



CSBG Performance Management Website Fact Sheet

Accounts

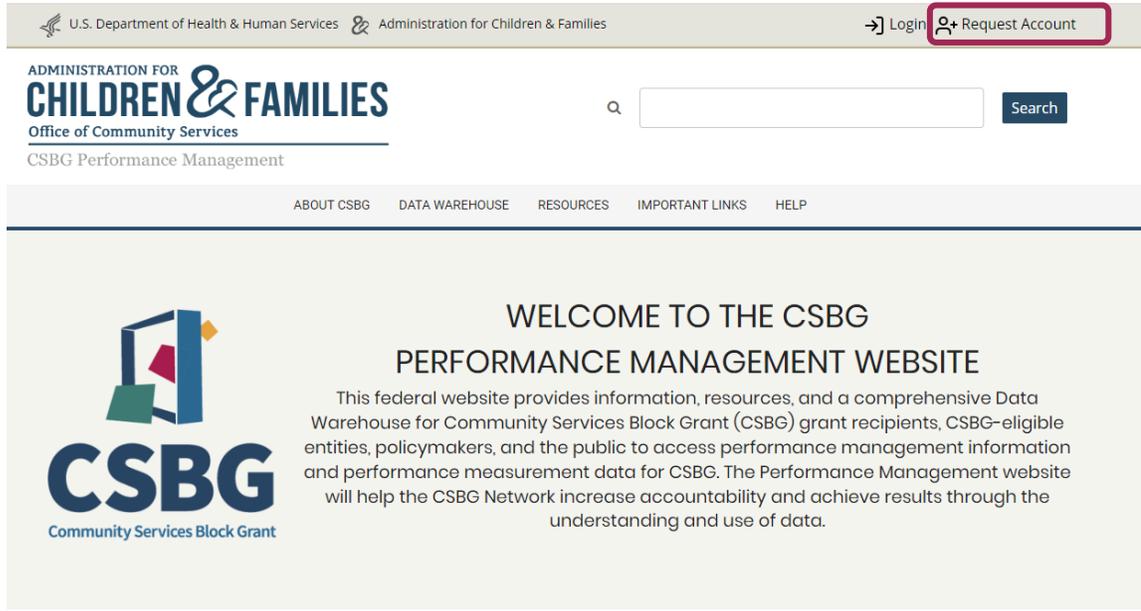
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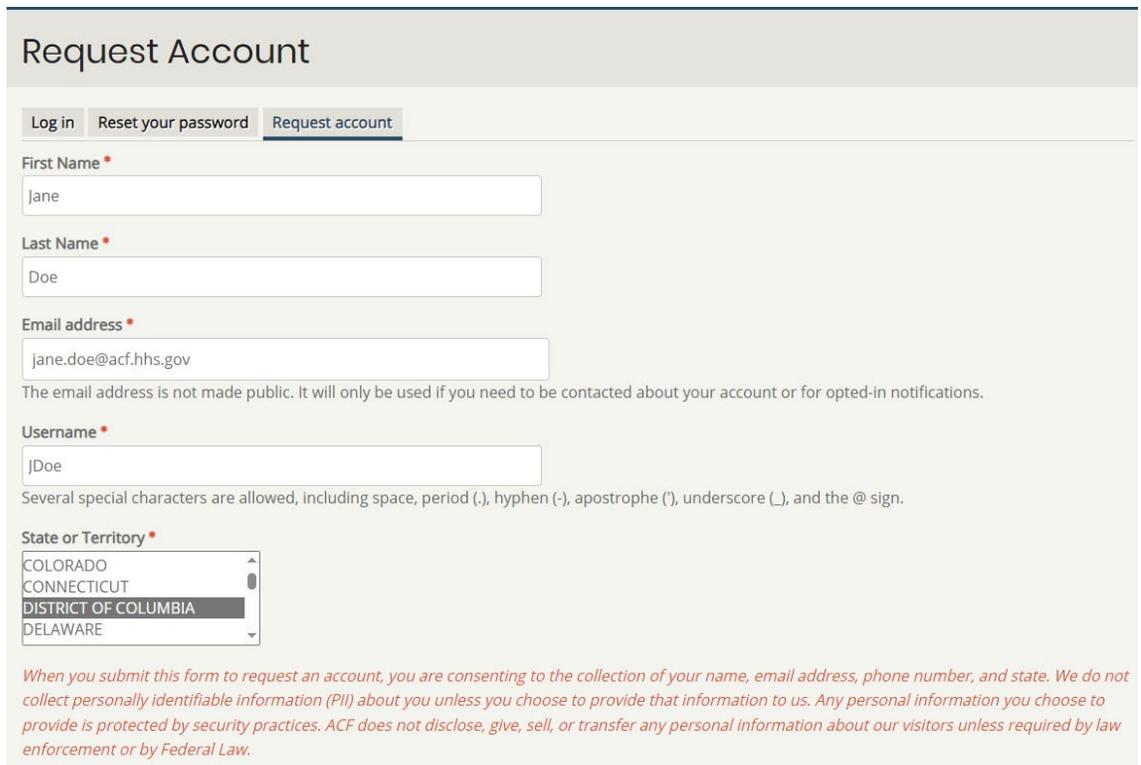
Requesting an Account

