

Australian Government





# 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   |   |   |  |  |  |  |
|------|--|---|---|--|--|--|--|
| 1    | From the Home screer<br><b>Personal Profile</b> link in  | m the Home screen, select the <b>Personal Profile</b> tile. Alternatively, select the <b>sonal Profile</b> link in the top right hand corner. |   |  |  |  |  |
|      | Australian Government Comm   | Australian Government Community<br>Australian Government Covernment Logout  |   |  |  |  |  |
|      | Home       Grants -       Milestones       Applications       Payment Advice       Organisation Profile       Data Exchange       Training and Support       C         Acceptances       Image: Comparison of the currently viewing:       Training Group 2022       Image: Comparison of the currently viewing:       Training Group 2022         Hi GRP. Welcome to the Grant Recipient Portal.       Grant Agreements       Grant Activities       Milestones |   |   |  |  |  |  |
|      |  |   |   |  |  |  |  |
|      |  |   |   |  |  |  |  |
|      | View your organisation's current<br>Grant Agreement details and<br>documents   | View your organisation's current<br>Grant Activity details and<br>documents   | View your organisation's<br>upcoming, submitted and<br>payment Milestones | View your organisation's Grant<br>Applications |  |  |  |
|      | Payment Advice   | Organisation Profile  | Personal Profile  | Accentances                                    |  |  |  |
|      | Search and resend Payment<br>Advices   | Manage your organisation's details  | Manage your personal details  | View and manage Grant<br>Acceptances           |  |  |  |
|      |  |   |   | 4  |  |  |  |

| Step | Action   |                            |                                |  |  |
|------|--|----------------------------|--------------------------------|--|--|
| 2    | The Personal Profile screen <ul> <li>Personal Profile</li> <li>Organisation selectio</li> </ul>  | will display. This sc<br>n | reen has two sections:         |  |  |
|      | The below information related to your Personal Profile can be viewed:  |                            |                                |  |  |
|      | <ul> <li>First Name</li> <li>Job Title</li> <li>Mobile</li> <li>Preferred method of communications</li> <li>Last Name</li> <li>Work Phone</li> <li>Email Address</li> <li>Contact Id</li> </ul>  |                            |                                |  |  |
|      | Volume And Andrew Andre | section displays orga      | anisations you have access to. |  |  |
|      | GRP  | TRN2                       |                                |  |  |
|      | Job Title:<br>GRP TRN002   | Work Pho<br>02 000000      | ne:<br>00                      |  |  |
|      | Mobile:  | Email Add<br>uat2dss@      | ress:<br>Jos fins gov au       |  |  |
|      | Preferred method of communications:<br>Email   | Contact Ic<br>4-GYCE38     | k<br>5                         |  |  |
|      | Organisation selection   |                            |                                |  |  |
|      | Organisation name  | System Access Level        | Currently viewing              |  |  |
|      | O Training Group 2022  | Administrator              | Y                              |  |  |
|      | O Training Group 2025  | Administrator              | N                              |  |  |
|      | O Training Group 2026  | Administrator              | N                              |  |  |
|      | Set organisation to view   |                            |                                |  |  |

