



**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. Users designated as Admin users will be able to manage users for their assigned member in MemberPortal.
<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.)
<b>Password</b>	Type a new password. If the user initiated the account profile via MemberPortal, this field is populated with an encoded and masked version of the user's password to secure their credentials.  Requirements: <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>	Click  to select the user's level of access to the corresponding grant type. <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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