



## Set up user profiles



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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. This permission should be added to the role that grants access through District Administration.



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.

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Delete	Grant Code	Description	Active
<input type="button" value="X"/>	TITLE 1A20	TITLE 1 PART A 2021-2022	<input checked="" type="checkbox"/>

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

☐ Click **Save**.