

Registering for JustGrants

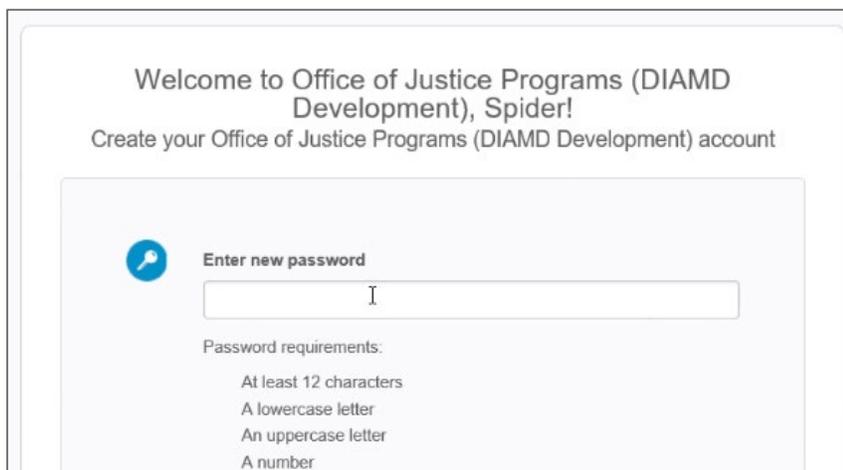
External Peer Reviewer Without a JustGrants Account

The Department of Justice (DOJ) will be onboarding peer reviewers on a rolling basis in fiscal year 2021. If a Peer Reviewer is selected to start the onboarding process, the Peer Reviewer will receive an email from the DOJ account authentication system known as the Digital Identity & Access Management Directory (DIAMD). The email from DIAMD-NoReply@usdoj.gov contains a link to the registration website where the user will activate their JustGrants account.

Upon receipt of the email, complete the following steps to activate the account:

Create Account (steps 1-3)

1. Select the **here** link in the first paragraph of the email to begin. This link can also be copied and pasted into your web browser. **NOTE:** For optimal results, Google Chrome or Microsoft Edge are the recommended web browsers.
- 2) Create a new password of at least 12 characters that includes a lowercase letter, an uppercase letter, a number, and a symbol. Do **not** include any parts of the username, first name, or last name.



Welcome to Office of Justice Programs (DIAMD Development), Spider!
Create your Office of Justice Programs (DIAMD Development) account

 Enter new password

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number

- 3) Enter the same password in the **Repeat New Password** field.

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Create Account (steps 4-11)

- 4) Select a security question from the **Choose a Forgot Password Question** dropdown menu. **NOTE:** There is an option to create a custom security question. If this option is selected, type the question in the **Custom Question** field.
- 5) Enter the answer to the selected forgot password question from the dropdown in the **Answer** field.
- 6) Select the **Add Phone Number** button.
- 7) Enter the Phone Number in the **Phone Number** field to receive an SMS (text) code.
- 8) Select **Send Code**. You should receive a text message with a code.
- 9) Insert the Code from your text message in the **Enter Code** field.
- 10) Select the **Done** button.
- 11) Select **Create My Account**.

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Set Up Multi-Factor Authentication

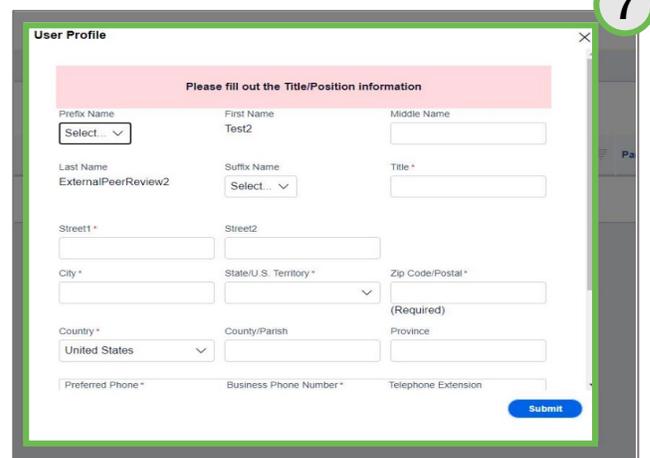
- 1) Select the option you would like to use for multi-factor authentication from the following choices: Security Key or Biometric Authentication, Google Authenticator, SMS Text Message Authentication, Voice Call Authentication, or Email Authentication. The selection you make determines the steps you will take next. Because SMS Text Message Authentication is the most common choice, we recommend you select the SMS Text Message Option and follow these steps:
- 2) Select the **Setup** button corresponding to **SMS Authentication**.
- 3) Enter a phone number where you can receive an SMS (text) message in the **Phone Number** field.
- 4) Select **Send Code**.
- 5) You will receive a text on your phone with a code from the DIAMD system. Enter that code in the **Enter Code** field.
- 6) Select the **Verify** button to submit the code for system second-level authentication.
- 7) You will be returned to the multi-factor authentication screen. Acknowledge completion of SMS Authentication by selecting the **Finish** button. If you choose, you can add an additional authentication method.

