CSBG Performance Management Website
Fact Sheet
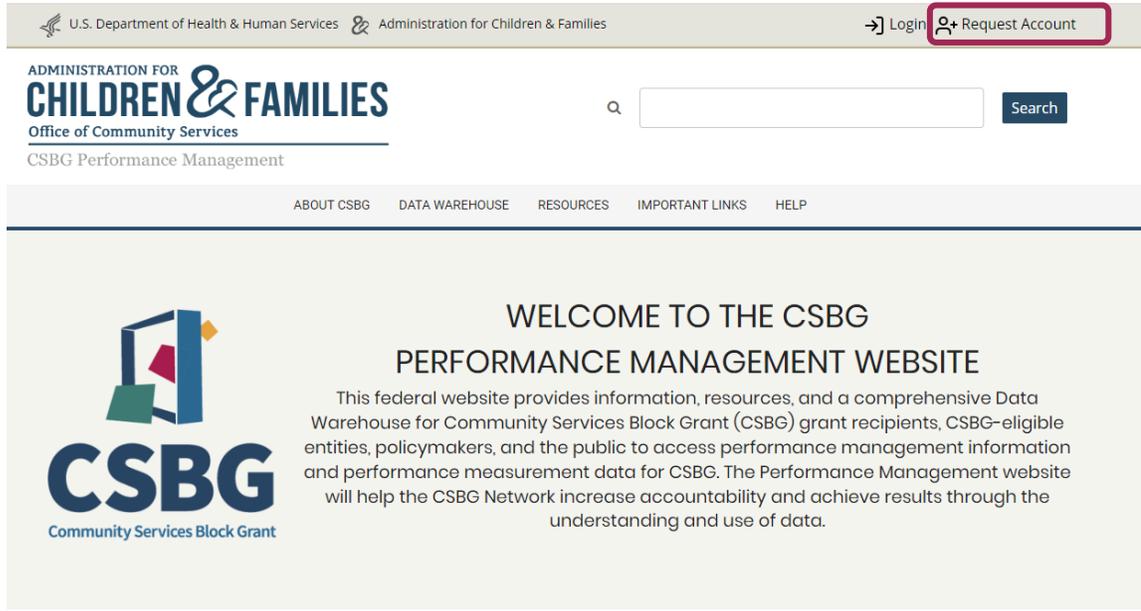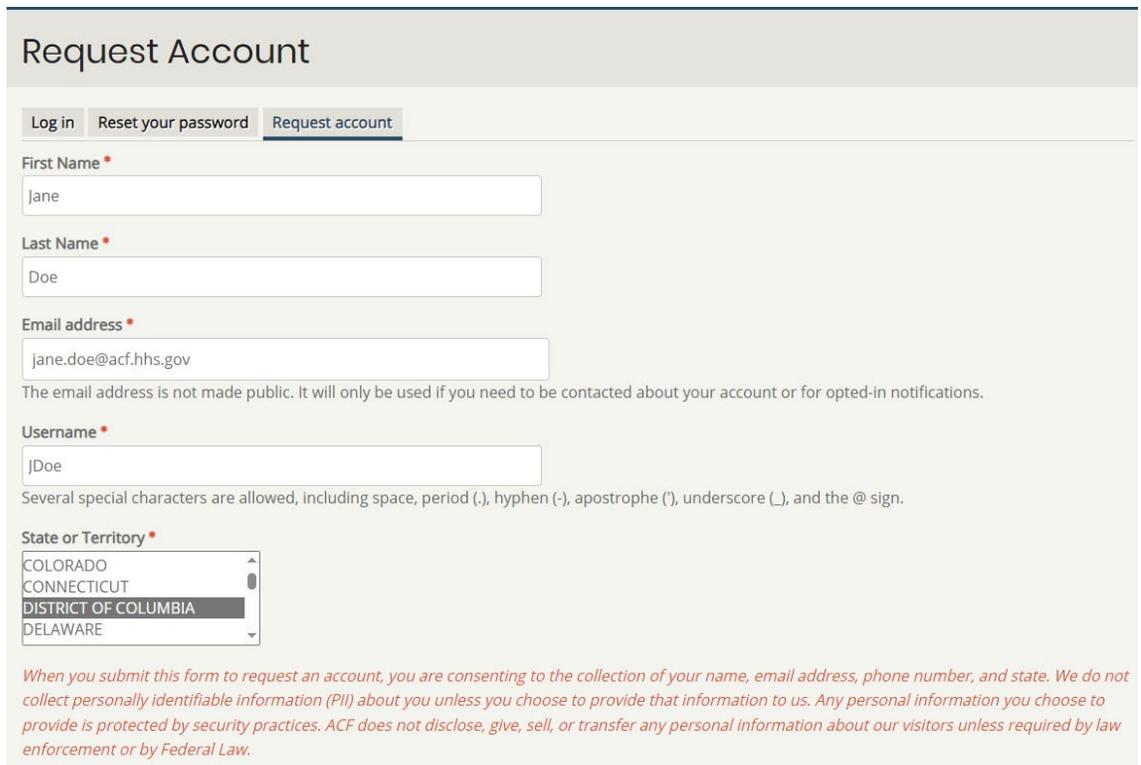### *Accounts*

