



Update your Personal Profile

Grant Recipient Portal Task Card

Portal Access required: Administrator, Editor or View Only

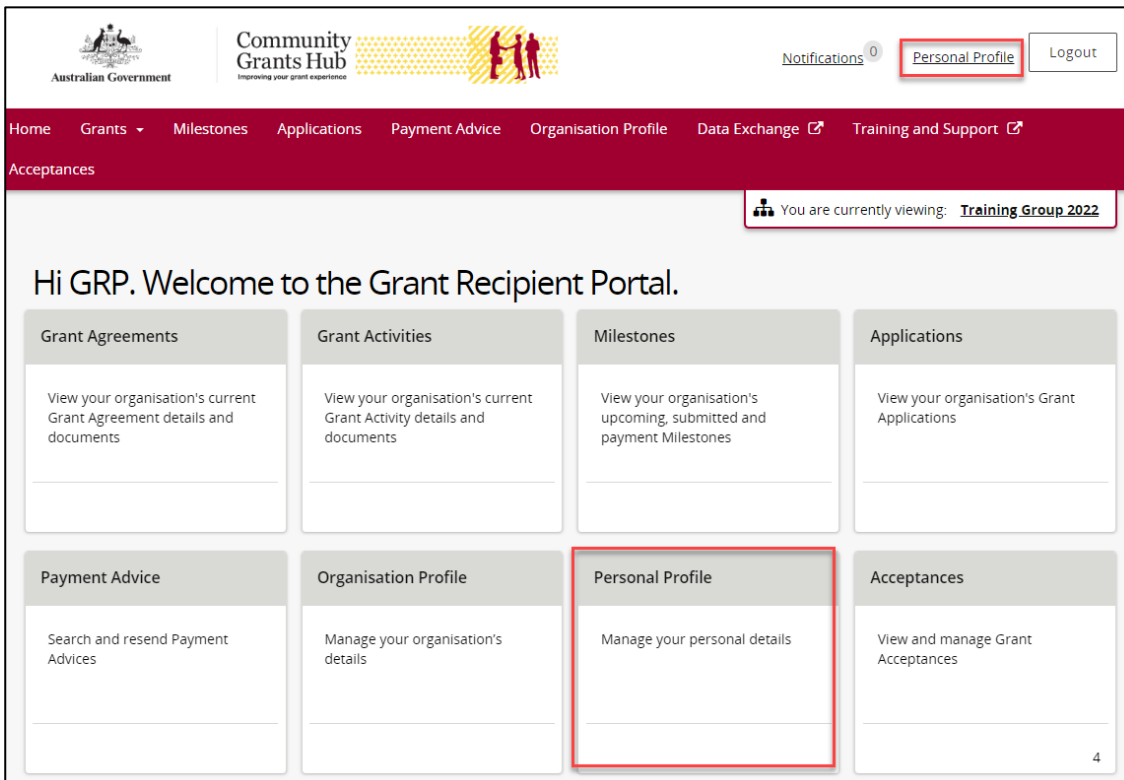
The Grant Recipient Portal (Portal) enables grant recipients to view and self-manage their Personal Profile information as well as selecting which Organisation information to view (where a user has access to multiple organisations).

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

Updating your Personal Profile Information

Step 1

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



The screenshot shows the Grant Recipient Portal interface. At the top, there is a navigation bar with the Australian Government logo, Community Grants Hub logo, and a 'Personal Profile' link highlighted with a red box. Below the navigation bar is a red header with the text 'Acceptances'. The main content area displays a grid of tiles. The 'Personal Profile' tile is highlighted with a red border. The tiles include: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile, Personal Profile, and Acceptances. A notification banner at the top right indicates 'You are currently viewing: Training Group 2022'.

Step 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.

The screenshot shows a web application interface. At the top, it says "You are here: Home / Personal Profile". Below this, there are two main sections. The first section is titled "Personal Profile" and contains a form with the following fields: 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), and Contact Id (4-GYCE3B5). There is an "Update Profile" button in the top right corner of this section. The second section is titled "Organisation selection" and contains a table with the following columns: Organisation name, System Access Level, and Currently viewing. The table has three rows: Training Group 2022 (Administrator, Y), Training Group 2025 (Administrator, N), and Training Group 2026 (Administrator, N). There is a "Set organisation to view" button in the bottom right corner of this section.

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

Step 3

To update your personal details, select **Update Profile**.

You are here: [Home](#) / [Personal Profile](#)

Personal Profile

Update 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

Organisation selection

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

Set organisation to view

Step 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
- Preferred method of communications
- Mobile
- 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](#).

OFFICIAL

You are here: Home / Personal Profile

Personal Profile

[Update 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

Updating your Organisation view

Step 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).

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Personal Profile

[Update Profile](#)

First Name: GRP	Last Name: TRN 2
Job Title: GRP TRN 2	Work Phone: 70425782762
Mobile: 70425782762	Email Address: FOFMS.TESTMAIL@DSS.GOV.AU
Preferred method of communications:	

Organisation selection

Organisation name	System Access Level	Currently viewing
<input type="radio"/> GovGPS	Editor	N
<input type="radio"/> Training Group 2020	Administrator	Y

[Set organisation to view](#)

Step 6

To change the Organisation, select the Organisation and select **Set organisation to view**.

Organisation selection

Organisation name	System Access Level	Currently viewing
<input checked="" type="radio"/> GovGPS	Editor	N
<input type="radio"/> Training Group 2020	Administrator	Y

Set organisation to view

Step 7

The Organisation you are currently viewing in the Portal will be marked as 'Y'.

Organisation selection

Organisation name	System Access Level	Currently viewing
<input checked="" type="radio"/> GovGPS	Editor	N
<input type="radio"/> 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)