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



The screenshot shows the homepage of the CSBG Performance Management website. At the top, there is a navigation bar with the U.S. Department of Health & Human Services and Administration for Children & Families logos, a search bar, and a "Request Account" button highlighted with a red box. Below the navigation bar is the main header with the "ADMINISTRATION FOR CHILDREN & FAMILIES" logo and "Office of Community Services" text. The main content area features a large "WELCOME TO THE CSBG PERFORMANCE MANAGEMENT WEBSITE" heading, a CSBG logo, and a paragraph of introductory text. A navigation menu with links like "ABOUT CSBG", "DATA WAREHOUSE", "RESOURCES", "IMPORTANT LINKS", and "HELP" is visible below the header.

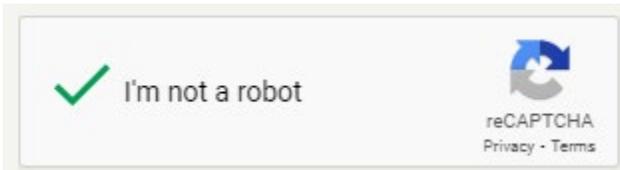
2. Complete the form



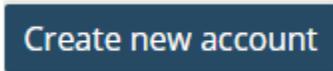
The screenshot shows the "Request Account" form. The form has a title "Request Account" and three tabs: "Log in", "Reset your password", and "Request account" (which is selected). The form fields include: "First Name" (filled with "jane"), "Last Name" (filled with "Doe"), "Email address" (filled with "jane.doe@acf.hhs.gov"), "Username" (filled with "JDoe"), and "State or Territory" (a dropdown menu with "DISTRICT OF COLUMBIA" selected). Below the form is a disclaimer: "When you submit this form to request an account, you are consenting to the collection of your name, email address, phone number, and state. We do not collect personally identifiable information (PII) about you unless you choose to provide that information to us. Any personal information you choose to provide is protected by security practices. ACF does not disclose, give, sell, or transfer any personal information about our visitors unless required by law enforcement or by Federal Law."



