



# COSMOS



EMPOWER PEOPLE.

IMPROVE LIVES.

INSPIRE SUCCESS.

# What Can COSMOS Do for Your Agency?

Provide instructions to Register with North Dakota Online Services and Request Access to



Provide instructions to Apply and Submit grant applications and contracts through



Instructions to Apply for Reimbursement Requests



Instructions to manage fiscal and reporting requirements



The Work Queue section is your agency's current task and grant information center



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# How to Request Access to COSMOS

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To request access to the COSMOS Grant Management System, right click and open the hyperlink below:

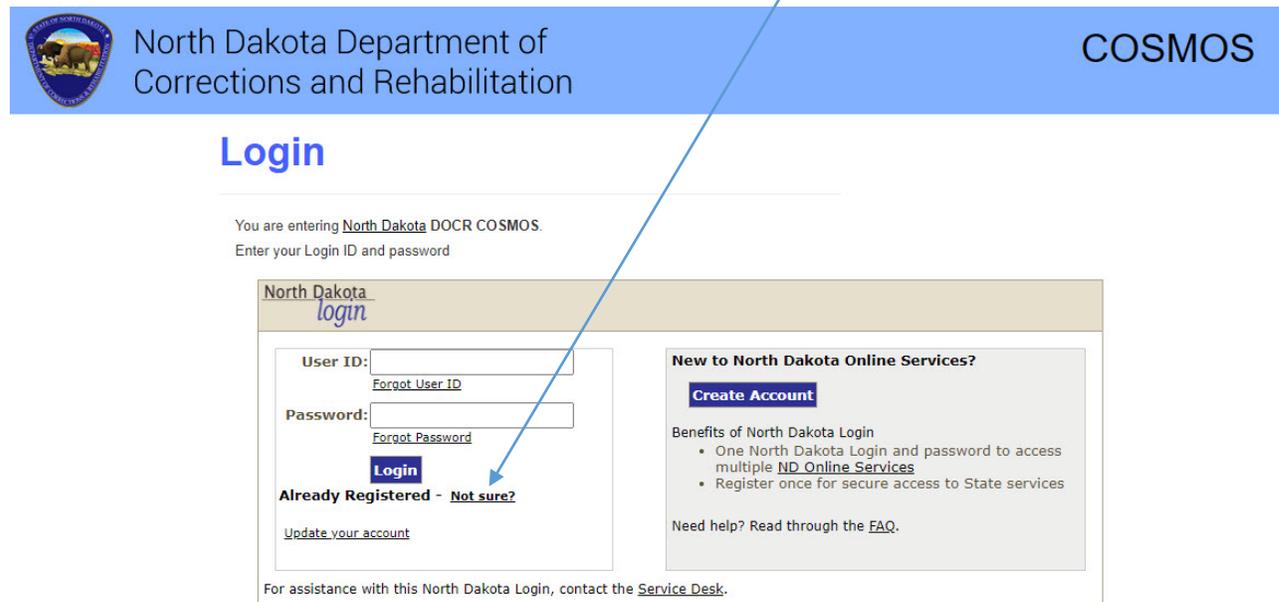
<https://apps.nd.gov/docr/cosmos/menu>

It is recommended to save this hyperlink to your desktop by creating a shortcut for easy access.

# How to Request Access to COSMOS

DO YOU CURRENTLY HAVE A  
NORTH DAKOTA ONLINE SERVICES ACCOUNT?

Click on **Already Registered – Not Sure?**



North Dakota Department of Corrections and Rehabilitation

COSMOS

**Login**

You are entering [North Dakota](#) DOCR COSMOS.  
Enter your Login ID and password

North Dakota  
*login*

User ID:   
[Forgot User ID](#)

Password:   
[Forgot Password](#)

[Login](#)

**Already Registered - Not sure?**

[Update your account](#)

**New to North Dakota Online Services?**

[Create Account](#)

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

# How to Request Access to COSMOS

Enter your email address or telephone number for verification of a North Dakota Online Services account.



The screenshot shows the 'North Dakota Login' page. At the top, it says 'North Dakota nd.gov Official Portal for North Dakota State Government'. Below this is a banner with 'North Dakota login' and an image of hands typing on a keyboard. The main heading is 'North Dakota Login' followed by 'Verify Account'. Underneath is a section titled 'Retrieve/Verify Account User ID' with a text input field labeled 'Email or Cell Phone:'. At the bottom, there are two buttons: 'Cancel' and 'Request Login'.

# How to Request Access to COSMOS

If you receive an error message, **No account found**, you do not have a North Dakota Online Services Account.

Return to the login page and click on the **Register Now!** button and follow directions.



