GrantLink QuickGuide
Logging In and Password Changes

Description
This guide will briefly describe where to go and how to log in as well as provide information on changing your password. OSP uses your UCM 7 number as your username. Graduate Assistant requests for a profile will be approved, however student creation of profiles is not allowed.

Log in with an Existing Login
Using your browser, navigate to www.ucmo.edu/grantlink. Follow the Log into GrantLink link towards the bottom of the screen. Your username is your UCM 7 number. If this is the first time you are logging in, your password was originally set to changeit. Please change your password if this is the first time you are logging in.

Forgotten Username/Password
Click Get Profile on the left-hand menu.

Step 1 – Select your institution’s home state/province. Click Continue.

Step 2 – Select your Institution. Click Continue.

Step 3 – Click Set to search for your profile. Highlight the name in the pick list and click Select, or use Search for a particular entry. Search for a particular entry will ONLY search through the letter chosen. As each letter is typed into the search field, the pick list will adjust to the first item in the list that equals the entry. The list may also be filtered by position. The Positions list directly corresponds with the Position category in GENIUS.

Step 4 – The account owner’s name, email address, and primary department affiliation will appear. Above this, a question is displayed: Is this the profile? Select Yes, this is my profile if you have located the correct entry. Select No, this is not my profile if you have made an incorrect selection. If you select No, this is not my profile, you will be returned to Step 3. Choose again if you would like to re-browse the list of investigator profiles to locate your profile. Otherwise, follow Step 3 instructions for new users (below) to register your profile. If you have selected Yes, this is my profile, click Continue.

Step 5 – A notice that your profile login has been emailed to you will appear. When you have received the login information, click on the left-hand Side Bar to log in to your profile. Note: Based on settings made by the Administrator, users may not be permitted to log in to the Portal until their profile has been validated.
In this case, the user will see an Un-validated user message when attempting to log in. Contact your Project Administrator to have your profile validated.

**Change Your Password**
Login as directed above.

Click on My Profile then Edit on the left menu bar.

Click on General from the middle column and scroll to the bottom of the General screen. It will appear bolded when selected.

Under Security, click Set (appears on the right margin). A new dialog box will open. You must enter your old password once and the new password twice.

Click Submit, then Close.