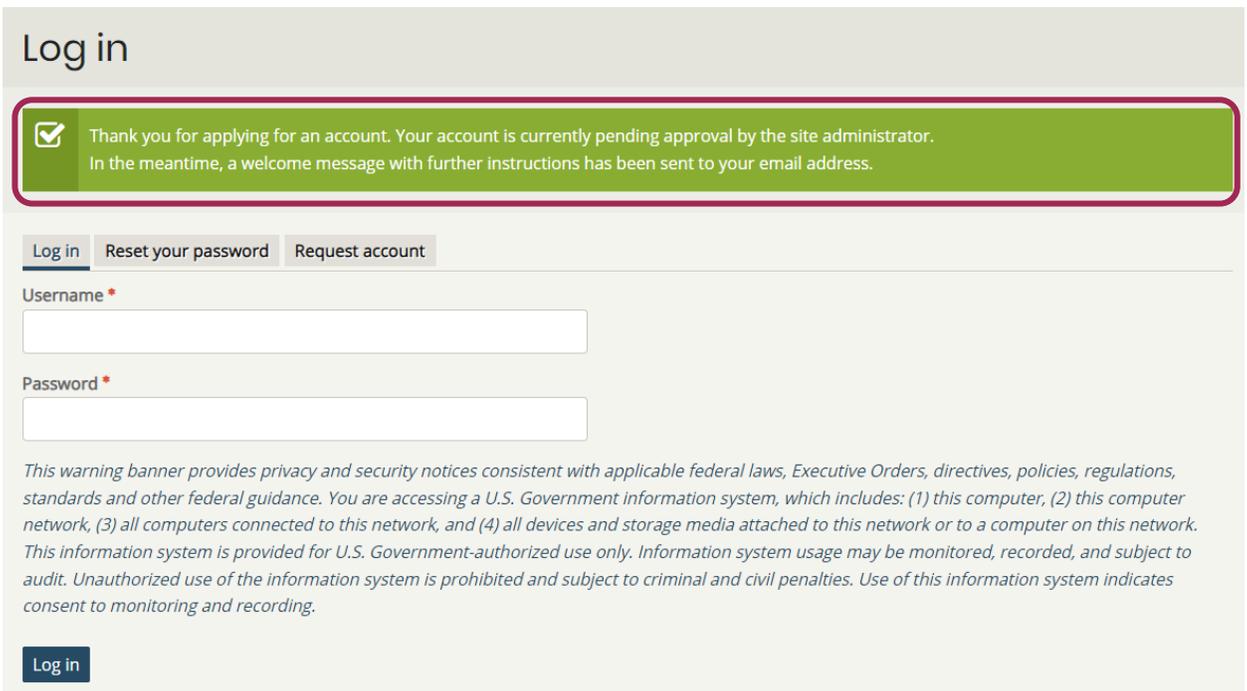
3. Check the *I'm not a robot* box, and complete the reCAPTCHA task



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 [CSBG Performance Management](#) 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.

JDoe5

You have just used your one-time login link. It is no longer necessary to use this link to log in. It is recommended that you set your password.

[View](#) [Edit](#)

First Name *

Last Name *

Password

Password strength:

Confirm password

Passwords match:

To change the current user password, enter the new password in both fields.

State or Territory *

Language settings

Site language

This account's preferred language for emails. This is also assumed to be the primary language of this account's profile information.

Locale settings

Time zone

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

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.

Password

Password strength: Strong

Confirm password

Passwords match: yes



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

Language settings

Site language

English ▾

This account's preferred language for emails. This is also assumed to be the primary language of this account's profile information.

Locale settings

Time zone

New York ▾

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Save

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

JDoe5

The changes have been saved.

[View](#) [Edit](#)

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

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Community Services

CSBG Performance Management

ABOUT CSBG **DATA WAREHOUSE** RESOURCES IMPORTANT LINKS HELP

Data Warehouse

The CSBG Data Warehouse allows users to access national, state, and entity-level performance data by fiscal year to build reports, tables, and charts. Users can access data through two different options: the CSBG Quick Facts tool and the Advanced Data & Analytics tool. Click an option below to start your analysis.



Generate overview reports on a single topic of interest with step-by-step guidance.

CSBG Quick Facts



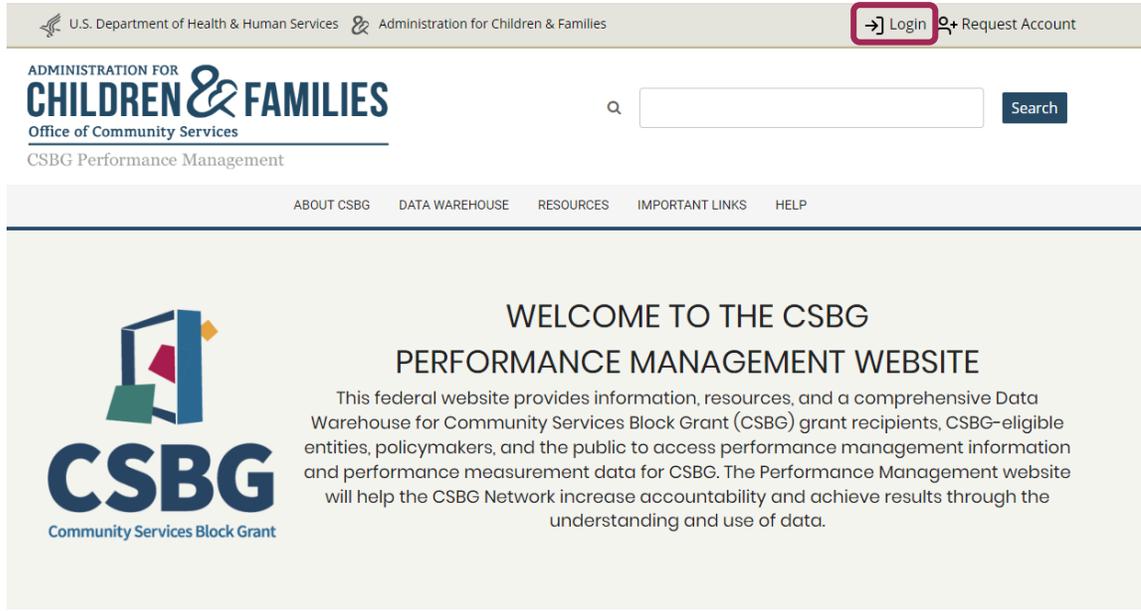
Generate custom reports using available performance data.