The screenshot shows the North Dakota Login page. At the top, there is a header with the text "North Dakota login" and a background image of hands typing on a keyboard. Below the header, the page title "North Dakota Login" is displayed. The main content area is titled "Verify Account" and contains a red error message: "You must correct the following error(s) before proceeding:" followed by a bullet point: "• No account found for cosmostest@nd.gov". Below the error message, there is a section titled "Retrieve/Verify Account User ID" with a text input field labeled "Email or Cell Phone:" containing the text "cosmostest@nd.gov". At the bottom of the form, there are two buttons: "Cancel" and "Request Login".

# How to Request Access to COSMOS

**NO, I DO NOT HAVE A NORTH DAKOTA ONLINE SERVICES ACCOUNT.**

To setup a new North Dakota Online Services Account, click on the **Register Now!** button below.

Follow directions on slide 10 through 13 of this PowerPoint.

North Dakota Department of Corrections and Rehabilitation COSMOS

Login

You are entering North Dakota DOCR COSMOS.  
Enter your Login ID and password

North Dakota login

**Already Registered - Not sure?**  
North Dakota Login:  
Forgot Login  
Password:  
Forgot Password  
Login  
Update your account

**New to North Dakota Online Services?**  
**Register Now!**  
Benefits of North Dakota Login  
• One North Dakota Login and password to access multiple [ND Online Services](#)  
• Register once for secure access to State services  
Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

# How to Request Access to COSMOS

YES, I HAVE A CURRENT NORTH DAKOTA ONLINE SERVICES LOGIN.

Enter your login and password on the left side of the login box.

North Dakota Department of Corrections and Rehabilitation

COSMOS

## Login

You are entering [North Dakota](#) DOCR COSMOS.  
Enter your Login ID and password

North Dakota  
*login*

**Already Registered - Not sure?**  
North Dakota  
Login:  [Forgot Login](#)  
Password:  [Forgot Password](#)  
[Login](#)  
[Update your account](#)

**New to North Dakota Online Services?**  
[Register Now!](#)  
Benefits of North Dakota Login  
• One North Dakota Login and password to access multiple [ND Online Services](#)  
• Register once for secure access to State services  
Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

Setting up a North Dakota Online Services login account is only required once.

# Business/Organization Account Details Page

Complete and submit the Account Details Page  
to register for COSMOS Login Access.

**THIS PROCESS IS ONLY REQUIRED ONCE.**

The screenshot shows the 'Business/Organization Account Details' page on the North Dakota Login portal. The page header includes the North Dakota State Government logo and 'nd.gov Official Portal for North Dakota State Government'. The main heading is 'North Dakota Login' with a sub-heading 'Business/Organization Account Details'. A note states: 'Business/Organization accounts should only be used for online services related to the business or organization you represent'. The form is divided into two sections: 'Login Details' and 'Business/Organization Details'. The 'Login Details' section contains three input fields: '\*North Dakota Login:', '\*Password:', and '\*Confirm Password:'. The 'Business/Organization Details' section contains several input fields: '\*Business Name:', '\*Contact Name:' (with sub-fields for First, MI, Last, and Suffix), '\*Address 1:', 'Address 2:', 'Address 3:', and '\*City, State, Zip:' (with a dropdown menu for the state and a placeholder '(555554444)' for the zip code).

# Request for Security Information

An email from [itdhelp@nd.gov](mailto:itdhelp@nd.gov) with an Activate Account Code will arrive at the email address you listed in the Account.

Enter the Activate Account Code in the email box below and confirm.

North Dakota Login State ...

North Dakota [nd.gov](http://nd.gov) | Official Portal for North Dakota State Government

North Dakota login

North Dakota Login

Steps: Account Security Info | **Verification** |

**Verify Your Security Info**

**Security Info**

**Email**

An email will come from [itdhelp@nd.gov](mailto:itdhelp@nd.gov). If you do not receive this email check your junk mail and/or confirm it hasn't been blocked by a spam blocker.

Enter Email code here:

[Return to Online Service](#) [Confirm](#)

# Request COSMOS System Access

Once you have received and confirmed an email acknowledgement of the Activate Account Code, login on the left side of the screen to Request COSMOS System Access with the login and password you created.

North Dakota Department of Corrections and Rehabilitation

COSMOS

## Login

You are entering North Dakota DOCR COSMOS.  
Enter your Login ID and password

North Dakota  
*login*

**Already Registered - Not sure?**

North Dakota  
Login:

Forgot Login

Password:

Forgot Password

Login

[Update your account](#)

**New to North Dakota Online Services?**

**Register Now!**

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

# Request COSMOS System Access

Complete and submit the [Request System Access](#) Page.

You are required to provide a current DUNS Number and Expiration Date; Point of Contact, Fiscal Point of Contact or Performance Reporting Point of Contact must be assigned; and may be assigned to same individual.

