Australian Government

Community Grants Hub
Improving your grant experience



# 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


View Your Personal Profile Details

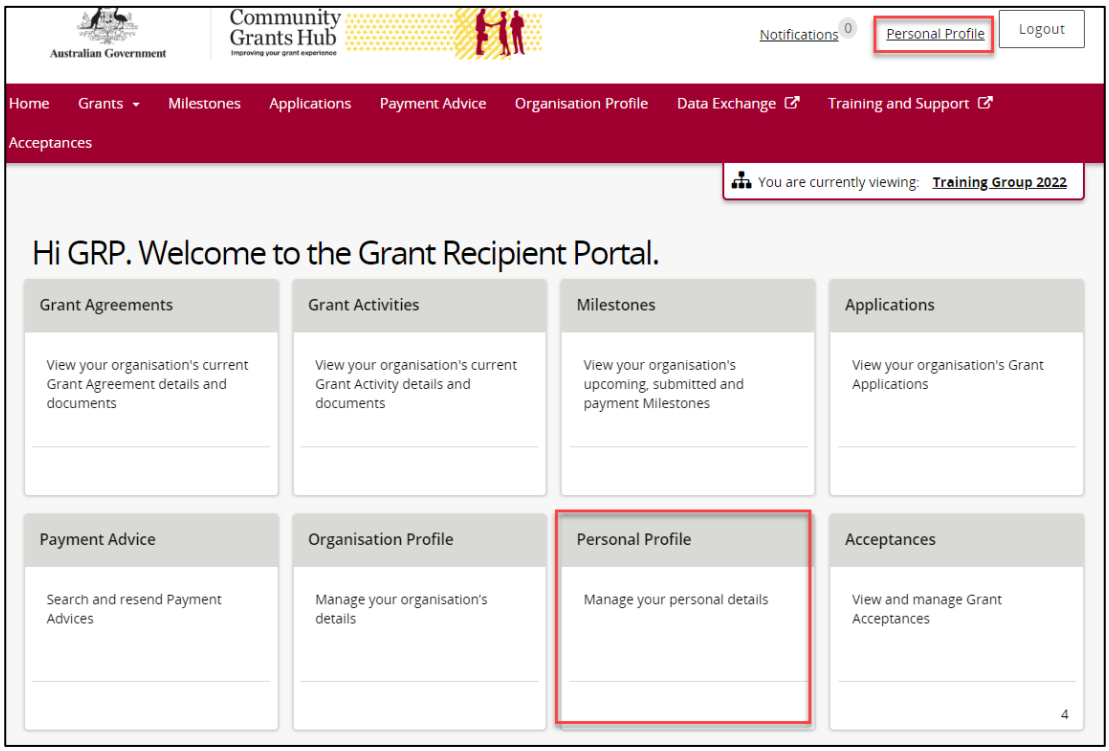
Edit Your Profile

Change the Organisation You Are Viewing

Need help?


## View Your Personal Profile Details

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



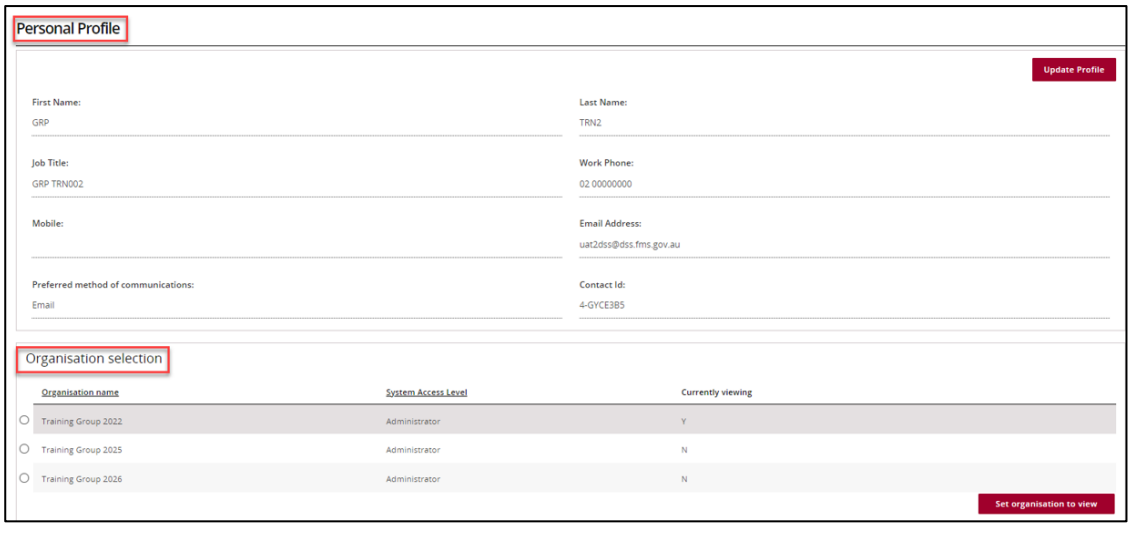

The **Personal Profile** page contains two sections:

