



Add Organisation Staff

Grant Recipient Portal Task Card

Portal Access required: Administrator

The Grant Recipient Portal (Portal) enables grant recipients to add staff from their Organisation to the Portal.

This task card describes the process of adding Organisation staff as contacts to the Portal including system validations to assist with reducing duplicate contacts from being added.

Access levels for the Portal

- Organisation **Viewer** – The staff member can view various screens but will not be able to add details or make any changes
- Organisation **Editor** – The staff member can add details and make changes on selected available screens
- Organisation **Administrator** (the highest level of access) – The staff member can add details and make changes on all available screens.

Note: the access level of **No Access** is to be used for staff members who do not require access to the Portal but need to be added as an Organisation contact so they can be assigned to grant agreements or grant activities.

The below details the functionality for each access level:

Portal Functionality	Organisation Viewer	Organisation Editor	Organisation Administrator
Update Bank Accounts (certain information only)	No	No	Yes
Give staff access to the Portal	No	No	Yes
Create / edit staff	No	No	Yes
Edit Organisation details	No	No	Yes
Accept funding offers or variations (if set up as a signatory)	No	Yes	Yes
Submit Reporting Obligations	No	Yes	Yes
Update personal profile	Yes	Yes	Yes
View grant information	Yes	Yes	Yes

Adding Staff in the Portal

Step 1

From the Home screen, select the **Organisation Profile** tile. Alternatively, select the **Organisation Profile** link from the Navigation menu.

The screenshot displays the Community Grants Hub portal interface. At the top, there is a navigation bar with the Australian Government logo, the Community Grants Hub logo, and a navigation menu including Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Data Exchange, and Training and Support. A 'Logout' button is visible in the top right corner. Below the navigation bar, a banner indicates 'You are currently viewing: Training Group 2022'. The main content area features a welcome message 'Hi GRP. Welcome to the Grant Recipient Portal.' and a grid of eight tiles: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Personal Profile, and Acceptances. Each tile contains a brief description of its function. A small number '4' is visible in the bottom right corner of the grid.

Step 2

The Organisation Profile screen will display. Select **Staff** from the Organisation profile menu to display the Organisation's Staff screen.

BETA This is beta. Help us make it better for you - please [give feedback](#)

Australian Government **Community Grants Hub** Helping your grant experience [Notifications](#) [Personal Profile](#) [Logout](#)

[Home](#) [Grants](#) [Milestones](#) [Applications](#) [Payment Advice](#) [Organisation Profile](#) [Data Exchange](#) [Training and Support](#) [Acceptances](#)

You are currently viewing: **Training Group 2022**

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

Organisation profile menu

- Organisation details
- Postal address
- Staff**
- Bank accounts
- Acceptance administration

Organisation details

Organisation details can be updated if you are an Administrator

Organisation ID: 4-GXVAVJL	Organisation name: Training Group 2022	Legal name: Training Group 2022
ABN: 39729461841	Business address: L 6 15 Bowes Pl PHILLIP ACT 2606	Phone: 02 6287 9987
General email: traininggroup22@gmail.com	Financial email: traininggroup22@gmail.com	Web address:

[Update](#)

Step 3

The Organisation's Staff screen will display. This screen displays Active Staff for the organisation by default. The Staff list can be filtered using the **drop down** menu to choose one of the following:

1. Active Staff
2. Inactive Staff
3. All Staff

Note: All staff records display a unique Contact ID. This ID can be very helpful for identification purposes in various areas and assisting with duplicate contacts.

You can view the **Contact ID** from the Staff screen.

