Update your Personal Profile

Grant Recipient Portal Task Card

**Portal Access required**: Administrator, Editor or View Only

The Grant Recipient Portal (Portal) enables grant recipients to view and self-manage their Personal Profile information as well as selecting which Organisation information to view (where a user has access to multiple organisations).

This task card describes the process of updating their Personal Profile and selecting an Organisation to view.

Updating your Personal Profile Information

| **Step** | **Action** |
| --- | --- |
|  | From the Home screen, select the **Personal Profile** tile. Alternatively, select 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. This screen has two sections:   * Personal Profile * Organisation selection   The below information related to your Personal Profile can be viewed:   |  |  | | --- | --- | | * First Name | * Last Name | | * Job Title * Mobile * Preferred method of communications | * Work Phone * Email Address * Contact Id |   The Organisation selection section displays organisations you have access to.  Screenshot of personal profile screen and the organisation selection area highlighted below. |
|  | To update your personal details, select **Update Profile**.  Screenshot of personal profile screen and update profile tab highlighted. |
|  | The Update Personal Profile page will display. All mandatory fields marked with an asterisk must be populated at all times.  The following personal details can be changed:   |  |  | | --- | --- | | * Job Title | * Preferred method of communications | | * Mobile | * Work Phone |   Once the changes have been made, select the **Save** button.  **Note:** All other fields are linked to your access and cannot be changed through this page on the Portal. If changes are required to these fields contact the [Grant Recipient Portal Helpdesk](mailto:GRP.Helpdesk@communitygrants.gov.au).  Screenshot of the personal profile screen. The job title, work phone, mobile and preferred method of communication fields highlighted showing details which can be updated. |

# Updating your Organisation view

| **Step** | **Action** |
| --- | --- |
|  | In the Personal Profile screen under Organisation selection, will be a list of organisations you have access to.  **Note:** Some users have access to multiple Organisations. 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).  Screenshot of the Personal Profile screen with the organisation selection section highlighted. |
|  | To change the Organisation, select the Organisation and select **Set organisation to view.**  Screenshot of organsiation selection section with the set organisation to view button highlighted. |
|  | The Organisation you are currently viewing in the Portal will be marked as **‘Y’**.  Screenshot of the organisation selection section with the currently viewing column highlighted. |

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 9:00am – 5:00pm (AEST/AEDT)