

Perkins Database Access

Grant Database User: LYYGca YcbY
C Number for Login ID: C\$\$\$\$\$
College Abbreviation: MI A
Grant Function: Project Manager

<i>Grant ID:</i>	%801	<i>For Grant Year:</i>	July 1, 2007 - June 30, 2008
<i>Grant ID:</i>	-, 8	<i>For Grant Year:</i>	July 1, 2008 - June 30, 2009
<i>Grant ID:</i>	, 28	<i>For Grant Year:</i>	July 1, 2009 - June 30, 2010
<i>Grant ID:</i>	+48	<i>For Grant Year:</i>	July 1, 2010 - June 30, 2011
<i>Grant ID:</i>	* 68	<i>For Grant Year:</i>	July 1, 2011 - June 30, 2012
<i>Grant ID:</i>) 88	<i>For Grant Year:</i>	July 1, 2012 - June 30, 2013
<i>Grant ID:</i>	184	<i>For Grant Year:</i>	July 1, 2013 - June 30, 2014
<i>Grant ID:</i>	1	<i>For Grant Year:</i>	July 1, 2014 - June 30, 2015

To access HHS applications via Citrix, complete the following steps:

1. Click on the following link or open Internet Explorer and type it in - <https://citrix.hhs.mt.gov/Citrix/AccessPlatform/site/default.aspx>
2. Add a favorite to your list of favorites so that you can more easily access Citrix in the future.
3. If this is your first time using Citrix, you should see an error message on the web site that says you do not have the Citrix ICA client. Please click on the client download link and open the client installation package. Agree to the licensing and complete the installation.
4. Your first log on is the Citrix Log On. Key in your c# and your password. NOTE: The password is case sensitive and will be "montana1" the first time you login. If you have problems with your password, contact the Help Desk at 444-9500
5. Click on the Perkins IV Grant Only database icon. A message may appear the first time you log on asking for access. Click FULL ACCESS and NEVER ASK ME AGAIN.

PASSWORDS (Policy ENT-SEC-062, <http://itsd.mt.gov/policy/itpolicy.asp>)

- Passwords will be at least six characters long and contain at least one numeric and one alphabetic character. The first character cannot be a number.
- * Initial passwords assigned to new usernames must be changed the first time they are used.
- * Passwords will be changed at least every 60 days.
- * Passwords cannot be reused for 1 year.
- * Passwords will not be written down where they can be found by unauthorized personnel and should not be shared with other individuals.

If you experience any difficulties, please call the DPHHS Technology Services Center at 406-444-9500 or email dphhstech@state.mt.us.