1. Personal Profile
2. Organisation Selection

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

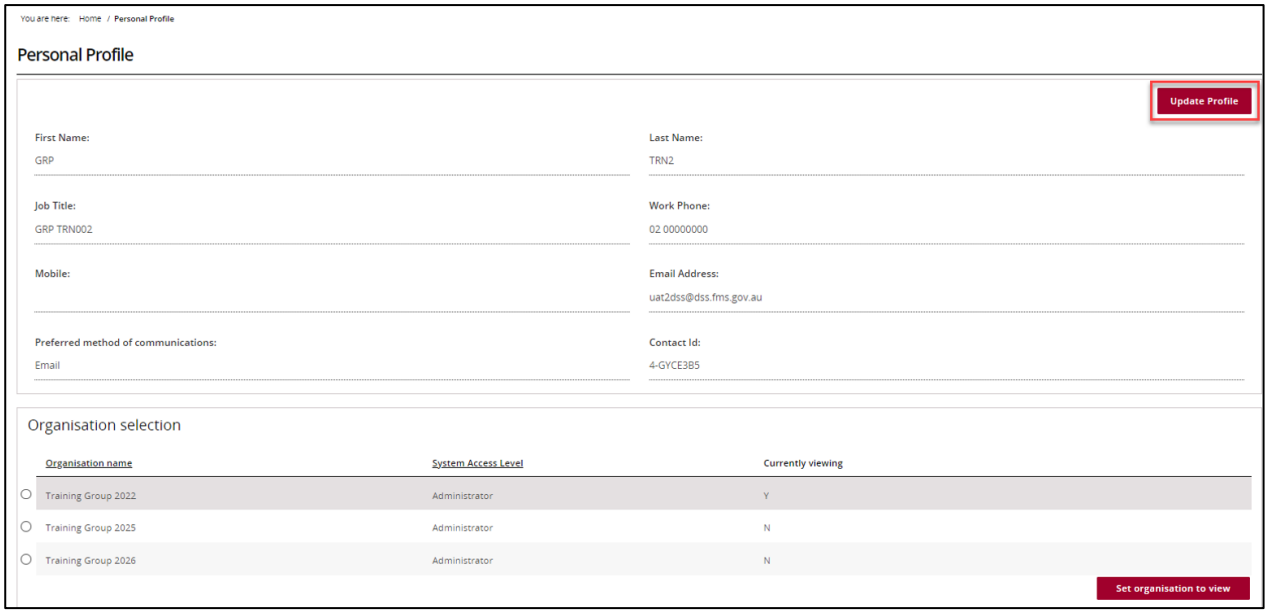
- First Name
- Last Name
- Job Title
- Work Phone
- Mobile Number
- Email Address
- Preferred Communication Method
- Contact ID

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



# Edit Your Profile

Select **Update Profile**.

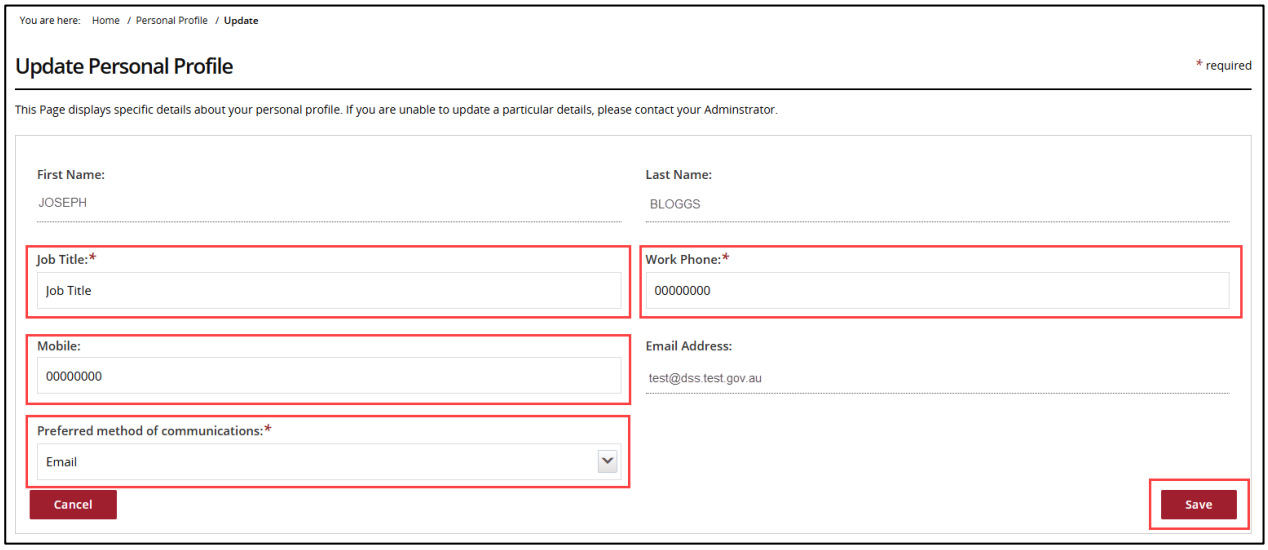



On the Update Personal Profile page:

- 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.