Contents

Requesting an Account

1. Go to the [CSBG Performance Management website](#) and select **Request Account** in the top right corner

2. Complete the form

3. Check the *I'm not a robot* box, and complete the reCAPTCHA task
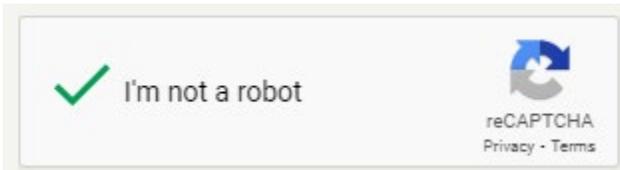
4. Select **Create new account**
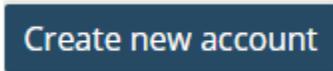
5. You'll return to the Log In screen and see a **Thank You message** confirming that your request was successful.
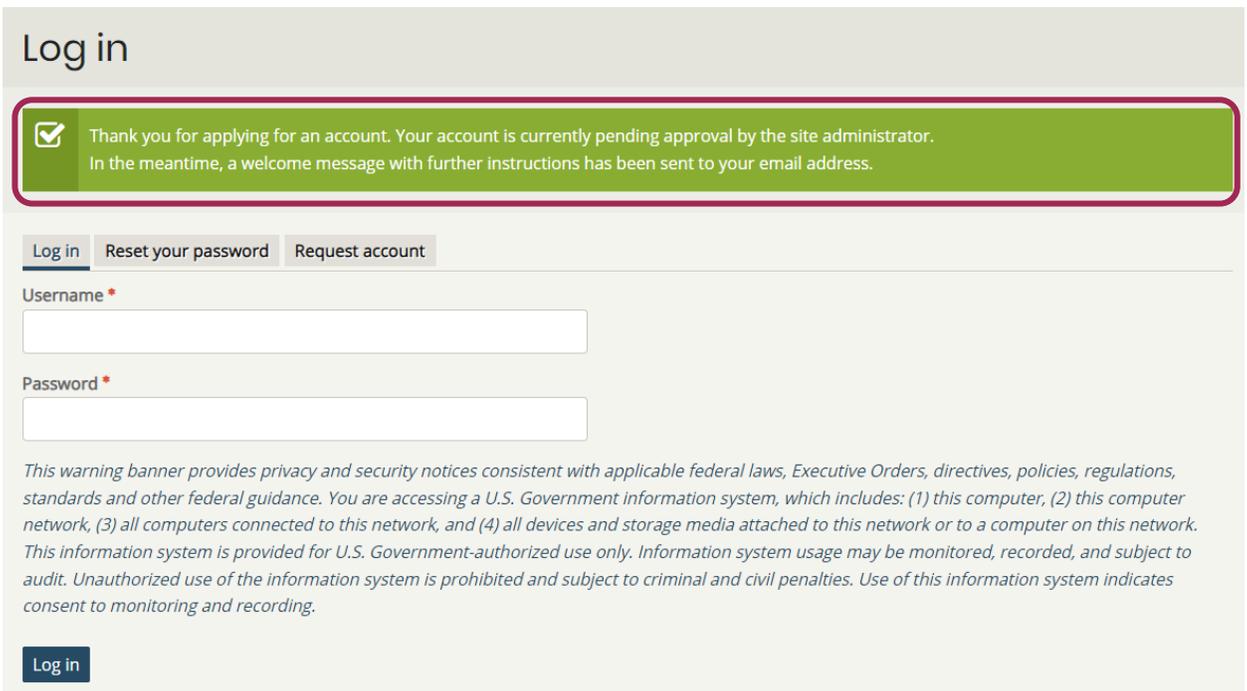