| ACI  |   |  |   |   |
|--|---|--|---|---|
| To update your personal details, select <b>Update Profile</b> .  |   |  |   |   |
| You are h  | nere: Home / Personal Profile   |  |   |   |
| Perso  | onal Profile  |  |   |   |
| First  | t Name:   |  | Last Name:<br>TRN2  | Update                                  |
| Job 1<br>GRP   | Title:<br><sup>7</sup> TRN002   |  | Work Phone:<br>02 0000000   |   |
| Mob  | bile:   |  | Email Address:<br>uat2dss@dss.fms.gov.au  |   |
| Prefi  | ferred method of communications:<br>ail   |  | Contact ld:<br>4-GYCE3B5  |   |
| Orga   | anisation selection   |  |   |   |
|  | rganisation name  | System Access Level  | Currently viewing   |   |
| O Tr   | raining Group 2022  | Administrator  | T N   |   |
| O Tr   | raining Group 2026  | Administrator  | Ν   |   |
|  |   |  |   | Set organisation to                     |
| The<br>aste  | Update Personal<br>erisk must be popu   | Profile page will o<br>lated at all times.   | lisplay. All mandatory fields marked wi   | th an                                   |
| The<br>aste<br>The   | • Update Personal<br>erisk must be popu<br>• following persona<br>• Job Title   | Profile page will o<br>lated at all times.<br>Il details can be c  | lisplay. All mandatory fields marked wi<br>hanged:<br>Preferred method of communicatior   | th an<br>າs                             |
| The<br>aste  | e Update Personal<br>erisk must be popu<br>e following persona<br>• Job Title<br>• Mobile   | Profile page will o<br>lated at all times.<br>Il details can be c  | lisplay. All mandatory fields marked wi<br>hanged:<br>Preferred method of communicatior<br>Work Phone   | th an<br>າs                             |
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| The<br>aste<br>The<br>Onc<br>Not<br>on t<br>Helt   | e Update Personal<br>erisk must be popu<br>e following persona<br>• Job Title<br>• Mobile<br>ce the changes ha<br>e: All other fields a<br>che Portal. If change<br>pdesk.<br>here: Ione / Person Profile<br>thame:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete:<br>Tete | Profile page will o<br>lated at all times.<br>I details can be c<br>ve been made, se<br>are linked to your<br>jes are required to  | display. All mandatory fields marked wi<br>hanged:<br>Preferred method of communication<br>Work Phone<br>elect the <b>Save</b> button.<br>access and cannot be changed throug<br>these fields contact the <u>Grant Recipie</u>  | th an<br>ns<br>h this<br>ent Por        |

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## Updating your Organisation view

| Step | Action  |                     |  |                          |  |
|------|---|---------------------|--|--------------------------|--|
| 5    | In the Personal Profile screen under Organisation selection, will be a list of organis you have access to.  |                     |  |                          |  |
|      | <b>Note:</b> 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). |                     |  |                          |  |
|      | You are here: Home / Personal Profile   |                     |  |                          |  |
|      | Personal Profile  |                     |  |                          |  |
|      |   |                     |  | Update Profile           |  |
|      | First Name:   | 1                   | .ast Name:                             |                          |  |
|      | GRP   |                     | FRN 2                                  |                          |  |
|      | Job Title:<br>GRP TRN 2   |                     | Nork Phone:<br>0425782762              |                          |  |
|      | Mobile:   | I                   | mail Address:                          |                          |  |
|      | 20425782762   |                     | FOFMS.TESTMAIL@DSS.GOV.AU              |                          |  |
|      | Preferred method of communications: Organisation selection  |                     |  |                          |  |
|      | Organisation name   | System Access Level | Currently viewing                      |                          |  |
|      | O GovGPS  | Editor              | Ν                                      |                          |  |
|      | Training Group 2020   | Administrator       | Ŷ                                      | Set organisation to view |  |
| 6    | To change the Organisation <b>view.</b>   | i, select the Orga  | nisation and select <b>Set organis</b> | ation to                 |  |
|      |   |                     |  |                          |  |
|      | Organisation selection  | System Arress Level | Currently viewing                      |                          |  |
|      | GovGPS  | Editor              | N                                      |                          |  |
|      | Training Group 2020   | Administrator       | Y                                      |                          |  |
|      |   |                     |  | Set organisation to view |  |
|      |   |                     |  |                          |  |



| Step | Action                 |                     |                              |                      |                          |  |
|------|------------------------|---------------------|------------------------------|----------------------|--------------------------|--|
| 7    | TI                     | he Organisation yo  | u are currently viewing in t | he Portal will be ma | arked as <b>'Y'</b> .    |  |
|      | Organisation selection |                     |                              |                      |                          |  |
|      |                        | Organisation name   | System Access Level          | Currently viewing    |                          |  |
|      | ۲                      | GovGPS              | Editor                       | N                    |                          |  |
|      | 0                      | Training Group 2020 | Administrator                | Y                    |                          |  |
|      |                        |                     |                              |                      | Set organisation to view |  |

### Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

Email: <u>GRP.Helpdesk@communitygrants.gov.au</u>

Phone: 1800 020 283 (Option 5)

**Operating Hours:** Monday to Friday 9:00am – 5:00pm (AEST/AEDT)