

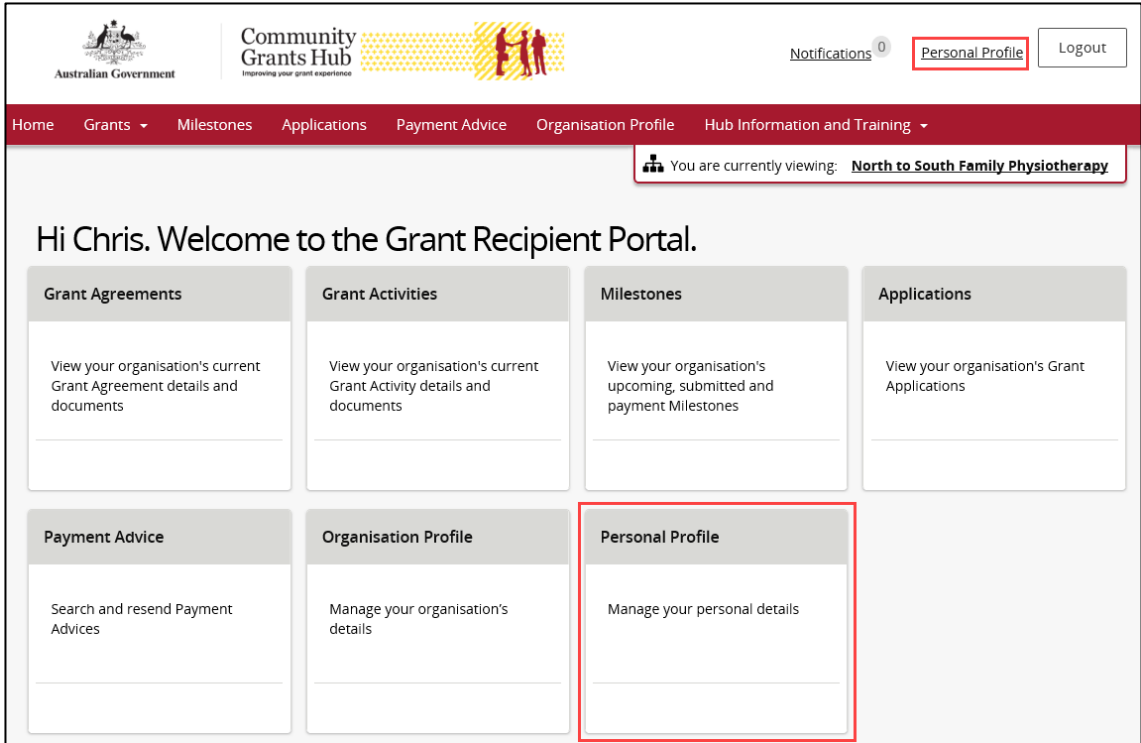


# Updating Your Personal Profile

## Grant Recipient Portal Task Card

The Portal allows Grant Recipients who have access to multiple organisations with the same ABN to choose which organisation details to view. To access an organisation with a different ABN, Grant Recipients must have a separate account and access to the ABN in Relationship Authorisation Manager (RAM). This task card will describe the process for updating your Personal Profile and selecting which organisation details to view.

