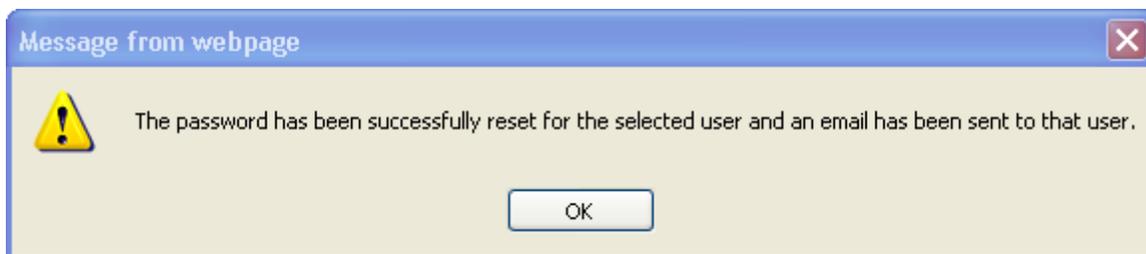
Password Reset

- Click the **Password Reset** button. The "Resetting the password will affect all ACF System Accounts. Do you want to reset the password for the selected user" message appears.

Message from webpage
✕

Resetting the password will affect all ACF System Accounts. Do you want to continue to reset the password for the selected user?

- Click **OK** button. The “Password has been successfully reset for the selected user and an email has been sent to that user” message appears.



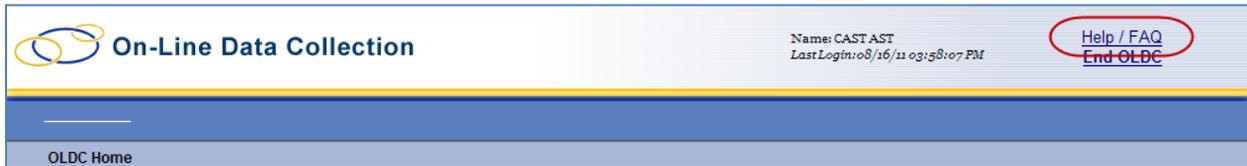
- Click **OK** button.

Note: The user now receives two e-mails: one advising the password was reset and the other containing the new password. The Grant Administrator also receives e-mail confirmation.

