GRAM/GCA Credit Card System
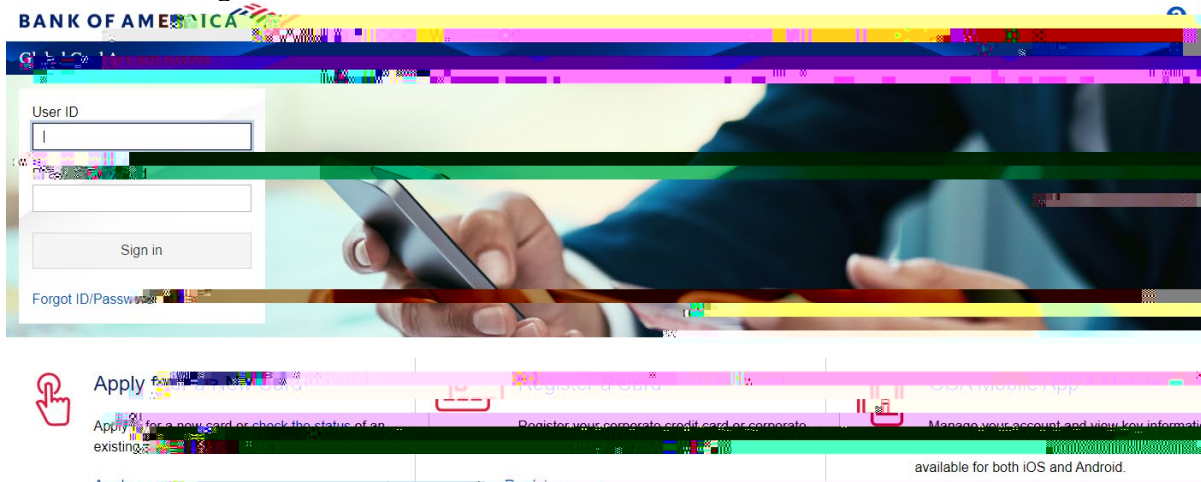## Login and Password Reset

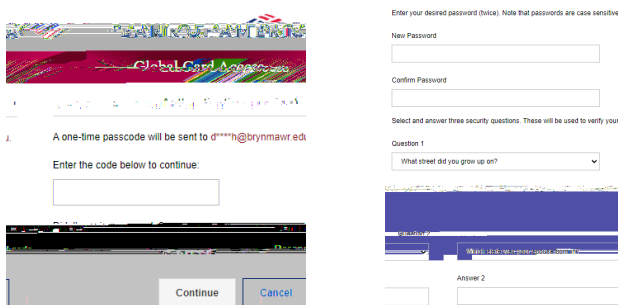## General Information

- x   The GRAM/GCA

- x   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

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

- x   On the login screen, enter your GRAM User ID and your Password. Click the Sign In button.

- x   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.

x   The next screen will be the Home page for Global Card Access (GCA).

x   To access GRAM, click on the Global Reporting and Account Management tab.

x   You will be on the Home page for GRAM.

To logout, click the

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