



Update your Personal Profile

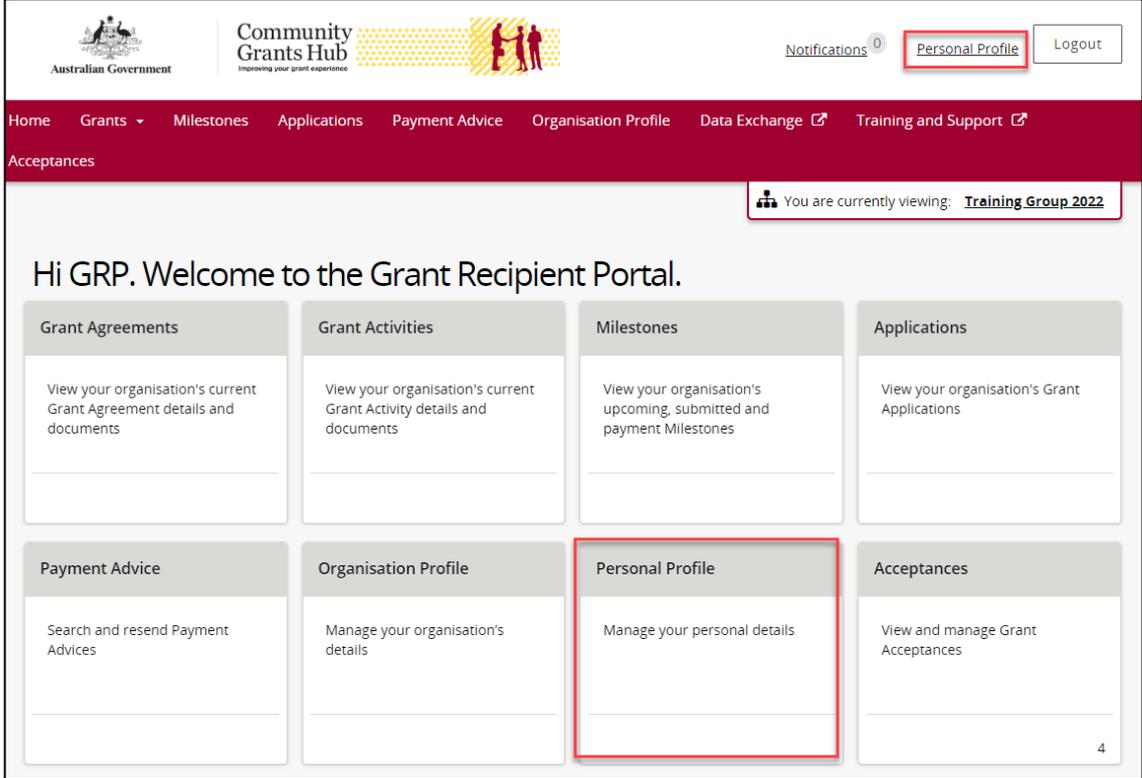
Grant Recipient Portal Task Card

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	<p>From the Home screen, select the Personal Profile tile. Alternatively, select the Personal Profile link in the top right hand corner.</p>  <p>The screenshot shows the Grant Recipient Portal interface. At the top, there is a navigation bar with the following items: Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile, Data Exchange, and Training and Support. A 'Personal Profile' link is highlighted with a red box. Below the navigation bar, there is a section for 'Acceptances' with a dropdown menu showing 'Training Group 2022'. The main content area displays a welcome message: 'Hi GRP. Welcome to the Grant Recipient Portal.' Below this, there are several tiles for different sections: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile, Personal Profile (highlighted with a red box), and Acceptances. The 'Personal Profile' tile contains the text 'Manage your personal details'.</p>



