

Common Data Platform- Grantee

Quick Reference Guide



Do you need to know how to... **request access to the CDP? (New Grantees)**

- Go to the CDP website <https://cdp.samhsa.gov>
- Click **Request Access to the CDP** at the top of the page under the email box
- Complete the form (Grantees **are not** SAMHSA employees)
- Click **Next**
- Complete the form (Select the radio button to determine PD status and enter Grant ID)
- Click **Show the Grant** to confirm that you have entered the appropriate grant
- Click **Submit**

*** An email is sent to the GPO of the grant for approval of your request. **Please be advised that this process may take several days.*****

Do you need to know how to... **request access to the CDP? (Existing Grantees)**

- If you were a user of **SAIS (CSAT)** and **TRAC (CMHS)**, your account in the CDP has been setup using your existing email.
- You will need to reset your password by clicking **Forgot Password?** on the CDP homepage
- Enter the email associated with your CDP account
- You will receive an email with your new password

Do you need to know how to... **recover a forgotten password?**

- Click **Forgot Password?** at the top right of the page
- Enter the email associated with your CDP account
- You will receive an email with your new password

Do you need to know how to... **reset your password?**

- Log in to the CDP
- At the top right hand corner, click on **Settings**
- From the popup menu, click on **Reset password**
- Enter current password
- Complete New Password field
- Complete Confirm Password field
- Click **Save**

Do you need to know how to... **add a new user? (PD Only)**

- Click **My Portfolio**
- Click the **Grant ID** link
- Click the **People & Roles** tab
- Click **Add New**
- Enter New User's information and click **Save**

Do you need to know how to... create a **Client DCI**?

- Click the **Grant ID** link
- Click the **Client DCI** tab and 'Add New'
- Enter information on the pop up window, click **Start**
- Complete Client DCI form(you may save &close to create a draft, navigating from one section to another will also save progress)
- Click **Submit** when complete

Do you need to know how to ...submit a **Performance DCI/ (IPP Results)? (PD Only)**

- Click the **Grant ID** link
- Click the **Performance DCI** tab and select the indicator you want to submit
- Complete the Indicator form (you may save &close to create a draft) or
- Click **Submit**