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Community Grants Hub
making your grant experience

Notifications 0 Personal Profile Logout

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

You are currently viewing: **Training Group 2026**

You are here: Home / Organisation Profile

Organisation profile menu

- Organisation details
- Postal address
- Staff**
- Bank accounts
- Acceptance administration

Staff

Filter: 1 Active Staff [Apply Filter](#)

[Search Staff](#) [Add staff](#)

Contact ID	Title	First name	Last name	Status	Position	System access level	
4-GZOLB94	Mr	GRP	TRN3	Active	Not Specified	View only	View
4-GYCE385	Mr	GRP	TRN2	Active	Not Specified	Administrator	View
4-GZOLB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View
4-GZOLBK0	Mr	JAMES	RED	Active	Not Specified	Administrator	View

Step 4

To add a new staff member select **Add staff**.

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Community Grants Hub
making your grant experience

Notifications 0 Personal Profile Logout

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

You are currently viewing: **Training Group 2026**

You are here: Home / Organisation Profile

Organisation profile menu

- Organisation details
- Postal address
- Staff**
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Staff

Filter: 1 Active Staff [Apply Filter](#)

[Search Staff](#) [Add staff](#)

Contact ID	Title	First name	Last name	Status	Position	System access level	
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4-GZOLB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View
4-GZOLBK0	Mr	JAMES	RED	Active	Not Specified	Administrator	View

Step 5

The Add staff details screen will display.

Enter the staff member's details in the required fields including the Portal system access level required. Mandatory fields are marked with a red asterisk.

The screenshot shows the 'Add staff details' form within the Community Grants Hub interface. The form includes the following fields and options:

- Title:** A dropdown menu with 'Please Select' as the current selection. This field is marked with a red asterisk (*).
- First Name:** A text input field marked with a red asterisk (*).
- Last Name:** A text input field marked with a red asterisk (*).
- Position:** A dropdown menu with 'Not Specified' as the current selection.
- Email:** A text input field marked with a red asterisk (*).
- Phone:** A text input field.
- System access level:** A section with four radio button options:
 - No Access**: The staff member will not be able to access the portal but can be assigned as a contact for Grant Activities.
 - View only**: The staff member can view various screen but will not be able to add any details or make any changes.
 - Editor**: The staff member can add details and make changes on all available pages except Add staff, Update system access and Bank account.
 - Administrator**: The staff member can add details and make changes on all available screens.

At the bottom of the form, there are two buttons: 'Discard changes and return' (a red link) and 'Save and return' (a red button).

Step 6

Select **Save and return** when complete.

This screenshot is identical to the one in Step 5, showing the 'Add staff details' form. The primary difference is that the 'Save and return' button at the bottom right of the form is highlighted with a red border, indicating it is the action to be taken upon completion.

Step 7

If the change is successful, a message will temporarily display on screen confirming the staff member was successfully added as a contact for your Organisation. The added contact will now be listed on the Staff screen under the Organisation Profile.



Your Staff member has now been added as a contact.

Contact ID	Title	First name	Last name	Status	Position	System access level	
4-GXWERR	Captain	RAYMOND	HOLT	Active	Senior Manager	Editor	View
4-H9M66T5	Master	STAFF 1 FIRST NAME	STAFF 1 LAST NAME	Active	Not Specified	No Access	View
4-H9M66V0	Miss	STAFF 2	STAFF 2	Active	Not Specified	No Access	View
4-H9M66W5	Master	STAFF 3	STAFF 3	Active	Not Specified	No Access	View
4-GZ0LB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View
4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View
4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View

The following system validations are set up to prevent duplicate contacts being added:

1. First Name, Last Name and Email Address matches an existing contact for the Organisation.

If the staff member already exists for your Organisation with the exact combination of First Name, Last Name and Email Address, the following error will occur. The system will not allow the staff member to be added.



2. Email Address matches an existing contact for the Organisation.

If the email address entered matches an existing contact for your Organisation but the First Name/Last Name is different, a warning message will appear on screen. To proceed select **Continue** or to cancel the request select **Discard changes and return**.

Potential duplicate contact X

This email address is already specified for an existing staff member. Please confirm you wish to create a new contact.

[Discard changes and return](#) **Continue**

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)