





grantprojectsmanagemuserprofiles

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☐ Under **User:**

First Name	Type the user's first name. This field can be a maximum of 50 characters.
Last Name	Type the user's last name. This field can be a maximum of 50 characters.

☐ In the **Phone** fields:

Area Cd	Type the three-digit area code of the phone number.
Phone Nbr	Type the seven-digit phone number.
Ext	Type the four-digit extension number if any.
Member	Begin typing a member name or six-digit county district number. As you type the data, a drop-down list of corresponding data is displayed. Select a member. If the member name or county district number is not known, click  to select a member from the Member lookup or press the Spacebar to view a list of members.
Admin	Select to indicate that the user is an admin user.
Status	Click  to select the user's status (<i>A - Active</i> or <i>I - Inactive</i>).
E-mail	Type the user's email address. The field can be a maximum of 45 characters.
E-mail Opt-Out	Select to indicate that this user is opted out of receiving emails. (what kind? ASCENDER system/MemberPortal?)
User Name	Type a 6-25 character user name. (No embedded spaces are allowed.) The name must be unique within the LEA?; it is not case-sensitive. If the user created a MemberPortal account, the user name is automatically populated.
Password	Type a new password. If the user created a MemberPortal account, the password is automatically populated. Requirements: <ul style="list-style-type: none"> • 8-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive

☐ Under **Grant Types:**

Grant Type	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click  to select a grant from the Grant Types lookup or press the Spacebar to view a list of grant types.
Accessibility	Click  to select the user's level of access to the corresponding grant type. <ul style="list-style-type: none"> • All • Inquire Only • Enter and Save Data • Submit Reimbursement Request • Submit Budget Amendment

☐ Click **+Add** to add additional rows.

☐ Click **Save**.

☐ Otherwise, click **Cancel** to return to the Manage Users page without adding data.



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