



# **grantprojectsmanagemuserprofiles**





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☐ Under **User:**

|                   |   |
|-------------------|---|
| <b>First Name</b> | Type the user's first name. This field can be a maximum of 50 characters. |
| <b>Last Name</b>  | Type the user's last name. This field can be a maximum of 50 characters.  |

☐ In the **Phone** fields:

|                       |   |
|-----------------------|---|
| <b>Area Cd</b>        | Type the three-digit area code of the phone number.   |
| <b>Phone Nbr</b>      | Type the seven-digit phone number.  |
| <b>Ext</b>            | Type the four-digit extension number if any.  |
| <b>Member</b>         | 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 <a href="#">Member lookup</a> or press the Spacebar to view a list of members. |
| <b>Admin</b>          | Select to indicate that the user is an admin user.  |
| <b>Status</b>         | Click  to select the user's status ( <i>A - Active</i> or <i>I - Inactive</i> ).   |
| <b>E-mail</b>         | Type the user's email address. The field can be a maximum of 45 characters.   |
| <b>E-mail Opt-Out</b> | Select to indicate that this user is opted out of receiving emails.   |
| <b>User Name</b>      | 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.   |
| <b>Password</b>       | <p>Type a new password. If the user created a MemberPortal account, this field is populated with an encoded and masked version of the password to secure user credentials.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• 8-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters</li> <li>• Case-sensitive</li> </ul>                     |

☐ Under **Grant Types:**

|                      |  |
|----------------------|--|
| <b>Grant Type</b>    | 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. |
| <b>Accessibility</b> | <p>Click  to select the user's level of access to the corresponding grant type.</p> <ul style="list-style-type: none"> <li>• All</li> <li>• Inquire Only</li> <li>• Enter and Save Data</li> <li>• Submit Reimbursement Request</li> <li>• Submit Budget Amendment</li> </ul>                   |

☐ 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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