Advanced Data & Analytics



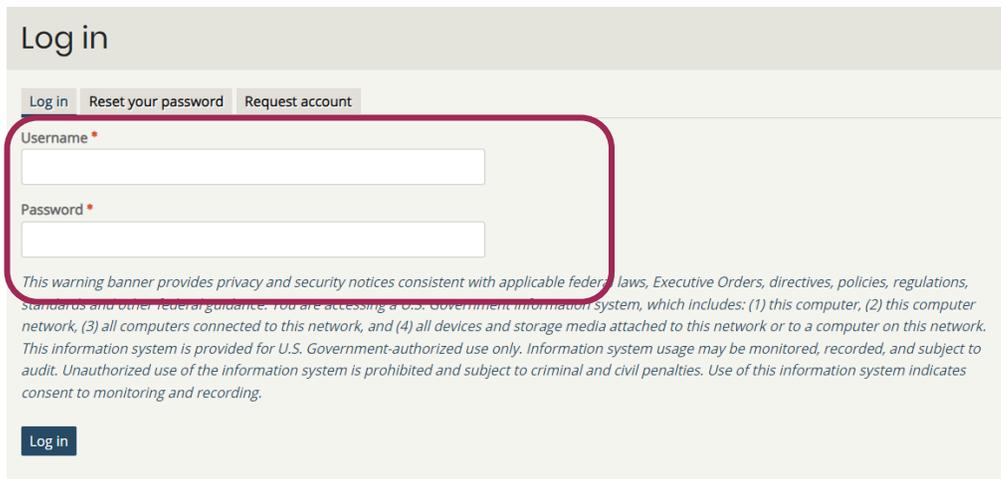
Login

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



The screenshot shows the top navigation bar of the CSBG Performance Management website. In the top right corner, there is a "Login" button with a right-pointing arrow, which is highlighted with a red box. To its right is a "Request Account" link. Below the navigation bar is the header for the "ADMINISTRATION FOR CHILDREN & FAMILIES Office of Community Services". The main content area features a large "WELCOME TO THE CSBG PERFORMANCE MANAGEMENT WEBSITE" heading, followed by a paragraph describing the website's purpose. The CSBG logo is also visible on the left side of the main content area.

