

GRAM/GCA Credit Card System

Login and Password Reset

General Information

- The GRAM/GCA credit card system does not use the College's single sign on credentials. Your GRAM/GCA *User ID* was assigned to you when your account was issued. (Hint: Your *User ID* is not just your College username.) Your GRAM/GCA password is selected by you and is scheduled for change every 60 to 90 days. In addition, the GRAM/GCA system stores your response to three security questions. Each time you login you will either see an authentication required screen, or you will be prompted to answer one of the security questions you created.
- If you cannot login because you cannot remember your assigned GRAM/GCA *User ID* or *Password*, send an email to bmc_creditcard@brynmawr.edu or call the credit card administrator at 610-526-5268. The only information needed in your email is to request your *User ID* and/or a temporary password. Please do not include in your email your User ID, passwords, or security responses.

Login

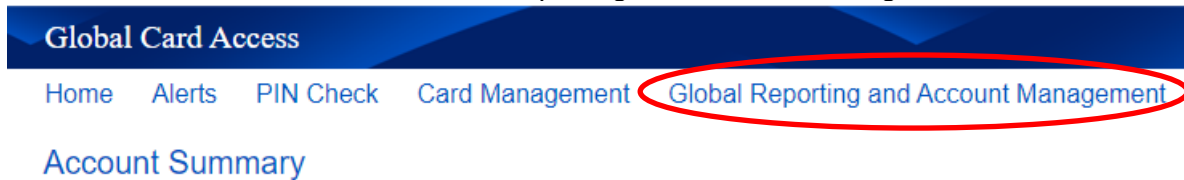
- The URL for the GRAM system is <https://spacardportal.works.com/gar/login>. The login screen should look like the image below.

- On the login screen, enter your GRAM User ID and your Password. Click the *Sign In* button.
- Authentication or security questions are then required. For the authentication within your email, you will receive a code. Put that code in the field and click *Continue*. Or answer the security questions.

GRAM/GCA Credit Card System

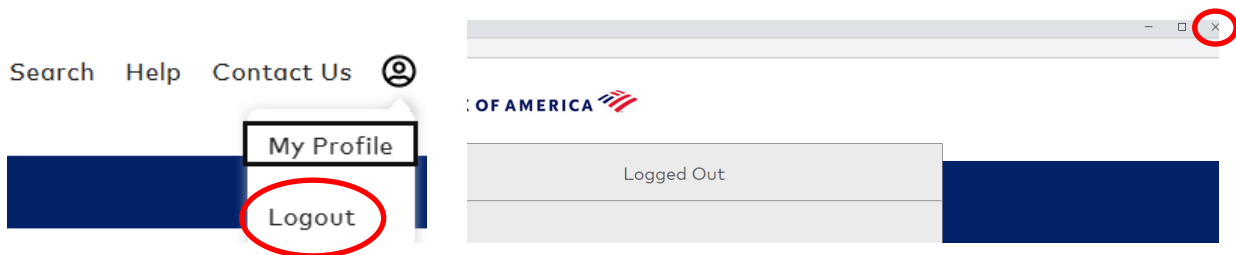
Login and Password Reset

- The next screen will be the *Home* page for Global Card Access (GCA).
- To access GRAM, click on the Global Reporting and Account Management tab.



- You will be on the *Home* page for GRAM.

To logout, click the  profile icon and select *Logout*. Then close the page/window.



- After 15 minutes of inactivity the system will give you a Logout Warning. Click the *OK* button to continue the session.

Password Reset

- If you forget your password, you can log into the GRAM/GCA system to request a temporary password, which will be sent to the email address in your account profile.
- On the login screen, click on the words *Forget Password/PIN?*
- On the next screen, enter your email address, User ID, and then click the **Reset Password**.

Forgot Password?

Enter the information requested below to receive a password reset email.

Email address

User ID

Reset Password

- On the next screen, answer the security question, then click the *Submit* button.

GRAM/GCA Credit Card System

Login and Password Reset

- After you receive the temporary password by email, on the login screen enter your GRAM/GCA User ID and the temporary password.
- On the next screen, enter the temporary password in the *Current Password* box. Enter and confirm a new password in the next two boxes, then click the *Submit* button.
- If you do not receive a temporary password by email, please send an email to bmc_creditcard@brynmawr.edu or call the credit card administrator at 610-526-5268. The only information needed in your email is to request your GRAM password be reset. Please do not include in your email your User ID, passwords, or security responses.

Security Question Reset

- If access to your account has been locked due to incorrect responses to security questions or you need any assistance logging into your account, please send an email to bmc_creditcard@brynmawr.edu or call the credit card administrator at 610-526-5268. The only information needed in your email is to request your account be unlocked.