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First Time Login to JustGrants Peer Review Portal

- 1) Access JustGrants at the following URL: <https://diamd-auth.usdoj.gov>. **Google Chrome or Microsoft Edge** are the recommended web browsers.
- 2) On the **Sign In** screen, enter your email in the **Email Address** field. This email address should match the address where you received your account registration email.
- 3) Select **Next**.
- 4) Enter the password that you created during the registration process in the **Password** field.
- 5) Select **Sign In**.
- 6) Select the **JustGrants Peer Review Portal** icon tile.
- 7) Complete the contact information, including your preferred contact phone number and address, on the **User Profile** screen.



User Profile

Please fill out the Title/Position information

Prefix Name Select...	First Name Test2	Middle Name
Last Name ExternalPeerReview2	Suffix Name Select...	Title*
Street1*	Street2	
City*	State/U.S. Territory*	Zip Code/Postal*
Country*	County/Parish	Province
Preferred Phone*	Business Phone Number*	Telephone Extension

Submit

You will not see any assessments in your worklist until you have been assigned to a panel and the peer review for the solicitation has officially started. If you are assigned to a peer review, the Peer Review Coordinator will contact you by email with assignment specifics and the orientation call information.



Registering for JustGrants

External Peer Reviewer With a JustGrants Account

If an External Peer Reviewer has a JustGrants account, the Peer Reviewer will receive an email from DIAMD-NoReply@usdoj.gov notifying them that the peer reviewer role has been added.

Once the peer reviewer receives the email, the Peer Reviewer will complete the following steps to activate the account.

First Time Login to JustGrants Peer Review Portal

- 1) Access JustGrants at the following URL: <https://diamd-auth.usdoj.gov>. Google Chrome or Microsoft Edge are the recommended web browsers.
- 2) On the **Sign In** screen, enter your email in the **Email Address** field. This email address should match the address where you received your account registration email.
- 3) Select **Next**.
- 4) Enter the password that you created during the registration process in the **Password** field.
- 5) Select **Sign In**.
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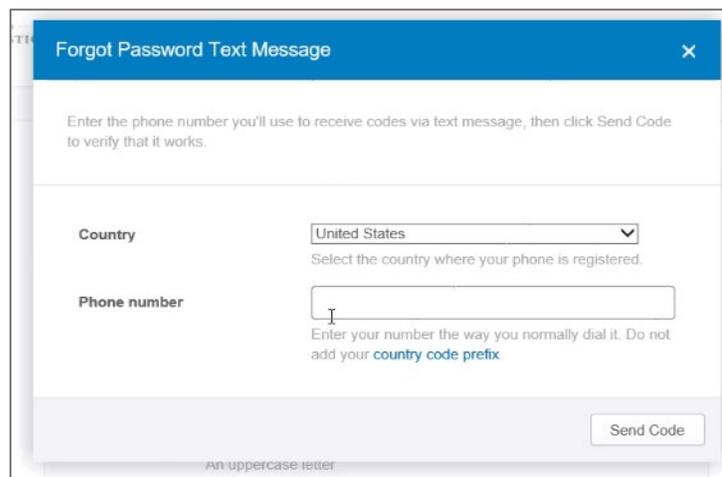
You will not see any assessments in your worklist until you have been assigned to a panel and the peer review for the solicitation has officially started. If you are assigned to a peer review, the Peer Review Coordinator will contact you by email with assignment specifics and the orientation call information.



Registering for JustGrants *Resources for All External Peer Reviewers*

Forgot Password

- 1) Navigate your browser to the DIAMD home page: <https://diamd-auth.usdoj.gov>.
- 2) Select the **Need help signing in?** link.
- 3) Enter your email address in the **Email or username** field, select whether to reset your password via SMS or Email. The DIAMD system will then send you an SMS or Email communication based on your selection.
- 4) Check your phone or email for instructions on resetting the password.
 - a) Follow the instructions provided to you via the communication you receive.



Help



JustGrants.Support@usdoj.gov



(833) 872-5175

Monday – Friday: 5:00 AM to 9:00 PM

Saturday, Sunday & Federal Holidays: 9:00 AM to 5:00 PM