The screenshot shows the 'Request System Access' form for the North Dakota Department of Corrections and Rehabilitation. The form is titled 'Request System Access' and includes a header with the department logo and 'COSMOS' branding. A yellow banner indicates that users must complete and submit the form to request access. The form is divided into several sections: 'General' with fields for Subgrantee Name, City of Operation, Email, Phone, Agency Type, and Agency Focus; 'Physical Address' and 'Mailing Address' sections with fields for Address, City, State, and Zipcode, and a checkbox for whether the mailing address is the same as the physical address; 'DUNS Info' with fields for DUNS Number and DUNS Expiration; 'Contacts' with a table for listing individuals (First Name, Middle Initial, Last Name, Phone, Email, Role) and an 'Add Contact' button; and 'Comments' with a text area for providing additional information relevant to the approval process.

# Upon COSMOS Access Approval

You will be able to login and manage each of the functions listed below.

North Dakota **nd.gov** Official Portal for North Dakota State Government

North Dakota  
*login*

North Dakota Login

North Dakota  
*login*

North Dakota Login ID:

Password:

**Welcome to North Dakota Login**

Login into your North Dakota Login account to:

- Print your profile information.
- Change your password.
- Activate your account.
- Change your email.
- Change your security questions.
- Edit your profile.

# Creating Individual Login ID's

Each COSMOS user is required to create an individual login ID. From the COSMOS home screen, click on Profile, then select a specific individual.



## View Profile

### General Details

Name: City of Operation: Email: Subgrantee Number:

Agency Type: Agency Focus:  
Private Non-Profit Agency Other

Physical Address: Mailing Address:  
(Same as physical address)

Edit General Details

### DUNS/SAM Info

DUNS Number: SAM Expiration Date:  
1/23/2021

Edit DUNS/SAM Info

### Contacts [Add Contact](#)

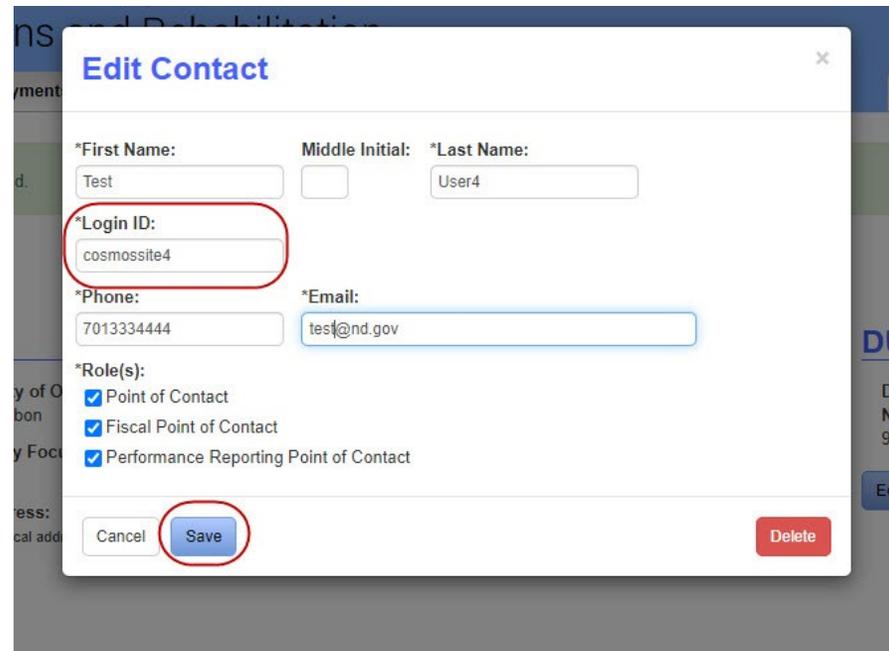
Name	Login ID	Phone	Email	Role(s)
				Fiscal Point of Contact Point of Contact Performance Reporting Point of Contact
				Fiscal Point of Contact Point of Contact Performance Reporting Point of Contact
Test User4	cosmosite4			Fiscal Point of Contact Point of Contact Performance Reporting Point of Contact

Return

# Creating Individual Login ID's

Once you click on the specific individual the “Edit Contact” window will appear. From there you can change the Login ID to something different than what it is. Click save.

**\*\*\*CAUTION\*\*\*** If you change the Login ID and click “Save” in the next step that user will not be able to access COSMOS until DOCCR approves it.



The screenshot shows the "Edit Contact" window with the following fields and values:

- \*First Name: Test
- Middle Initial: (empty)
- \*Last Name: User4
- \*Login ID: cosmosite4 (circled in red)
- \*Phone: 7013334444
- \*Email: tes@nd.gov
- \*Role(s):
  - Point of Contact
  - Fiscal Point of Contact
  - Performance Reporting Point of Contact

At the bottom, there are three buttons: Cancel, Save (circled in red), and Delete.