Step	Action												
2	<p>The Personal Profile screen will display. This screen has two sections:</p> <ul style="list-style-type: none">• Personal Profile• Organisation selection <p>The below information related to your Personal Profile can be viewed:</p> <ul style="list-style-type: none">• First Name• Job Title• Mobile• Preferred method of communications• Last Name• Work Phone• Email Address• Contact Id <p>The Organisation selection section displays organisations you have access to.</p> <div data-bbox="272 875 1402 1413"><p>You are here: Home / Personal Profile</p><h3>Personal Profile</h3><p>Update Profile</p><p>First Name: GRP</p><p>Last Name: TRN2</p><p>Job Title: GRP TRN002</p><p>Work Phone: 02 00000000</p><p>Mobile:</p><p>Email Address: uat2dss@dss.fms.gov.au</p><p>Preferred method of communications: Email</p><p>Contact Id: 4-GYCE3B5</p><h3>Organisation selection</h3><table border="1"><thead><tr><th>Organisation name</th><th>System Access Level</th><th>Currently viewing</th></tr></thead><tbody><tr><td><input type="radio"/> Training Group 2022</td><td>Administrator</td><td>Y</td></tr><tr><td><input type="radio"/> Training Group 2025</td><td>Administrator</td><td>N</td></tr><tr><td><input type="radio"/> Training Group 2026</td><td>Administrator</td><td>N</td></tr></tbody></table><p>Set organisation to view</p></div>	Organisation name	System Access Level	Currently viewing	<input type="radio"/> Training Group 2022	Administrator	Y	<input type="radio"/> Training Group 2025	Administrator	N	<input type="radio"/> Training Group 2026	Administrator	N
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3	<p>To update your personal details, select Update Profile.</p> <div data-bbox="268 517 1417 1066"><p>You are here: Home / Personal Profile</p><h3>Personal Profile</h3><div style="text-align: right;">Update Profile</div><table><tr><td>First Name: GRP</td><td>Last Name: TRN2</td></tr><tr><td>Job Title: GRP TRN002</td><td>Work Phone: 02 00000000</td></tr><tr><td>Mobile:</td><td>Email Address: uat2dss@dss.fms.gov.au</td></tr><tr><td>Preferred method of communications: Email</td><td>Contact Id: 4-GYCE3B5</td></tr></table><p>Organisation selection</p><table><thead><tr><th>Organisation name</th><th>System Access Level</th><th>Currently viewing</th></tr></thead><tbody><tr><td><input type="radio"/> Training Group 2022</td><td>Administrator</td><td>Y</td></tr><tr><td><input type="radio"/> Training Group 2025</td><td>Administrator</td><td>N</td></tr><tr><td><input type="radio"/> Training Group 2026</td><td>Administrator</td><td>N</td></tr></tbody></table><div style="text-align: right;">Set organisation to view</div></div>	First Name: GRP	Last Name: TRN2	Job Title: GRP TRN002	Work Phone: 02 00000000	Mobile:	Email Address: uat2dss@dss.fms.gov.au	Preferred method of communications: Email	Contact Id: 4-GYCE3B5	Organisation name	System Access Level	Currently viewing	<input type="radio"/> Training Group 2022	Administrator	Y	<input type="radio"/> Training Group 2025	Administrator	N	<input type="radio"/> Training Group 2026	Administrator	N
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4	<p>The Update Personal Profile page will display. All mandatory fields marked with an asterisk must be populated at all times.</p> <p>The following personal details can be changed:</p> <ul style="list-style-type: none">• Job Title• Mobile• Preferred method of communications• Work Phone <p>Once the changes have been made, select the Save button.</p> <p>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.</p> <div data-bbox="268 1554 1417 1917"><p>You are here: Home / Personal Profile</p><h3>Personal Profile</h3><div style="text-align: right;">Update Profile</div><table><tr><td>First Name: GRP</td><td>Last Name: TRN2</td></tr><tr><td><input type="text" value="GRP TRN002"/></td><td><input type="text" value="02 00000000"/></td></tr><tr><td><input type="text"/></td><td>Email Address: uat2dss@dss.fms.gov.au</td></tr><tr><td><input type="text" value="Email"/></td><td>Contact Id: 4-GYCE3B5</td></tr></table></div>	First Name: GRP	Last Name: TRN2	<input type="text" value="GRP TRN002"/>	<input type="text" value="02 00000000"/>	<input type="text"/>	Email Address: uat2dss@dss.fms.gov.au	<input type="text" value="Email"/>	Contact Id: 4-GYCE3B5												
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Updating your Organisation view

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<p>5</p>	<p>In the Personal Profile screen under Organisation selection, will be a list of organisations you have access to.</p> <p>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).</p> <div data-bbox="272 779 1414 1377" style="border: 1px solid black; padding: 10px;"> <p>You are here: Home / Personal Profile</p> <p>Personal Profile Update Profile</p> <p>First Name: GRP Last Name: TRN 2</p> <p>Job Title: GRP TRN 2 Work Phone: 70425782762</p> <p>Mobile: 70425782762 Email Address: FOFMS.TESTMAIL@DSS.GOV.AU</p> <p>Preferred method of communications:</p> <hr/> <p>Organisation selection</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Organisation name</th> <th style="text-align: left;">System Access Level</th> <th style="text-align: left;">Currently viewing</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> GovGPS</td> <td>Editor</td> <td>N</td> </tr> <tr> <td><input type="radio"/> Training Group 2020</td> <td>Administrator</td> <td>Y</td> </tr> </tbody> </table> <p style="text-align: right; border: 1px solid red; padding: 2px;">Set organisation to view</p> </div>	Organisation name	System Access Level	Currently viewing	<input type="radio"/> GovGPS	Editor	N	<input type="radio"/> Training Group 2020	Administrator	Y
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<p>6</p>	<p>To change the Organisation, select the Organisation and select Set organisation to view.</p> <div data-bbox="272 1534 1414 1727" style="border: 1px solid black; padding: 10px;"> <p>Organisation selection</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Organisation name</th> <th style="text-align: left;">System Access Level</th> <th style="text-align: left;">Currently viewing</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> GovGPS</td> <td>Editor</td> <td>N</td> </tr> <tr> <td><input type="radio"/> Training Group 2020</td> <td>Administrator</td> <td>Y</td> </tr> </tbody> </table> <p style="text-align: right; border: 1px solid red; padding: 2px;">Set organisation to view</p> </div>	Organisation name	System Access Level	Currently viewing	<input checked="" type="radio"/> GovGPS	Editor	N	<input type="radio"/> Training Group 2020	Administrator	Y
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7	<p>The Organisation you are currently viewing in the Portal will be marked as 'Y'.</p> <div style="border: 1px solid black; padding: 10px;"><p>Organisation selection</p><table border="1"><thead><tr><th>Organisation name</th><th>System Access Level</th><th>Currently viewing</th></tr></thead><tbody><tr><td><input checked="" type="radio"/> GovGPS</td><td>Editor</td><td>N</td></tr><tr><td><input type="radio"/> Training Group 2020</td><td>Administrator</td><td>Y</td></tr></tbody></table><p style="text-align: right;">Set organisation to view</p></div>	Organisation name	System Access Level	Currently viewing	<input checked="" type="radio"/> GovGPS	Editor	N	<input type="radio"/> Training Group 2020	Administrator	Y
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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 9:00am – 5:00pm (AEST/AEDT)