



Updating Staff details

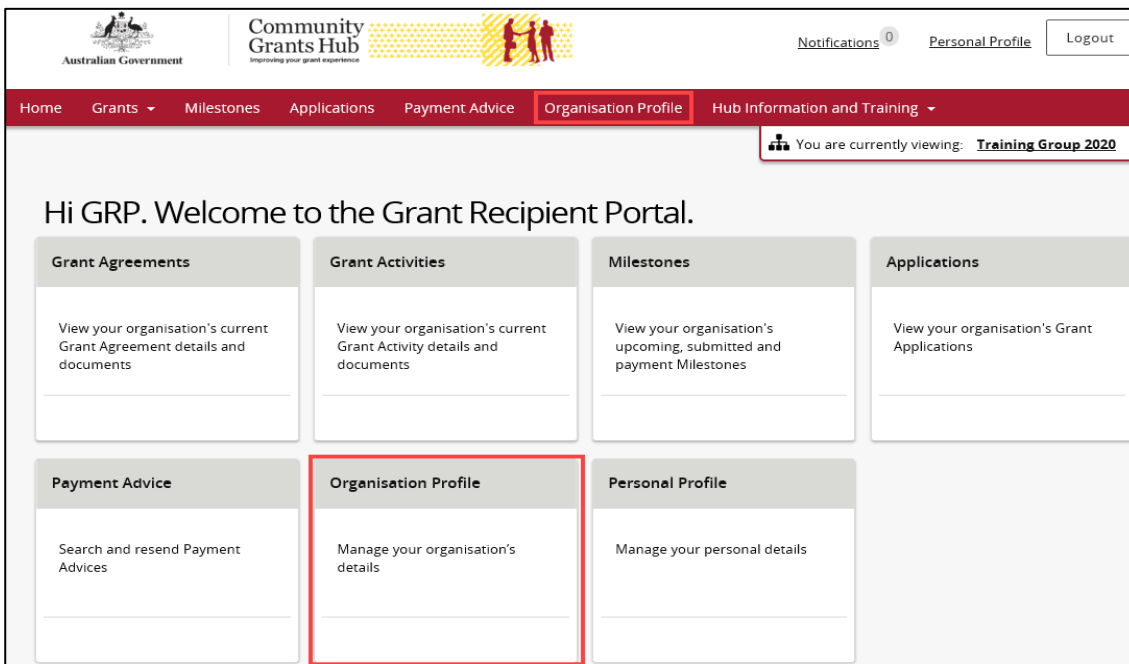
Updating staff details in the Grant Recipient Portal

Portal Access required: Administrator.

The Portal enables Grant Recipients to review and self-manage their details through the Organisation Profile. This task card will describe the process for updating staff details in the Portal.

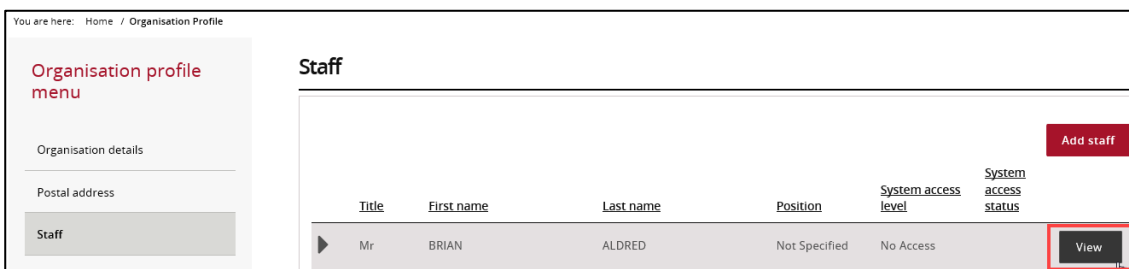
Updating existing staff details

From the Home screen select the **Organisation Profile** tile or select the **Organisation Profile** link from the navigation menu.



The screenshot shows the Grant Recipient Portal Home screen. At the top, there is a navigation bar with links for Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile (highlighted), and Hub Information and Training. A notification bell shows 0 notifications, and there are links for Personal Profile and Logout. Below the navigation bar, a message says "You are currently viewing: Training Group 2020". The main content area displays a welcome message "Hi GRP. Welcome to the Grant Recipient Portal." and several tiles for different sections: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), and Personal Profile. Each tile contains a brief description of the section's content.

Under the Staff screen, navigate to the Staff record that needs updating and select **View**.



The screenshot shows the Staff screen in the Grant Recipient Portal. On the left, there is an "Organisation profile menu" with options for Organisation details, Postal address, Staff (selected), and Bank accounts. The main content area is titled "Staff" and features a table of staff members. A red "Add staff" button is located at the top right. The table has columns for Title, First name, Last name, Position, System access level, and System access status. One staff member is listed: Mr BRIAN ALDRED, Not Specified, No Access. The "View" button for this staff member is highlighted with a red box.

Title	First name	Last name	Position	System access level	System access status
Mr	BRIAN	ALDRED	Not Specified	No Access	

The Staff details screen will display. Select **Update** under the Staff details section to change the details.

The screenshot shows the 'Organisation profile menu' on the left with 'Staff' selected. The main area is titled 'Staff details' and contains a form with the following fields:

Title:	First name:	Last name:
Mr	BRIAN	ALDRED
Position:	Email:	Phone:
Not Specified	brian.aldredtest@test.com	02 0000 0000

An 'Update' button is highlighted in a red box in the top right corner of the form area.

Make changes to the Staff's details and select **Save and return** when complete.

Note: A Staff email address cannot be updated if they have already have access to the Portal. If the email address has been entered incorrectly or is no longer valid, the system access must be updated to 'No Access' and the Staff's details must be re-entered.

The screenshot shows a modal window titled 'Update staff details' with a close button (X) in the top right. The form contains the following fields:

Title:*	First name:*	Last name:*
Mr	BRIAN	ALDRED
Position:*	Email:	Phone:
Not Specified	brian.aldredtest@test.com	02 0000 0000

At the bottom left is a link 'Discard changes and return' and at the bottom right is a red 'Save and return' button highlighted in a red box.

To change the access level for Staff, select **Update** under the System access section.

The screenshot shows the 'Staff details' form with the following fields:

Title:	First name:	Last name:
Mrs	NATANIEL	CALDWELL
Position:	Email:	Phone:
Not Specified	nataniel.caldwelltest@test.com	02 0000 0000

Below the form is the 'System access' section with the following fields:

System access level:	System access status:
No Access	

Red 'Update' buttons are highlighted in red boxes in the top right of the 'Staff details' section and the bottom right of the 'System access' section.

The Update system access screen will display. Pick an access level by selecting the radio button on the left then select **Save and return**.

You are here: Home / Organisation Profile

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Update system access * required

Staff member

Name: Mrs NATANIEL CALDWELL Phone: 02 0000 0000
Email: nataniel.caldwelltest@test.com Position: Not Specified

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](#)

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

Email: GRP.Helpdesk@communitygrants.gov.au

Phone: 1800 020 283 (Option 5)

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