



Adding Staff in the Grant Recipient Portal




New process to reduce duplicate contacts from being added to the Portal for Organisation Administrators.

Adding staff in the Portal

Changes have been made to the Portal that assist in reducing duplicate staff records from being created.

Click on the **Organisation Profile** tile of the home page and select **Staff** from the side menu. The screen below will appear. To add a new staff member click on the **Add staff** button on the staff screen.

BETA This is beta. Help us make it better for you - please [give feedback](#)



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Organisation profile menu

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- Staff**
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- Acceptance administration

Staff

Filter: 1 Active Staff [Apply Filter](#)

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Title	First name	Last name	Status	Position	System access level	System access status	
Mr	TRAINING	ADMIN	Active	Not Specified	Administrator	Completed	View
Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	View





This gives you the option to either proceed and create the new staff with the duplicate email address or cancel and return to the **Staff** list.

The staff member has now been added to the Portal.

Also note that all staff records will now display a Contact ID in various areas so you can identify the record to be kept and which can be inactivated if there is duplication of staff records against your organisation.

In the Staff area outlined above, the Contact ID is seen by clicking on the arrow at the side of each staff record.

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
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Staff



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[Search Staff](#) [Add staff](#)

	Title	First name	Last name	Status	Position	System access level	System access status	
	Mr	TRAINING	ADMIN	Active	Not Specified	Administrator	Completed	View
	Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	View
	Mr	TECH	TRAINING	Active	Director	No Access	Requested	View

The unique Contact ID detail will show in the expanded details.

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
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	Title	First name	Last name	Status	Position	System access level	System access status	
	Mr	TRAINING	ADMIN	Active	Not Specified	Administrator	Completed	View
<div>Staff details Phone: Email: training@dss.gov.au Contact ID: 4-5Y4PJTY</div>								
	Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	View
	Mr	TECH	TRAINING	Active	Director	No Access	Requested	View



Need assistance

If you require assistance in using the Grant Recipient Portal contact the Grant Recipient Portal Helpdesk at GRP.Helpdesk@communitygrants.gov.au or on 1800 020 230 (option 5).