2. Enter your **Username** and **Password**



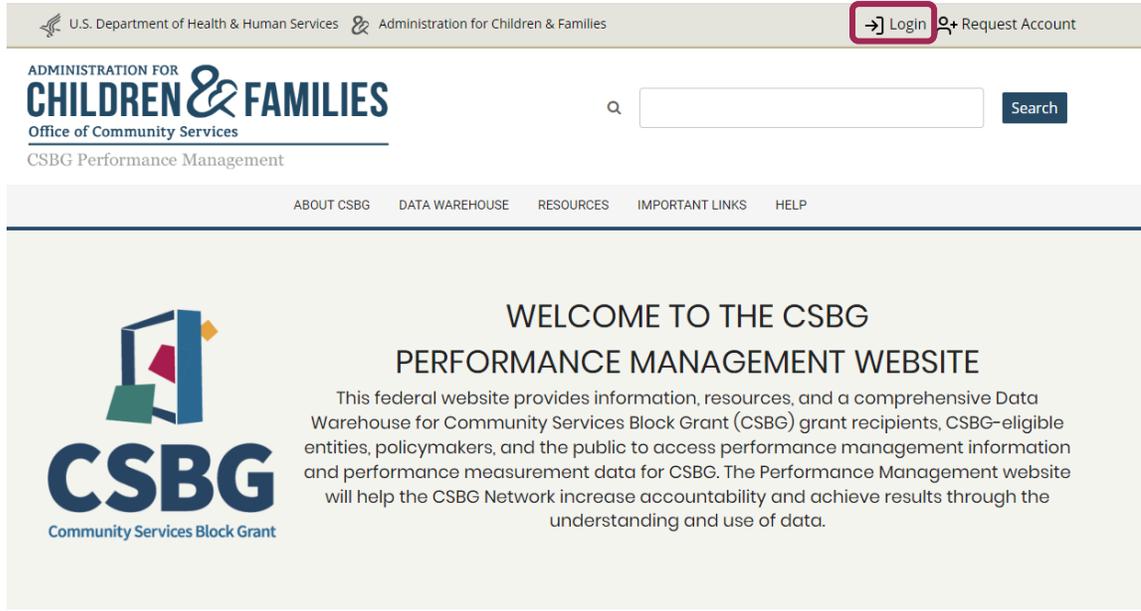
The screenshot shows the login page of the CSBG Performance Management website. The page has a "Log in" heading at the top. Below the heading are three tabs: "Log in", "Reset your password", and "Request account". The "Log in" tab is selected. Below the tabs are two input fields: "Username" and "Password", both with red asterisks indicating they are required. These two input fields are highlighted with a red rounded rectangle. Below the input fields is a warning banner with text regarding privacy and security notices. At the bottom of the page is a "Log in" button.

3. Click **Login**.
This will take you to your user account page, and you can then navigate to the Data Warehouse.



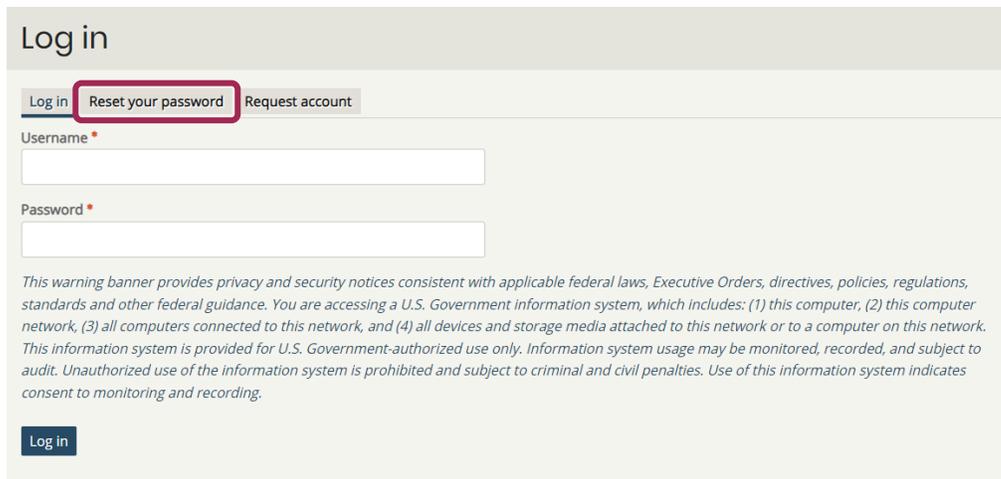
Reset a Password

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



The screenshot shows the homepage of the CSBG Performance Management website. At the top, there is a navigation bar with the U.S. Department of Health & Human Services and Administration for Children & Families logos on the left, and a "Login" button with a magnifying glass icon on the right. Below this is the main header with the "ADMINISTRATION FOR CHILDREN & FAMILIES" logo and "Office of Community Services" text. A search bar is located to the right of the logo. Below the header is a navigation menu with links for "ABOUT CSBG", "DATA WAREHOUSE", "RESOURCES", "IMPORTANT LINKS", and "HELP". The main content area features the CSBG logo on the left and a "WELCOME TO THE CSBG PERFORMANCE MANAGEMENT WEBSITE" heading on the right. Below the heading is a paragraph of text describing the website's purpose: "This federal website provides information, resources, and a comprehensive Data Warehouse for Community Services Block Grant (CSBG) grant recipients, CSBG-eligible entities, policymakers, and the public to access performance management information and performance measurement data for CSBG. The Performance Management website will help the CSBG Network increase accountability and achieve results through the understanding and use of data."

