Update your Personal Profile
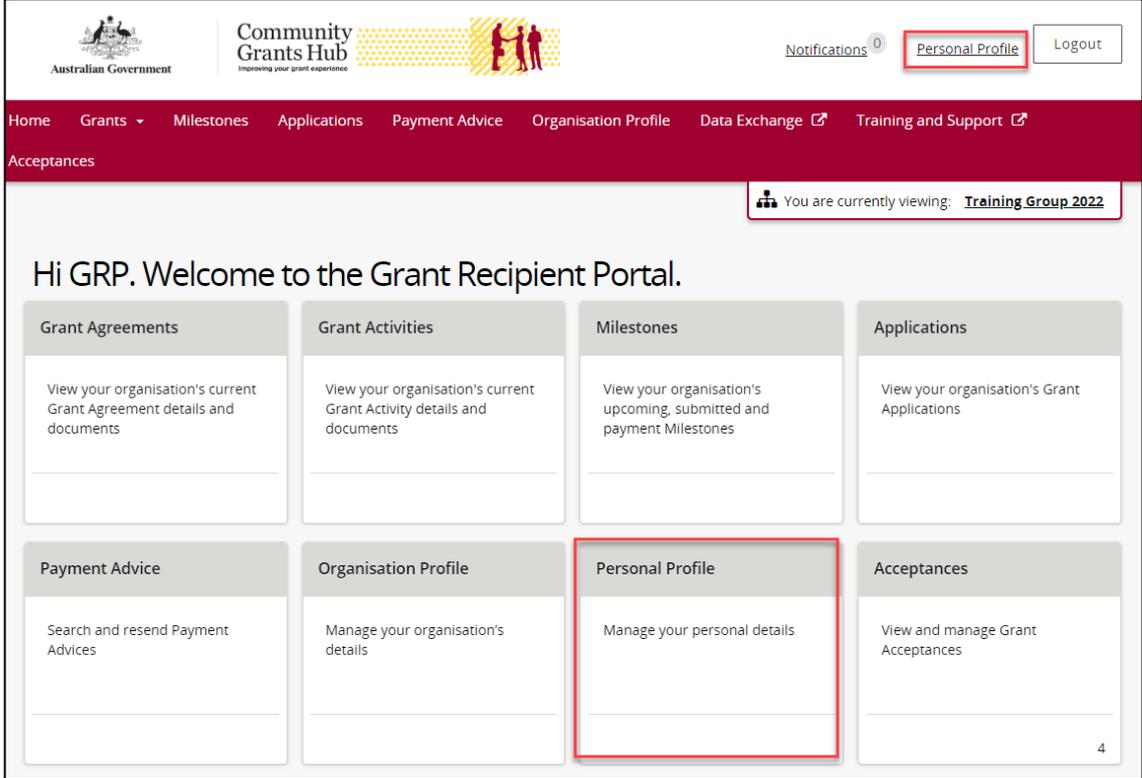
Grant Recipient Portal Task Card

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 screen, select the **Personal Profile** tile. Alternatively, select the **Personal Profile** link in the top right hand corner.

Step	Action
2	The Personal Profile screen 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 • Work Phone • Mobile • Email Address • Preferred method of communications • Contact Id The Organisation selection section displays organisations you have access to.

Step	Action
3	To update your personal details, select **Update Profile**.
4	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 - Mobile - Preferred method of communications - 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.

Updating your Organisation view

Step	Action
5	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).
6	To change the Organisation, select the Organisation and select **Set organisation to view.**

Step	Action
7	The Organisation you are currently viewing in the Portal will be marked as **'Y'**. **Organisation selection** 	Organisation name	System Access Level	Currently viewing	 ⦿ GovGPS	Editor	N ○ Training Group 2020	Administrator	Y Set organisation to view

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)