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** |
| --- | --- |
|  | From the Home screen, select on the **Personal Profile** tile or the **Personal Profile** link in the top right hand corner.  Screenshot of the home screen with the Personal Profile tile highlighted and the personal profile button highlighted. |
|  | The Personal Profilescreen will display. To update your personal details, select the **Update Profile** button.  Screenshot of personal profile screen and update profile tab |
|  | The Update Personal Profile page will display. All mandatory fields marked with an asterisk must be populated at all times.   |  |  | | --- | --- | | * Job Title | * Mobile | | * Work Phone | * Preferred method of communications |   Once the changes have been made, select the **Save** button.  Screenshot of update personal profile screen |

# Updating your Organisation view

| **Step** | **Action** |
| --- | --- |
|  | In the Personal Profile screen, if your profile have access to multiple Organisations they will be listed under Personal Profile, Organisation selection.  Screenshot of selecting ogansiation for staff member |
|  | To change the Organisation, select the Organisation name and select the **Set organisation to view** button**.**  Screenshot of setting organisation for staff member |
|  | The Organisation Currently viewing in the portal will be marked as **‘Y’**.  Screenshot of summary of staff against organisations |

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)