Resources

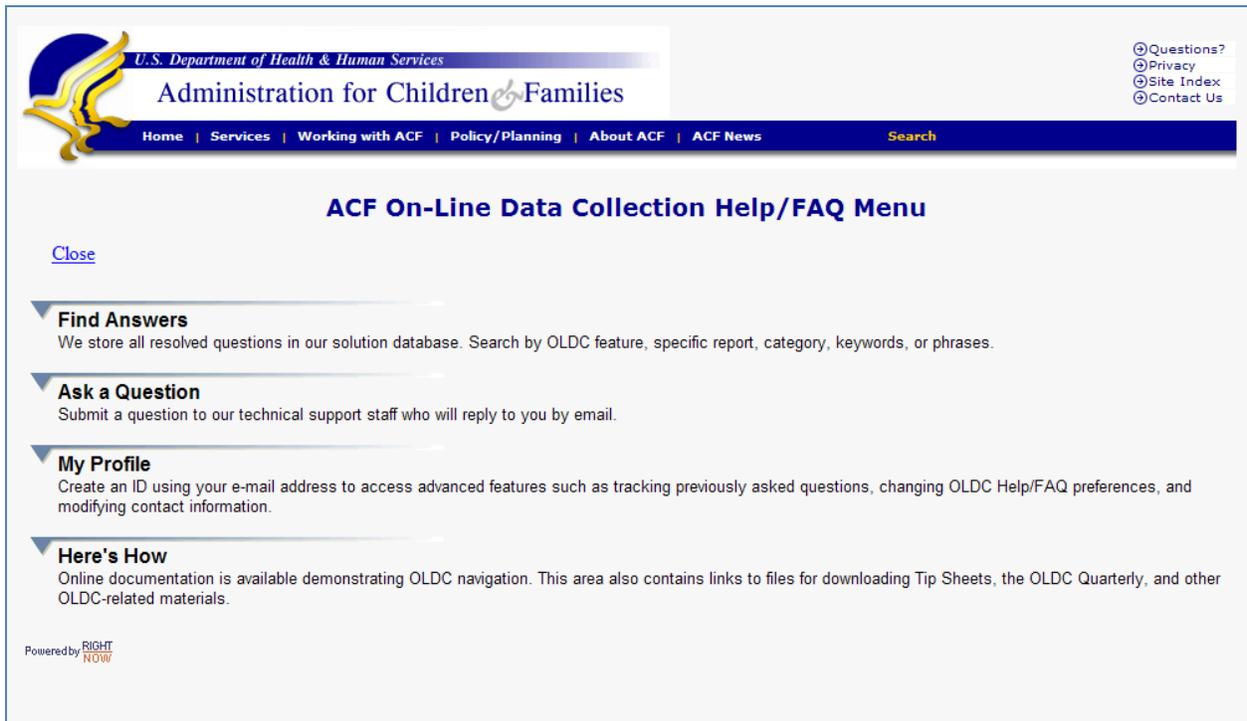
OLDC Support Site

Help resources are available from the top of every OLDC web page:



Help/FAQ Home

You can find answers, ask questions, or read “Here’s How” help sheets:



Find Answers

You can search OLDC’s “Find Answers” by keyword or topic:

U.S. Department of Health & Human Services
Administration for Children & Families

Home | Services | Working with ACF | Policy/Planning | About ACF | ACF News Search

Questions? Privacy Site Index Contact Us

ACF On-Line Data Collection Help/FAQ

[Close](#)

Help/FAQ Menu **Answers** Ask a Question My Profile Help

Search by Category: All Search by Keyword: Search Search Tips

Search By: Phrases Powered by RIGHT NOW

157 Answers Available Page: 1 of 8 Go

Answers Available	
Summary	Date Updated
1 How do I Certify/UnCertify a report form?	11/16/2009 10:51 AM
2 How do I fill out a report form?	11/16/2009 12:44 PM
3 Revising Submitted and Approved reports	11/16/2009 11:56 AM
4 My report form status is Saved - why can't I certify?	04/08/2009 02:21 AM
5 Revised reports	11/16/2009 11:40 AM
6 MCP PPF - Number of mentors trained and screened (ready to match) but not yet matched	04/08/2009 02:21 AM
7 On the 396A, what type of Adjustment do I use to increase the State share?	04/08/2009 02:21 AM
8 What does "Report Status" mean? What are the different Report Status levels within the system?	04/08/2009 02:21 AM
9 Viewing Past submissions	04/08/2009 02:21 AM
10 Deleting a report	11/16/2009 11:45 AM
11 What is the purpose of the Report Selection screen?	04/08/2009 02:21 AM
12 When should I call the OLDC helpdesk?	10/09/2009 01:47 PM
13 Unable to Access Report Form Entry	11/16/2009 12:46 PM
14 What is the difference between the buttons "Save" and "Validate"?	11/16/2009 11:44 AM
15 When is the report due in the OLDC system?	10/09/2009 01:49 PM
16 What do I need to be able to use OLDC?	11/16/2009 10:39 AM
17 I don't see my Report Type listed?	11/16/2009 11:38 AM
18 What is the Job Type definition of: "Grant Director"?	11/16/2009 12:24 PM
19 Will OLDC accept late submissions?	10/09/2009 01:56 PM
20 Change in the contact person	10/09/2009 01:45 PM

Page: 1 of 8 Go

Here's How

Use Help Sheets to walk you through common OLDC tasks, and tutorial slide shows like this one:

The screenshot shows the website for the Administration for Children & Families, U.S. Department of Health & Human Services. The page is titled "On-Line Data Collection News & Tips". On the left, there is a dark blue sidebar with the following content:

