



Create and maintain user profiles

Table of Contents

Create and maintain user accounts in Grants & Projects

[Grants and Projects > Tables > Manage Users](#)

Member users can create an account via the MemberPortal; however, they will not have access to any grant information until the fiscal agent completes their user profile. As a fiscal agent, you can add, change, and delete MemberPortal users. In addition, you can assign admin permissions to certain users, tie users to specific members, and manage the type of access a user has to a grant type.



TIP: It is recommended that fiscal agents create at least one MemberPortal user with admin permission for each member LEA. This allows the admin user to manage user accounts and access for their MemberPortal users.



Back Cover