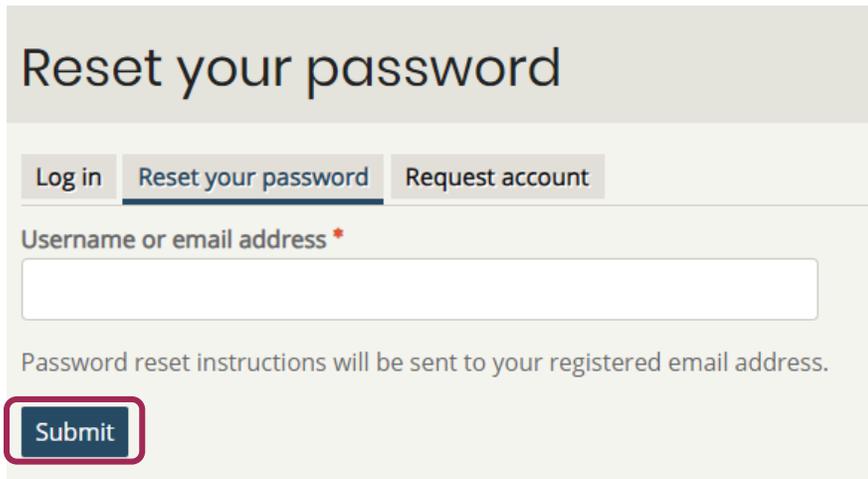
2. Select **Reset Your Password** from the Log in screen



The screenshot shows the login screen of the CSBG Performance Management website. At the top, there is a "Log in" heading. Below it are three buttons: "Log in", "Reset your password", and "Request account". The "Reset your password" button is highlighted with a red box. Below the buttons are two input fields: "Username" and "Password". Below the input fields is a warning banner with the following text: "This warning banner provides privacy and security notices consistent with applicable federal laws, Executive Orders, directives, policies, regulations, standards and other federal guidance. You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties. Use of this information system indicates consent to monitoring and recording." Below the warning banner is a "Log in" button.



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

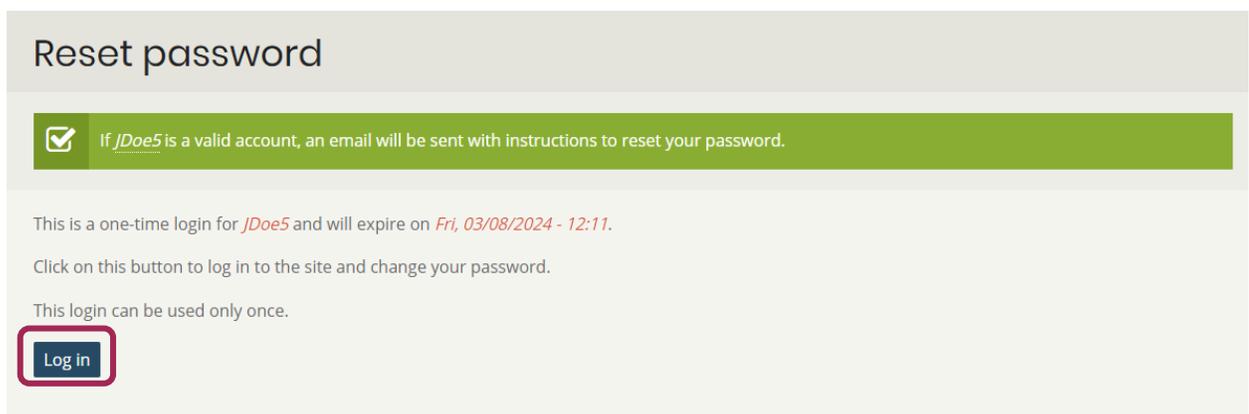
A request to reset the password for your account has been made at CSBG Performance Management.

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/d9YIFUp7MdNXgB8Rkuuz-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](#)

