

abbvie

# AbbVie Grant Management System (GMS)

*Requestor Training: Password Reset*



## After Reviewing this Module, You Will be Able to:

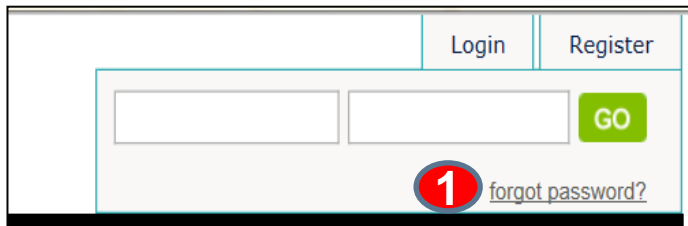
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- **Reset your password**

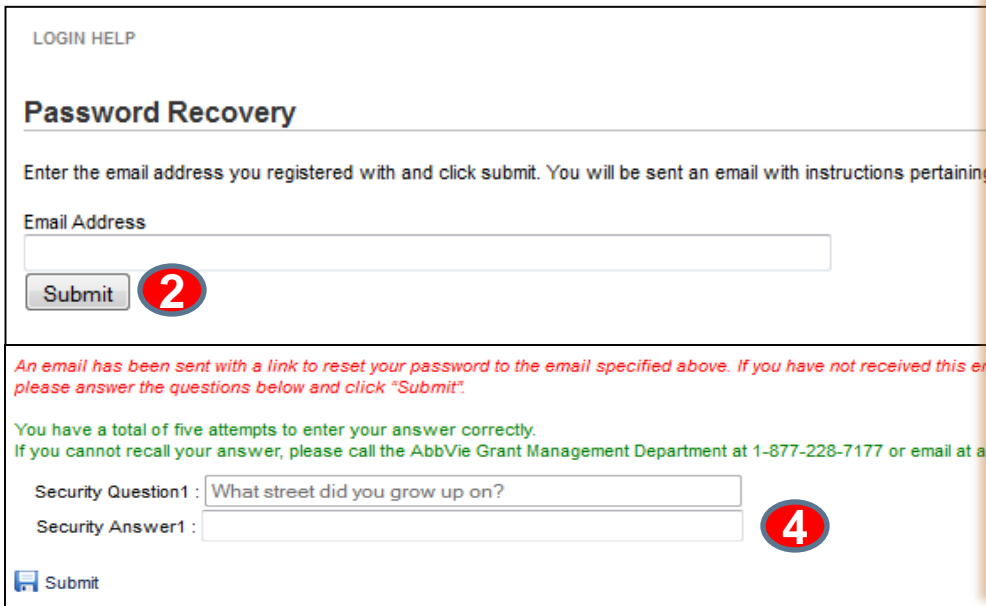
# How to Reset Your Password

If you have forgotten your password, you can reset it yourself:

1. Simply follow the directions below to reset your password.
2. If you have forgotten your user name, first remember it is the email address that you registered with.
3. If you cannot remember the email address you registered with, call the Grant Management Department at **877-228-7177**.



The screenshot shows a web interface with 'Login' and 'Register' buttons at the top. Below them are two input fields and a green 'GO' button. A red circle with the number '1' is positioned over a link that says 'forgot password?'.



The screenshot shows the 'Password Recovery' page. It includes a 'LOGIN HELP' link, the title 'Password Recovery', and instructions: 'Enter the email address you registered with and click submit. You will be sent an email with instructions pertaining...'. There is an 'Email Address' input field and a 'Submit' button highlighted with a red circle and the number '2'. Below this, there is a red warning message: 'An email has been sent with a link to reset your password to the email specified above. If you have not received this email, please answer the questions below and click "Submit".' A green message states: 'You have a total of five attempts to enter your answer correctly. If you cannot recall your answer, please call the AbbVie Grant Management Department at 1-877-228-7177 or email at...'. There are 'Security Question1' and 'Security Answer1' input fields, with the first question being 'What street did you grow up on?'. A 'Submit' button at the bottom is highlighted with a red circle and the number '4'.

1. If you have forgotten your password, click on the **forgot password** link.
2. Enter the email address that you registered with. You will receive an automated email with directions on resetting your password. If you did not receive the email, check your spam folder prior to contacting the Grant Management Department.
3. Click the link in the **Email** which is sent to the email address as entered. This will take you to the manual password reset page.
4. You can also enter in the security answer which you entered as part of registration. Type in the answer, and click **Submit**. Keep in mind you only have **5 attempts**, after which your account will be locked and you must contact the Grant Management Department at **877-228-7177**.

Note: You will not see the security question if you have not previously set this up.

# How to Reset Your Password

Once you click the email link or enter your security question answer, you will see the 'Change Your Password' screen.

## Change Your Password

Please ensure that your password is at least 8 characters long and contains at least two of the following:

- Lowercase letters
- Uppercase letters
- Numbers
- Special characters


Passwords are CaSe SeNsItIve

**1** Email Address:

**2** Password:

**3** New Password:

**4** Confirm New Password:

**5**  Change Password

1. Your email address will be populated.
2. The **Password** field will be filled in with dots (**Do not** remove the dots).
3. Enter a new password using the instructions at the top of the screen related to creating a case sensitive password.
4. Re-enter the new password.
5. Click the **Change Password** link to finish changing your password.

# Logging onto the Grant Management System (GMS)

## Security Password

You will be brought back to the Home Page to log into the system with your newly created password.

abbvie GRANT MANAGEMENT SYSTEM

Login

Register

1

2

3

GO

[forgot password?](#)

**We are accepting requests for the following therapeutic areas:**

Biosimilars

Dermatology

Managed Care

Neurology

1. In the first box, enter the email address that you registered with. Your email address is your login ID.
2. In the second box, enter the password you just created. Passwords are case sensitive.
3. Click the **GO** button to enter the GMS.

Note: Once you see the 'My Actions' inbox you have successfully reset your password.



Puerto Rico Grant and Charitable

Today is 02/04/2015.

**Your request must be submitted at least 60 days prior to the "decision needed by date".**

The **decision needed by date** is the date a decision on the Grant or Charitable Donation is needed by in order to plan, confirm or proceed with the program.

Registration link below for step-by-step directions.

### Training

- > Registration
- > Accreditor Registration

The following types of training requests are supported by this online system:

### Medical Education Grants

Accredited programs, including live presentations (e.g., symposia, regional/local programs, teleconferences, live webcasts), and on-demand