



Create and maintain user profiles

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This page is only accessible by MemberPortal admin users. Admin users are designated by fiscal agents in ASCENDER Grants and Projects.

This page is used to manage MemberPortal user accounts. Member users can create an account via the MemberPortal; however, they will not have access to any grant information until the fiscal agent or an admin user for their assigned member LEA completes their MemberPortal user profile. Admin users can assign admin permissions to other MemberPortal users, tie users to specific members, and manage the level of access a user has to a grant type.

As a MemberPortal admin user, you can add, change, and delete MemberPortal users.

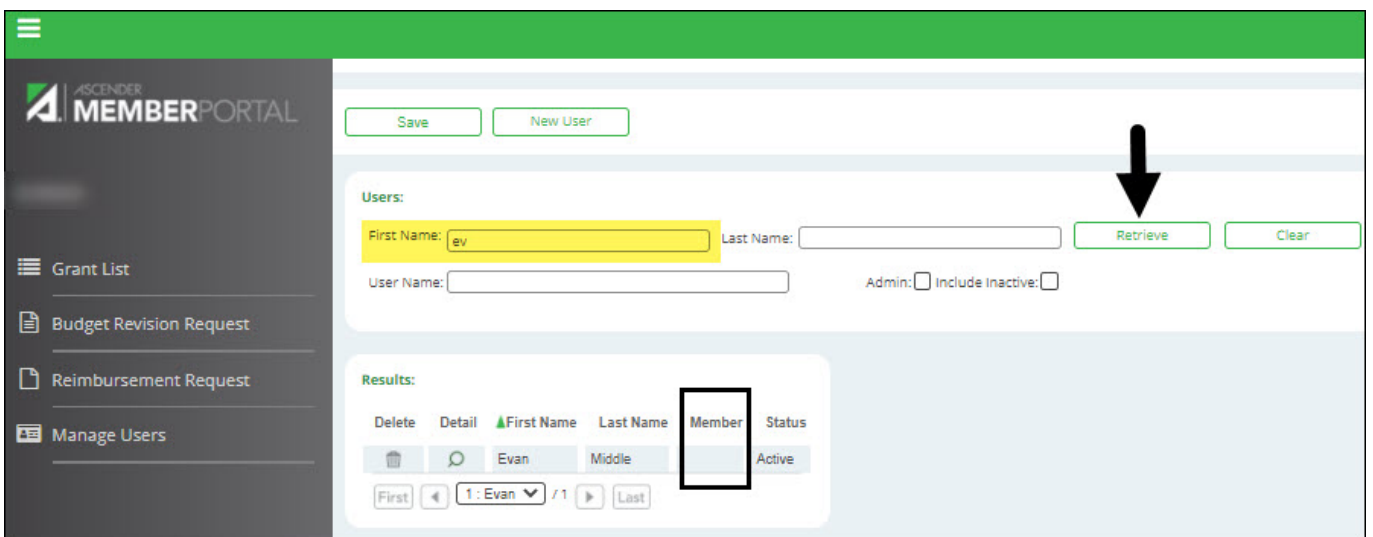
Retrieve a record:


Under **Users**, use the following fields to retrieve a user record.

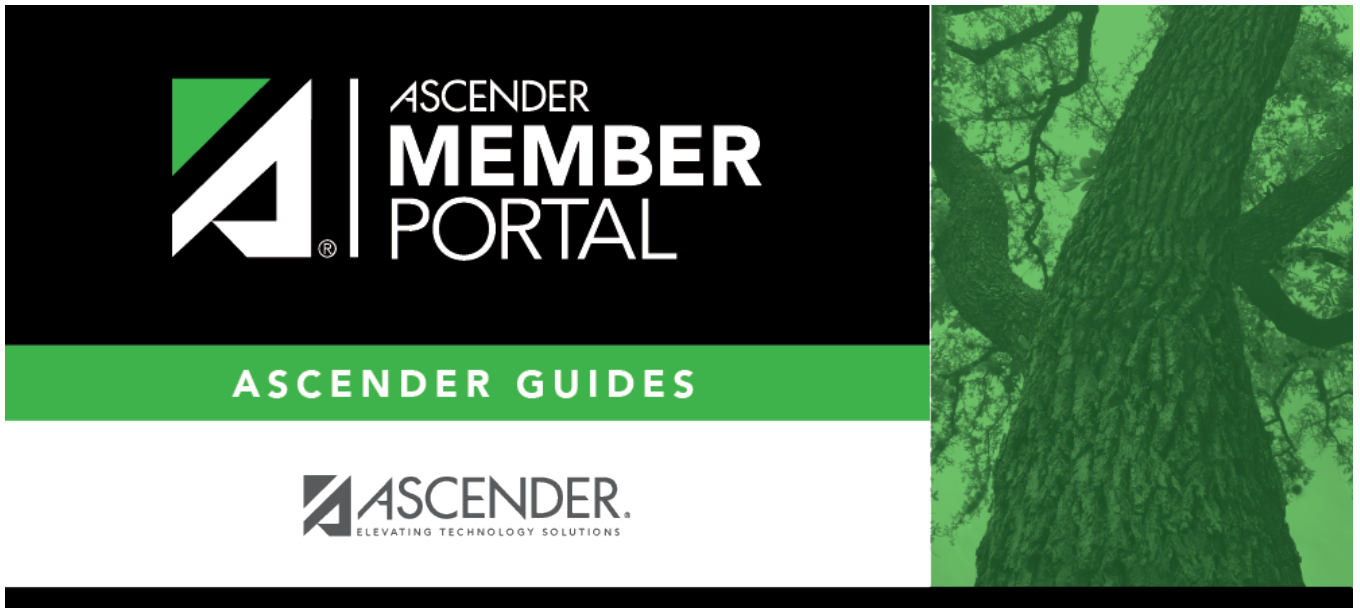
First Name	Type the MemberPortal user's first name.
Last Name	Type the MemberPortal user's last name.
User Name	Type the MemberPortal user's user name.
Admin	Select to only include admin users.
Include Inactive	Select to include users with an inactive status.

Click **Retrieve**. A list of records matching your search criteria displays in the **Results** grid.

If the user created an account in MemberPortal, the user's information is displayed in the list of results. However, you will notice that the **Member** column is blank since their user profile has not been completed. At this point, the user does not have access to view any grant information in MemberPortal.



Click  to open the User detail pop-up window and enter the applicable data to complete the user's MemberPortal profile. The **First Name**, **Last Name**, **Member**, **E-mail**, and **User Name** fields are automatically populated.



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