



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.



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.

Grant Code	Description	Active	
<input type="checkbox"/>	TITLE 1 22	TITLE 1A 2021-2022	<input checked="" type="checkbox"/>

- 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.

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

Click **Save**.



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