Domestic Violence Prevention Initiative (DVPI) Portal Training

April 11, 2018
Agenda

I. What is the DVPI Portal?
II. What is the purpose of the DVPI Portal?
III. What goes into the DVPI Portal?
IV. Who has access to the DVPI Portal?
V. How do you login to the DVPI Portal?
VI. Live demonstration of the DVPI Portal.
VII. Recovering a Password.
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What is the DVPI Portal?

• The DVPI Portal is an online reporting system where DVPI funded projects submit their Annual Progress Report (APR) and other documents.

• The portal is located on the DVPI Webpage

https://www.ihs.gov/dvpi/dvpiportal/
What is the purpose of the DVPI Portal?

• DVPI projects report on their yearly activities according to their scope of work and Purpose Area.

• The APR opens on **October 1** and the reports are due on **October 31**.

• **Reporting Period:**
  – September 30, 2017-September 29, 2018
  – September 30, 2018-September 29, 2019
  – September 30, 2019-September 29, 2020
What goes into the DVPI Portal?

• If you are identified as a federal awardee, you are required to complete your APR via the portal and upload documents in the DVPI Portal.

• If you are a grantee, you are required to submit a copy of the APR in GrantSolutions.
What goes into the DVPI Portal? cont’d

<table>
<thead>
<tr>
<th>Grantees</th>
<th>Federal Awardees</th>
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<tbody>
<tr>
<td>*Annual Progress Report</td>
<td>*Annual Progress Report</td>
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<tr>
<td>Continuation Application</td>
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<tr>
<td>Quarterly SF-425</td>
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<tr>
<td>Carryover Request</td>
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<td>Change in PI/PD Request</td>
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<td>Budget Modification</td>
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*The APR is completed via the DVPI portal and you cannot submit the APR using a Word document.*
Who has access to the DVPI Portal?

• Authorized Project Official(s) are responsible for completing the *annual progress report* via the portal.
  – Program Coordinator
  – Project Director
How do you login to the DVPI Portal?

- Step 1: Go to the DVPI webpage.
- Step 2: Select the DVPI Portal on the left tab.
- Step 3: Click on the DVPI Portal on the right.
- Step 4: Select Login at the top right.

![Login Page Screenshot]
Live Demonstration of the DVPI Portal

• We will take a pause now and while Steven logs into the DVPI portal to demonstrate the login process and show you how to navigate the portal.
  https://www.ihs.gov/dvpi/dvpiportal/

  – Review the tabs for the APR – grantees and federal awardee.
  – How to upload document(s) – federal awardees only.
Recovering a Password

- Step 1: Enter **Username**
- Step 2: Click on **Forgot Password**

![Password Recovery Page](image)
Recovering a Password, cont’d

• Step 3: Enter your **Username** again
• Step 4: Click on **Continue**
Recovering a Password, cont’d

- Step 5: Select your email from the following list:
- Step 6: Click on **Continue**.
Recovering a Password, cont’d

• Step 7: You will receive the following email message that has instructions on how to reset your password.

“Thank you, an e-mail has been sent with instructions on how to reset your password.”
What if your e-mail does not appear on the list?

• Step 1: Then select **My E-mail address is not Listed**.
• Step 2: Click on **Continue**.
• Step 3: Fill out the populated form and the request will be sent to the area office for approval.
• Step 4: Click on **Continue** again.
What if your e-mail does not appear on the list? Cont’d

- Step 5: you will receive an email with instructions on how to reset password.

Thank you. You should receive an email with further instructions. If you do not receive an email please contact your Project Administrator.
Technical Assistance

• If you are having login issues, please contact your Area Project Officer (APO) to assist you.

• Your APO is listed on the DVPI Webpage under the tab, Technical Assistance, https://www.ihs.gov/dvpi/techassistance/projectofficers/
# Area Project Officers

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<thead>
<tr>
<th>IHS Area</th>
<th>Area Project Officer</th>
<th>Email</th>
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<tbody>
<tr>
<td>Alaska</td>
<td>Elisa Bruns</td>
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Wrap Up & Questions