



Australian Government

Community Grants Hub

Improving your grant experience



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

Notifications ⁰ Personal Profile Logout

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

You are currently viewing: Training Group

You are here: Home / Organisation Profile

Organisation profile menu

- Organisation details
- Postal address
- Staff**
- Bank accounts
- Acceptance administration

Staff

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

[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

The screen below will appear. Enter the staff member's details and system access required.

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Add staff details * required

Title:* First Name:* Last Name:*

Position: Email:* Phone:

System access level:*

- No Access**
The staff member will not be able to access the portal but can be assigned as a contact for Grant Activities
- View only**
The staff member can view various screen but will not be able to add any details or make any changes
- Editor**
The staff member can add details and make changes on all available pages except Add staff, Update system access and Bank account
- Administrator**
The staff member can add details and make changes on all available screens

[Discard changes and return](#) **Save and return**

When the staff details are entered on this page and the **Save and Return** button is pressed, if the staff member already exists with the exact combination of first name, last name and email address, the following error will occur.

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Potential duplicate contact

This email address is already specified for an existing staff member. Please confirm you wish to create a new contact.

[Discard changes and return](#) **Continue**

[Discard changes and return](#) **Save and return**

If staff details are entered into the Portal with the same email address but different first and/or last name to another staff record, the system will display a warning message indicating that the email is already used by another staff member.

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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Staff

Filter: 1. Active Staff Apply Filter

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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▶	Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	View
▶	Mr	TECH	TRAINING	Active	Director	No Access	Requested	View

Staff details

Phone:

Email: training@dss.gov.au

Contact ID: 4-3Y4PJTY



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).