



Update your Personal Profile

Task Card

The Grant Recipient Portal (Portal) enables grant recipients to view and self-manage their Personal Profile information.

Grant recipients can also select which Organisation information to view in situations where users have access to multiple organisations.

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

Portal access required: Administrator, Editor, or View Only.

Quick Links

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View Your Personal Profile Details

From the Portal home page, select the **Personal Profile** tile, or link from the navigation menu.

The **Personal Profile** page contains two sections:

1. Personal Profile
2. Organisation Selection

In **Personal Profile**, you can view:

- First Name
- Last Name
- Job Title
- Work Phone
- Mobile Number
- Email Address
- Preferred Communication Method
- Contact ID

In **Organisation Selection**, you can view the organisations you can access.

Organisation name	System Access Level	Currently viewing
☐ Training Group 2022	Administrator	Y
☐ Training Group 2025	Administrator	N
☐ Training Group 2026	Administrator	N

Edit Your Profile

Select Update Profile.

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Personal Profile

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

Update Profile

Set organisation to view

On the Update Personal Profile page:

- Complete all mandatory fields marked with an asterisk (*).
- You can update:
 - Job Title
 - Preferred Communication Method
 - Mobile Number
 - Work Phone Number

After making your changes, select **Save**.

Note: Other profile fields are linked to your account access and cannot be changed in the Portal. If you need these details updated, contact the Portal Helpdesk.

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Update Personal Profile

* required

This Page displays specific details about your personal profile. If you are unable to update a particular details, please contact your Administrator.

First Name:

JOSEPH

Last Name:

BLOGGS

Job Title:*

Job Title

Work Phone:*

00000000

Mobile:

00000000

Email Address:

test@dss.test.gov.au

Preferred method of communications:*

Email

Cancel

Save

Change the Organisation You Are Viewing

In the **Organisation selection** section, you will see all organisations you can access.

Note: Some users may have access to more than one organisation.

If you need access to an organisation with a different ABN, you must have:

- A separate Portal account, and
- Authorisation to access the other organisation through Relationship Authorisation Manager (RAM).

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Personal Profile

First Name:
GRP

Last Name:
TRN 2

Job Title:
GRP TRN 2

Work Phone:
70425782762

Mobile:
70425782762

Email Address:
FORMS.TESTMAIL@DSS.GOV.AU

Preferred method of communications:

Update Profile

Organisation selection

Organisation name	System Access Level	Currently viewing
☐ GovGPS	Editor	N
☐ Training Group 2020	Administrator	Y

Set organisation to view

To change organisations:

- Select the organisation you want to view.
- Select **Set organisation to view**.

Organisation selection

Organisation name	System Access Level	Currently viewing
☒ GovGPS	Editor	N
☐ Training Group 2020	Administrator	Y

Set organisation to view

The organisation you are currently viewing will have **Currently Viewing** 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 with the Grant Recipient Portal, please contact the Community Grants Hub at GRP.Helpdesk@communitygrants.gov.au.