6. Close the window.

Register an Account

1. Shortly after requesting your account, you'll receive an email from <u>CSBG Performance Management</u> with the subject "Account details for CSBG Performance Management (approved)".

2. Access the **link** within the email to set your password

A site administrator at CSBG Performance Management has activated an account for you.
You may now log in by clicking the link below or copying and pasting it into your browser:

https://csbgpm.acf.hhs.gov/user/reset/556/1709821411/ONWS4V_PCnjKhcDhVJUFYIniV9Z54wOENpsRbMQS3MQ
username: JDoe5

This is a temporary password and can only be used once.
After initial log in, you will be directed to a page where you can set your password to something more meaningful.

Thank you!
-- CSBG Performance Management team

3. Click **Log In**

Set password

This is a one-time login for *JDoe5*.

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

4. Create your **password**, and confirm the password in the available fields.

5. Ensure that the password strength is strong and that the passwords match
   Passwords must be at least XX characters and contain one capital letter, one lowercase letter, one number, and one symbol.

6. Update your **Language** and **Locale** settings, as necessary, and then click **Save**.

7. You'll receive confirmation that your password has saved.

8. You can now navigate to the **Data Warehouse** to access the CSBG Quick Facts and Advanced Data & Analytics.

Login

1. Go to the [CSBG Performance Management website](#) and select **Login** in the top right corner
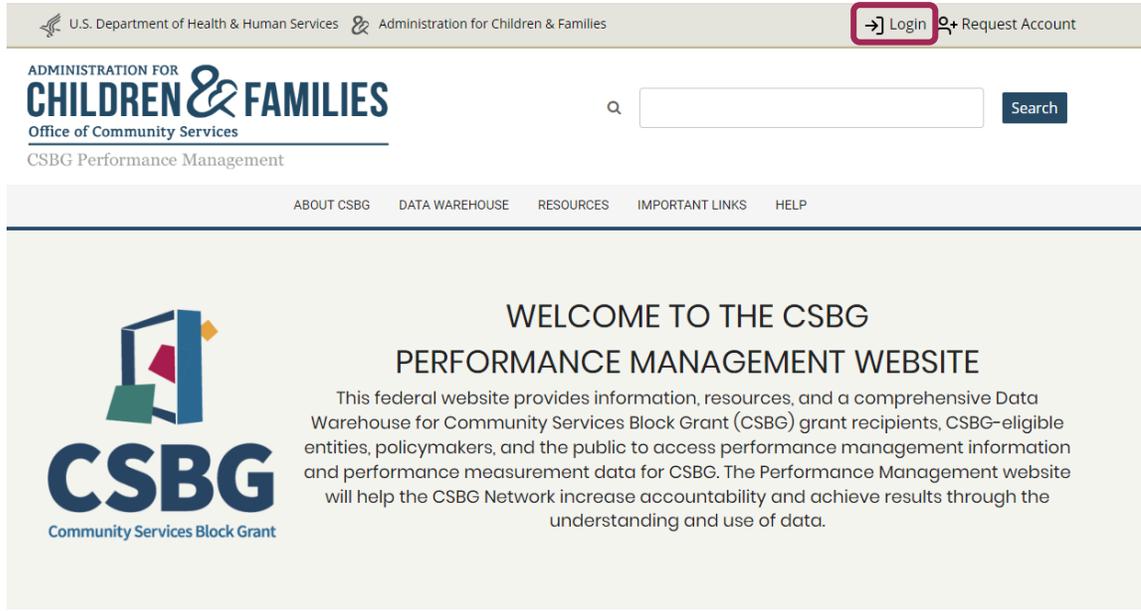
2. Enter your **Username** and **Password**
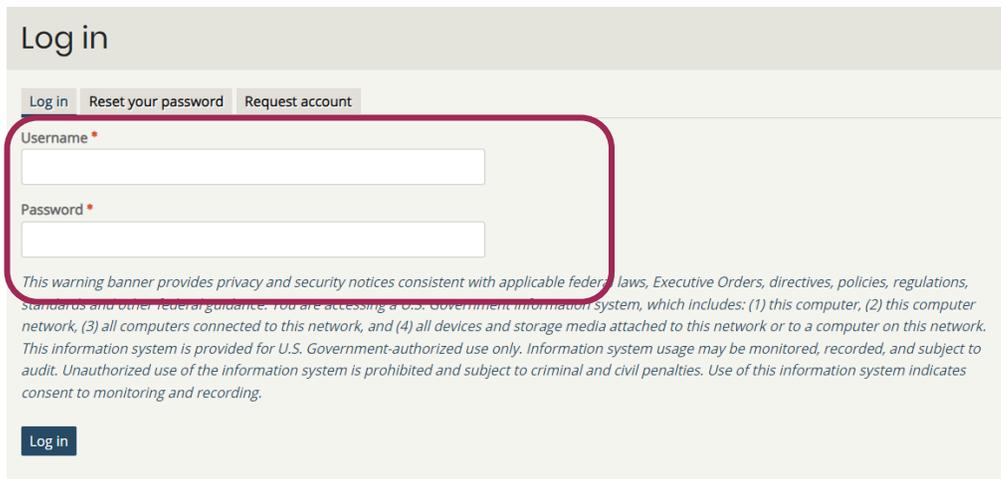
3. Click **Login**.
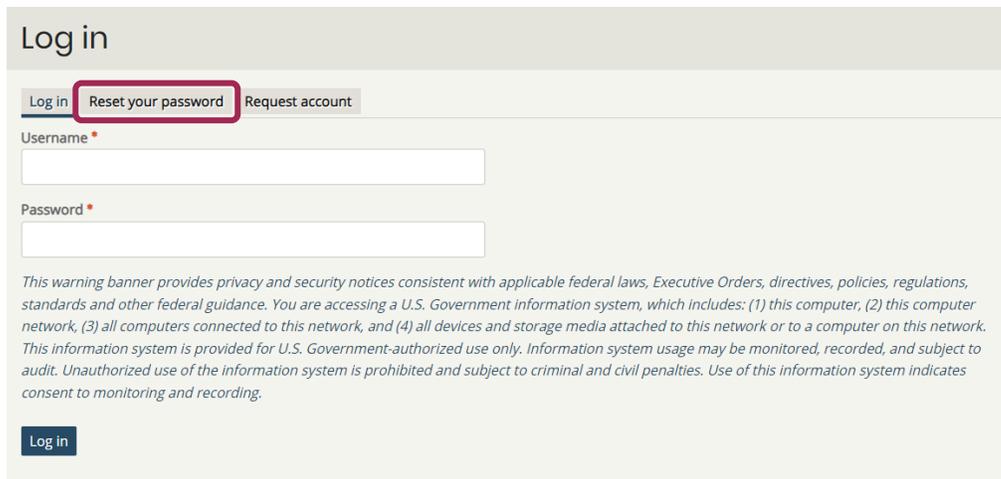   *This will take you to your user account page, and you can then navigate to the Data Warehouse.*

