Set up user profiles

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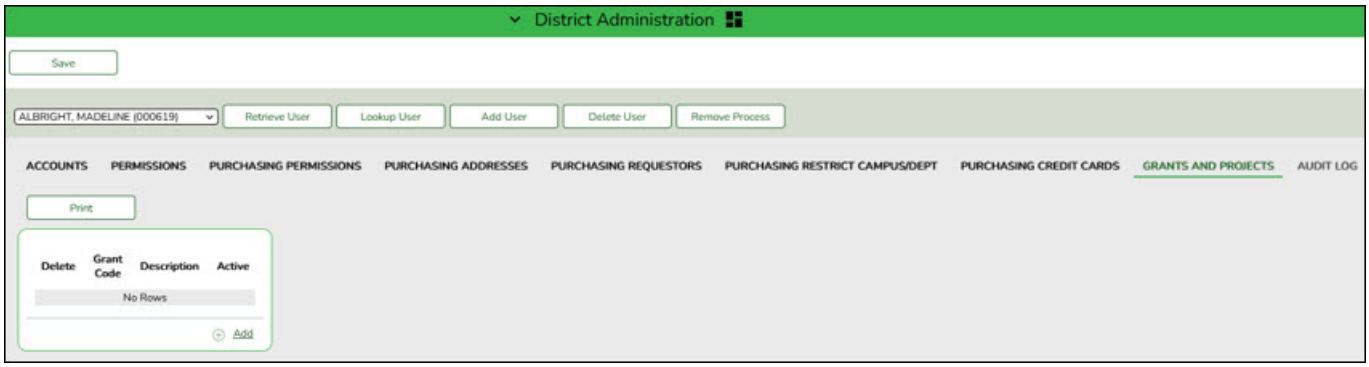
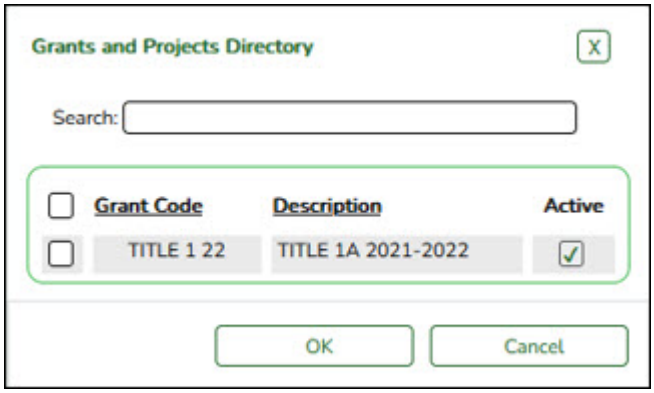
District Administration > Maintenance > User Profiles > Grants and Projects

This tab is used to assign specific grant codes to individual users. After a grant code is assigned to a user, the user has access to view the details associated with the grant code in the Grants and Projects application.

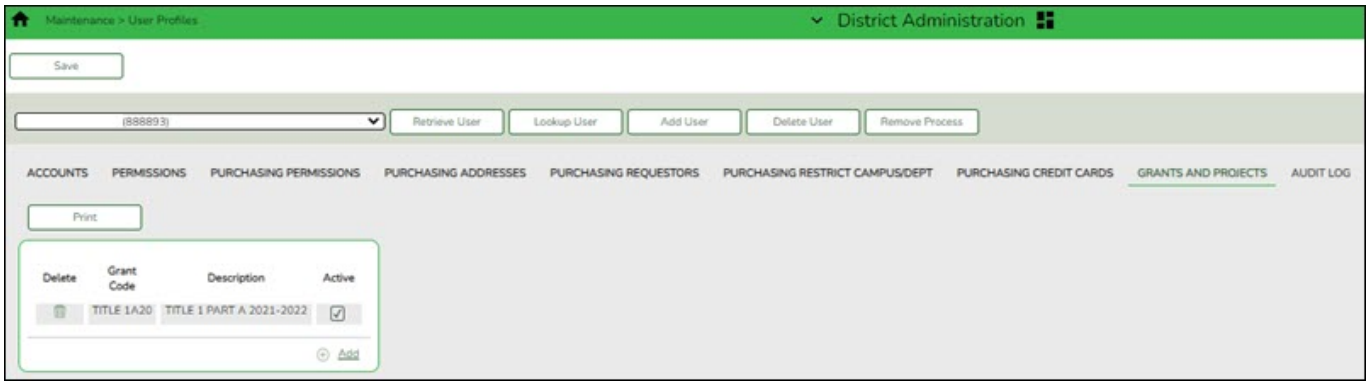
❑ Click ⌄ to select an employee and click **Retrieve User**.



❑ Click **+Add** to add a grant code to user. The Grants and Projects Directory is displayed.



- Select one or more grant codes to assign to the selected user. Only active grant codes that exist on the Tables > Grant/Project Profile page in the Grants and Projects application are displayed.
- Type data in the **Search** field to narrow the list of grant codes displayed in the list.
- Click **OK** to continue and return to the Grants and Projects tab.
- Click **Cancel** to return to the Grants and Projects tab without making a selection.



Field	Description
Grant Code	The user-defined grant code is displayed.
Description	The user-defined grant code description is displayed.
Active	Indicates the grant code status.

❑ Click **Save**.