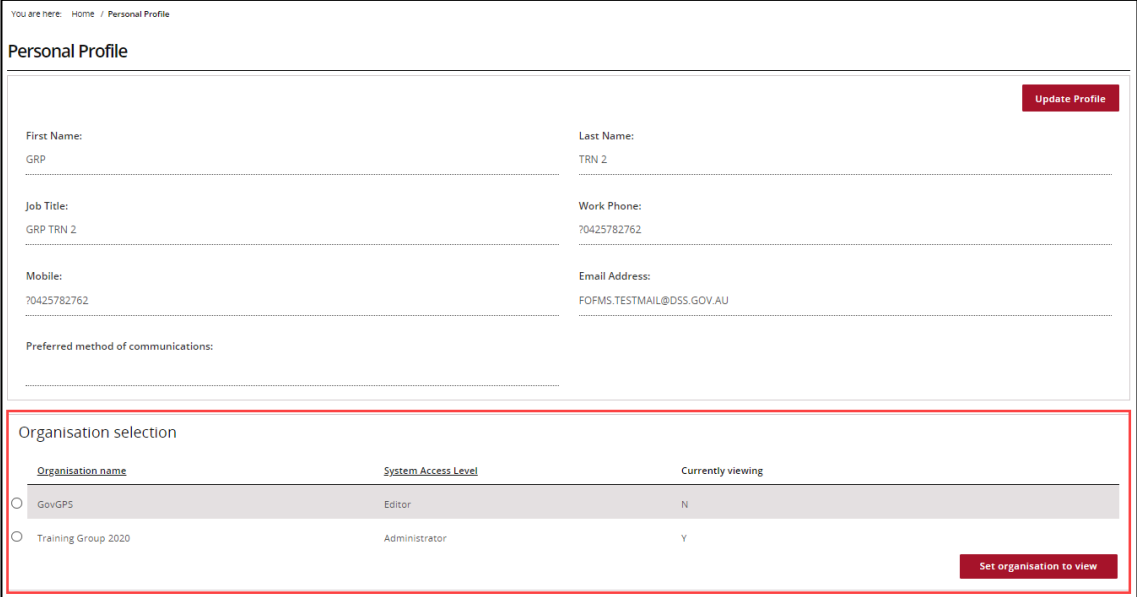
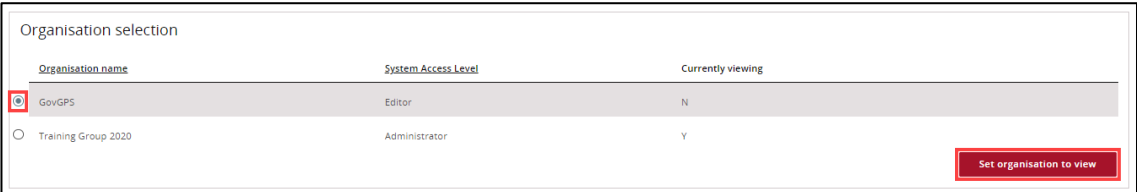
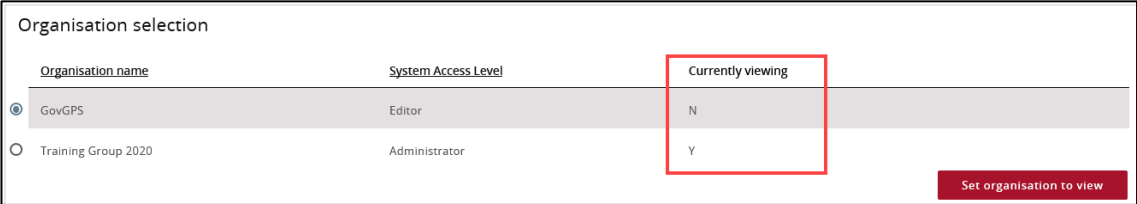
### Updating your Personal Profile

Step	Action
1	<p>From the Home screen, select on the <b>Personal Profile</b> tile or the <b>Personal Profile</b> link in the top right hand corner.</p>  <p>The screenshot shows the Community Grants Hub interface. At the top, there is a navigation bar with 'Personal Profile' and 'Logout' links. Below this is a secondary navigation bar with various menu items. A user notification indicates 'You are currently viewing: North to South Family Physiotherapy'. The main content area displays a welcome message and several tiles: 'Grant Agreements', 'Grant Activities', 'Milestones', 'Applications', 'Payment Advice', 'Organisation Profile', and 'Personal Profile'. The 'Personal Profile' tile is highlighted with a red border, and its text 'Manage your personal details' is visible.</p>



