



### Background

The Performance Measurement Tool (PMT) is a legacy reporting system that facilitates performance reporting for the Bureau of Justice Assistance (BJA), and it is regularly updated with data pulled directly from the system of record, the Justice Grants system (JustGrants). The PMT will ultimately be replaced by JustGrants; however, until JustGrants is fully online, some grantees will continue to report their data into the PMT. In order to report data into the PMT, users must obtain their own account—with their own unique login—to access the system.

If you are listed as the Grant Award Administrator in JustGrants, you are the Primary Grant Point of Contact (POC) in the PMT. If the Primary Grant POC already has an account, any new award will appear in their profile when the first reporting period opens. If your program reports in the PMT, but your award does not appear in your profile, contact the PMT Helpdesk, [bjapmt@usdoj.gov](mailto:bjapmt@usdoj.gov), to have it added.

### Account Creation

Grantees can access the PMT by visiting the website, <https://ojpsso.ojp.gov>. To request an account:

1. Email the [PMT Helpdesk](#) and include your federal grant award number.
2. After requesting access, grantees will receive a system-generated email with instructions for creating a new user account.
3. After receiving the email, grantees have 3 days to complete their profile before the account is suspended. Once the profile is completed, additional users—with their own unique logins—can be added to facilitate data entry and performance reporting (see section on Adding Users).
4. Users must log into their account at least once every 18 months or their account will be disabled.

### Single Sign-on

The PMT has a single sign-on page (Figure 1), which allows Office of Justice Program grantees to access all their awards that report into the PMT with a single username—the user's registered email account—and password. This means grantees that receive funding from BJA and the Office for Victims of Crime, for instance, can access both awards from their PMT profile.

### Logging In and Verifying Profile Accuracy

When logging into the PMT for the first time, the system will direct you to the Profile page. While on the profile page, you should check your profile for accuracy. If the information in your profile is incorrect, confirm it in JustGrants, as the data in the PMT is pulled from JustGrants. If the information in JustGrants is correct and it needs to be updated in the PMT, contact the [PMT Helpdesk](#) and your Grant Manager. If the information in JustGrants is incorrect, you will need to submit a grant adjustment modification (GAM). If you need assistance with submitting a GAM, reference the [Grant Award Modification Job Aid Reference Guide](#) or contact your Grant Manager.

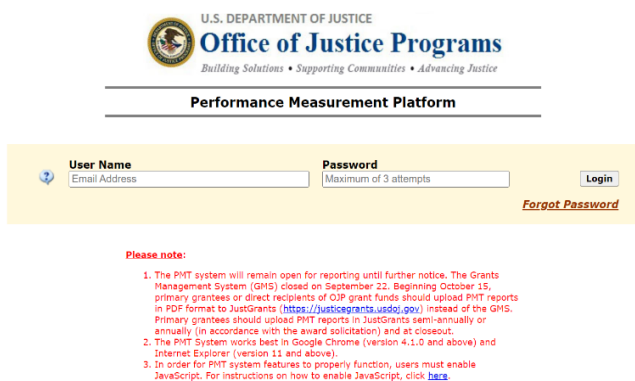


Figure 1. PMT Single Sign-on Page

## Adding Users

Once you have an account in the PMT, you can add additional users to your profile. While the POC receives initial access, any user associated with the profile can add additional users. To add additional users—or to edit a user’s profile:

1. Navigate to the Profile tab on the menu bar at the top of the page (Figure 2).
2. From the Profile tab, you can click on “Select another profile” to return to your list of assigned profiles or you can click on “Manage Users” to add a new user or delete an existing user (Figure 2).

When adding a new user to your profile, the user will receive a system-generated email with instructions for creating a new user account. As new users only have a 3-day window to complete their profile after receiving the email, we recommend notifying individuals ahead of time so they are aware they will receive an email. Note, only BJA grantees and subrecipients can be registered as PMT users.

Multiple users may be added to grant account profiles in the PMT; however, you should limit the users in your profile to only those individuals who need access to the PMT to facilitate data entry and performance reporting. While accounts may have multiple users, only one of these individuals will be able to enter data at any given time. Users will need to “Log Out” from their session when they are finished to allow others access.

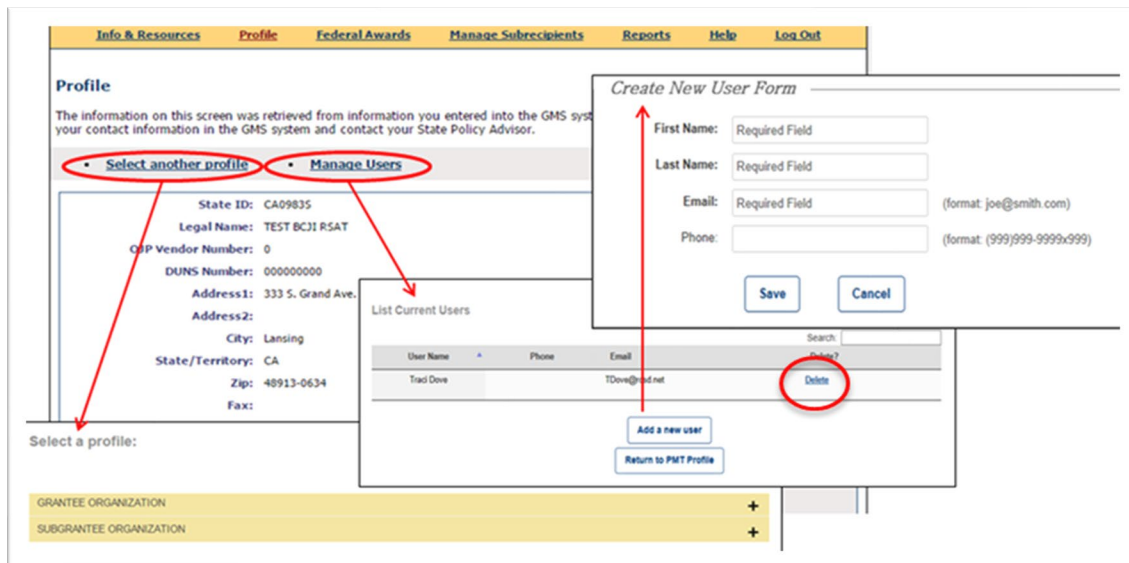


Figure 2. PMT Profile Page

## Additional Resources

If you have additional questions that this fact sheet does not answer, see the additional resources below. Alternately, for questions regarding the PMT, data entry, performance measures, and system errors, contact the PMT Helpdesk via email at [bjapmt@usdoj.gov](mailto:bjapmt@usdoj.gov). For questions regarding your specific grant award, contact your [BJA Grant Manager](#).

Performance Measurement Tool (PMT): <https://ojpssso.ojp.gov/>

BJA Performance Measures website: <https://bja.ojp.gov/funding/performance-measures/overview>

BJA Grantee Reporting Frequently Asked Questions document:  
<https://bja.ojp.gov/funding/performance-measures/grantee-reporting-faq.pdf>

BJA YouTube Channel: <https://www.youtube.com/DOJBJA>

PMT Training Account Creation, Logging in, Adding Users: <https://www.youtube.com/watch?v=ClGyc3Svd2Y>