Reset a Password

1. Go to the [CSBG Performance Management website](#) and select **Login** in the top right corner

2. Select **Reset Your Password** from the Log in screen

3. Enter your username or email address and click **Submit**
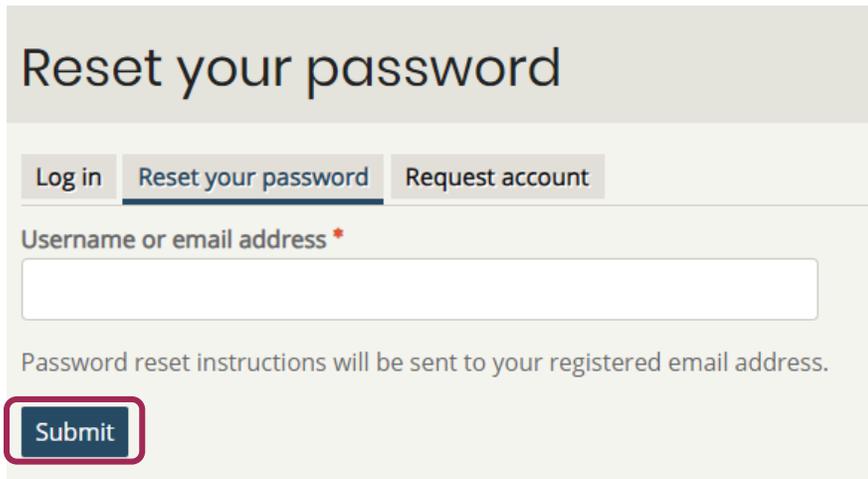
Reset your password

| Log in | Reset your password | Request account |

Username or email address *

Password reset instructions will be sent to your registered email address.

Submit

4. You'll receive an email from CSBG Performance Management with the subject "Replacement login information at CSBG Performance Management".
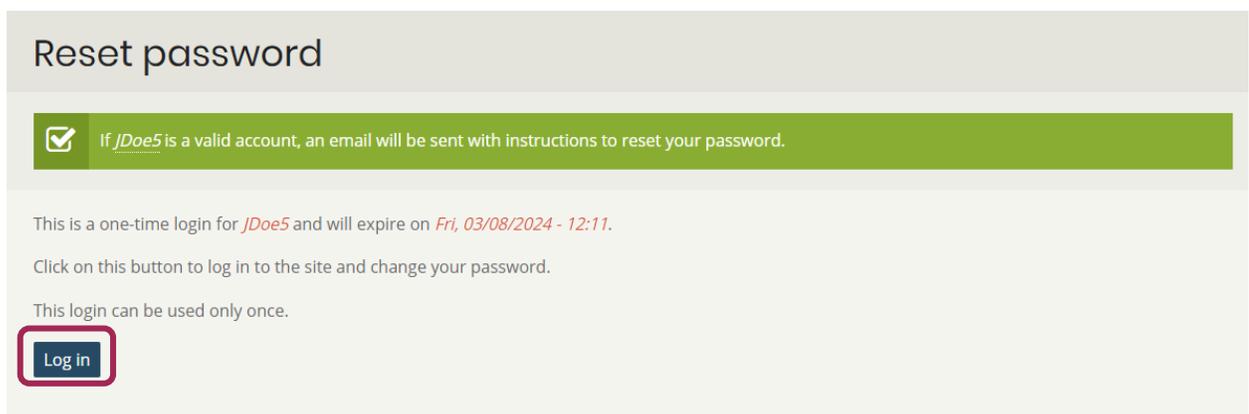
5. Click the link within the email

A request to reset the password for your account has been made at CSBG Performance Management.

You may now log in by clicking this link or copying and pasting it into your browser:

https://csbgpm.acf.hhs.gov/user/reset/556/1709831509/d9YlFUp7MdNXgB8Rkuuz-wJz_LEgVinU_K5zGfBfUKM

username: JDoe5

6. Click Log In

Reset password

☑ If *JDoe5* is a valid account, an email will be sent with instructions to reset your password.

This is a one-time login for *JDoe5* and will expire on *Fri, 03/08/2024 - 12:11*.

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

7. Create a new password using the steps to Register an Account