Step	Action								
2	<p>The Personal Profile screen will display. To update your personal details, select the <b>Update Profile</b> button.</p> <div data-bbox="272 562 1414 1003"><p>You are here: Home / Personal Profile</p><h3>Personal Profile</h3><div data-bbox="1278 651 1398 689"><b>Update Profile</b></div><table><tr><td>First Name: GRP</td><td>Last Name: TRN 1</td></tr><tr><td>Job Title: GRP TRN 1</td><td>Work Phone: 6123 4567</td></tr><tr><td>Mobile: 0401 234 567</td><td>Email Address: FOFMS.TESTMAIL@DSS.GOV.AU</td></tr><tr><td>Preferred method of communications: Email</td><td></td></tr></table></div>	First Name: GRP	Last Name: TRN 1	Job Title: GRP TRN 1	Work Phone: 6123 4567	Mobile: 0401 234 567	Email Address: FOFMS.TESTMAIL@DSS.GOV.AU	Preferred method of communications: Email	
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Preferred method of communications: Email									
3	<p>The Update Personal Profile page will display. All mandatory fields marked with an asterisk must be populated at all times.</p> <ul style="list-style-type: none"><li>• Job Title</li><li>• Work Phone</li><li>• Mobile</li><li>• Preferred method of communications</li></ul> <p>Once the changes have been made, select the <b>Save</b> button.</p> <div data-bbox="272 1361 1414 1832"><p>You are here: Home / Personal Profile / Update</p><h3>Update Personal Profile <small>* required</small></h3><p>This Page displays specific details about your personal profile. If you are unable to update a particular details, please contact your Administrator.</p><table><tr><td>First Name: GRP</td><td>Last Name: TRN 1</td></tr><tr><td>Job Title:* GRP TRN 1</td><td>Work Phone:* 6123 4567</td></tr><tr><td>Mobile: 0401 234 567</td><td>Email Address: FOFMS.TESTMAIL@DSS.GOV.AU</td></tr><tr><td>Preferred method of communications:* Email</td><td></td></tr></table><div data-bbox="300 1787 379 1816"><b>Cancel</b></div><div data-bbox="1318 1787 1398 1816"><b>Save</b></div></div>	First Name: GRP	Last Name: TRN 1	Job Title:* GRP TRN 1	Work Phone:* 6123 4567	Mobile: 0401 234 567	Email Address: FOFMS.TESTMAIL@DSS.GOV.AU	Preferred method of communications:* Email	
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## Updating your Organisation view

Step	Action									
4	<p>In the Personal Profile screen, if your profile have access to multiple Organisations they will be listed under Personal Profile, Organisation selection.</p>  <p>The screenshot shows the 'Personal Profile' page with a red box highlighting the 'Organisation selection' table. The table contains the following data:</p> <table border="1"> <thead> <tr> <th>Organisation name</th> <th>System Access Level</th> <th>Currently viewing</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> GovGPS</td> <td>Editor</td> <td>N</td> </tr> <tr> <td><input type="radio"/> Training Group 2020</td> <td>Administrator</td> <td>Y</td> </tr> </tbody> </table>	Organisation name	System Access Level	Currently viewing	<input type="radio"/> GovGPS	Editor	N	<input type="radio"/> Training Group 2020	Administrator	Y
Organisation name	System Access Level	Currently viewing								
<input type="radio"/> GovGPS	Editor	N								
<input type="radio"/> Training Group 2020	Administrator	Y								
5	<p>To change the Organisation, select the Organisation name and select the <b>Set organisation to view</b> button.</p>  <p>The screenshot shows the 'Organisation selection' table with the 'GovGPS' radio button selected. A red box highlights the selected radio button.</p>									
6	<p>The Organisation Currently viewing in the portal will be marked as 'Y'.</p>  <p>The screenshot shows the 'Organisation selection' table with the 'Currently viewing' column highlighted. The 'GovGPS' row has 'N' and the 'Training Group 2020' row has 'Y'.</p>									



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## Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

**Email:** [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au)

**Phone:** 1800 020 283 (Option 5)

**Operating Hours:** Monday to Friday 8:30am – 5:30pm (AEST/AEDT)