- OLDC Access Request Form:** Updated 06/17/08
- News:**
 - OLDC Quarterly 05/14/10
 - OLDC Quarterly 11/17/08
 - OLDC Quarterly 04/22/08
 - OLDC Quarterly 10/17/07
 - OLDC Quarterly 04/25/07
 - OLDC Quarterly 1/12/2007
 - OLDC Quarterly 9/8/2006
 - OLDC Quarterly 4/29/2005
 - OLDC Quarterly 1/10/2005
 - OLDC Quarterly 10/29/2004
 - OLDC Quarterly 7/28/2004
 - OLDC Quarterly 4/26/2004
 - OLDC Quarterly 1/21/2004

The main content area on the right includes:

- [Secure Sign-In Interactive "E-xperience"](#)
- [OLDC Interactive "E-xperience"](#)
- Help Sheets and User Guides:**
 - Welcome - ([.doc - 34 kb](#))
 - OLDC Import Capabilities - ([.doc - 34 kb](#))
 - Getting Around in OLDC - ([.doc - 192 kb](#))
 - Grant Administrator Overview and List of Roles - ([.doc - 63 kb](#))
 - Regional and Central Office Overview and List of Roles - ([.doc - 60 kb](#))
 - Help Resources Overview - ([.doc - 45 kb](#))
 - Working with Forms - ([.doc - 28 kb](#))
 - Using the Report Form Status Page - ([.doc - 251 kb](#))
 - Certify/UnCertify a Report Form - ([.doc - 41 kb](#))
 - Submit/Unsubmit a Report Form - ([.doc - 40 kb](#))
 - Review and Approve or Reject a Report Form - ([.doc - 34 kb](#))
 - New Assignment Delegation User Guide - ([.doc - 3.18 mb](#))
 - CBAE Form Instructions - ([.doc - 67 kb](#))
- OLDC PowerPoint Tutorials :**
 - OLDC Version 3.0 - What's New - ([.ppt - 2 mb](#)) ([.rtf - 52 kb](#))
 - Introducing a New Way to Enter Grant Forms - ([.ppt - 3.5 mb](#)) ([.rtf - 75 kb](#))
 - Working with ADD Forms - ([.ppt - 2.1 mb](#)) ([.rtf - 74 kb](#))
 - CBAE Introduction to OLDC - ([.ppt - 4.1 mb](#)) ([.rtf - 75 kb](#))

At the bottom center of the page, there is a blue button labeled "Close".

Ask a Question

We appreciate your using Online Data Collection (OLDC). We want to know how OLDC is working for you. Use "Ask A Question" to let us know your ideas or concerns or to ask the Custom Application Support and Training team a technical question.

The screenshot shows the 'Ask a Question' form within the ACF On-Line Data Collection Help/FAQ interface. The page header includes the U.S. Department of Health & Human Services logo and the Administration for Children & Families name. A navigation bar contains links for Home, Services, Working with ACF, Policy/Planning, About ACF, and ACF News, along with a Search button. The main heading is 'ACF On-Line Data Collection Help/FAQ' with a 'Close' link. Below this is a tabbed menu with 'Help/FAQ Menu', 'Answers', 'Ask a Question' (selected), and 'My Profile', and a 'Help' button. The form is divided into sections: 'Identification' with a required 'Email Address' field; 'Question Data' with required 'Subject' and 'Question' fields; and 'Additional Information' with dropdown menus for 'Select a Category', 'User Type', and 'Partner Agency'. A 'When You are Done...' section contains a 'Continue...' button. A note indicates that an asterisk denotes a required field.

Training and Support

The Custom Applications Support & Training Support Center known as CAST provides Training and Assistance with ongoing Help Desk Support for OLDC. Support team personnel are available at (www.App_support@acf.hhs.gov) Monday through Friday 8 a.m. to 6 p.m. EST to assist in support issues.

Notes:



*The Grants Center
of Excellence*

Contact us:

www.App_support@acf.hhs.gov

1.866.577.0771

202.401.5282