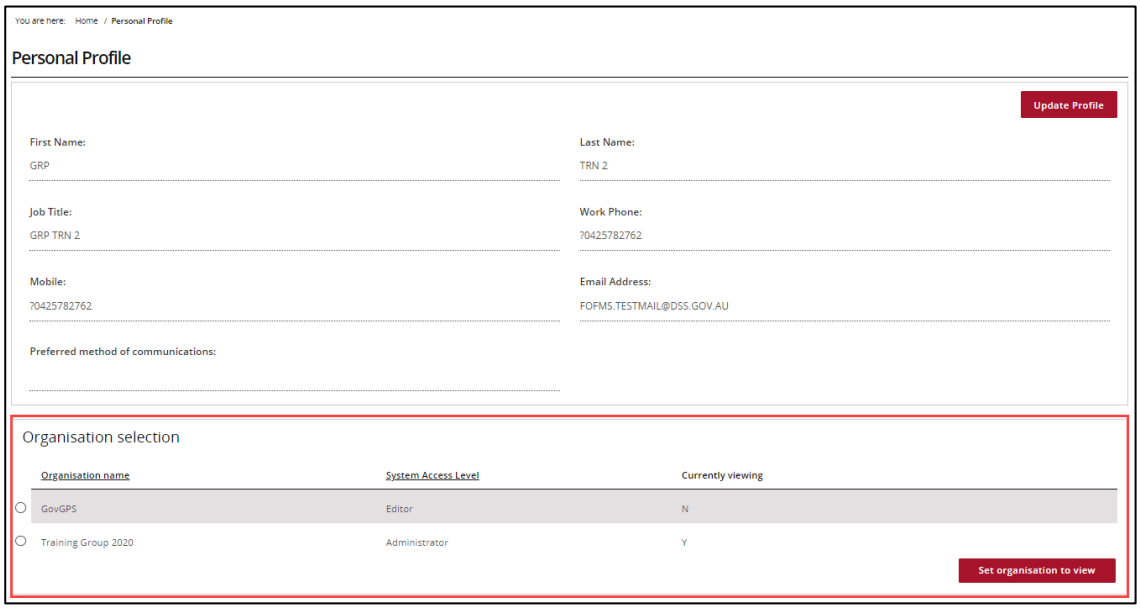
# Change the Organisation You Are Viewing

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

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

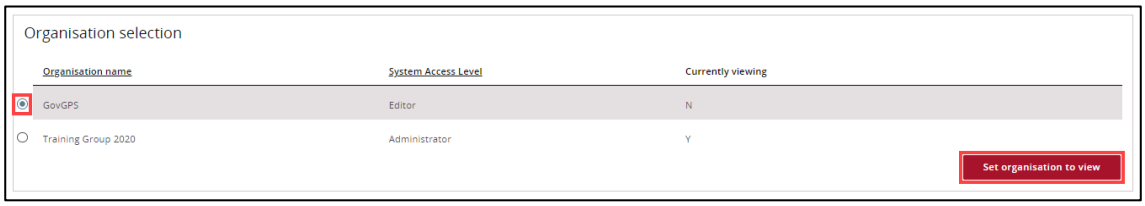
If you need access to an organisation with a different ABN, you must have:

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

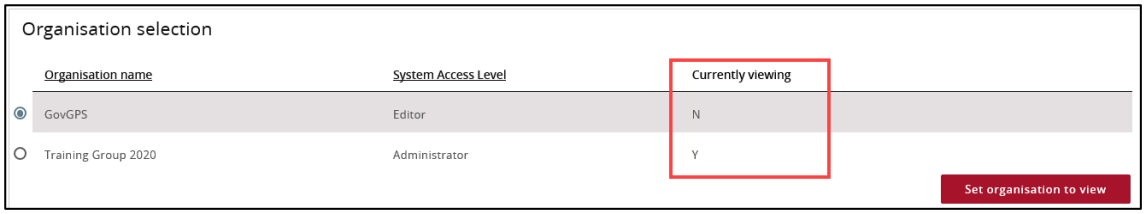



To change organisations:

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




The organisation you are currently viewing will have **Currently Viewing** as **Y**.




# Need help?

For further assistance with the Grant Recipient Portal, please contact the Community Grants Hub at GRP.Helpdesk@communitygrants.gov.au.