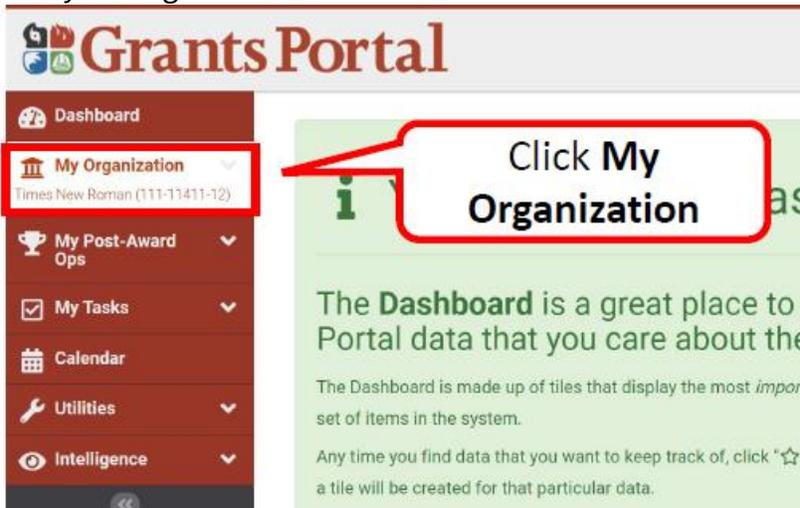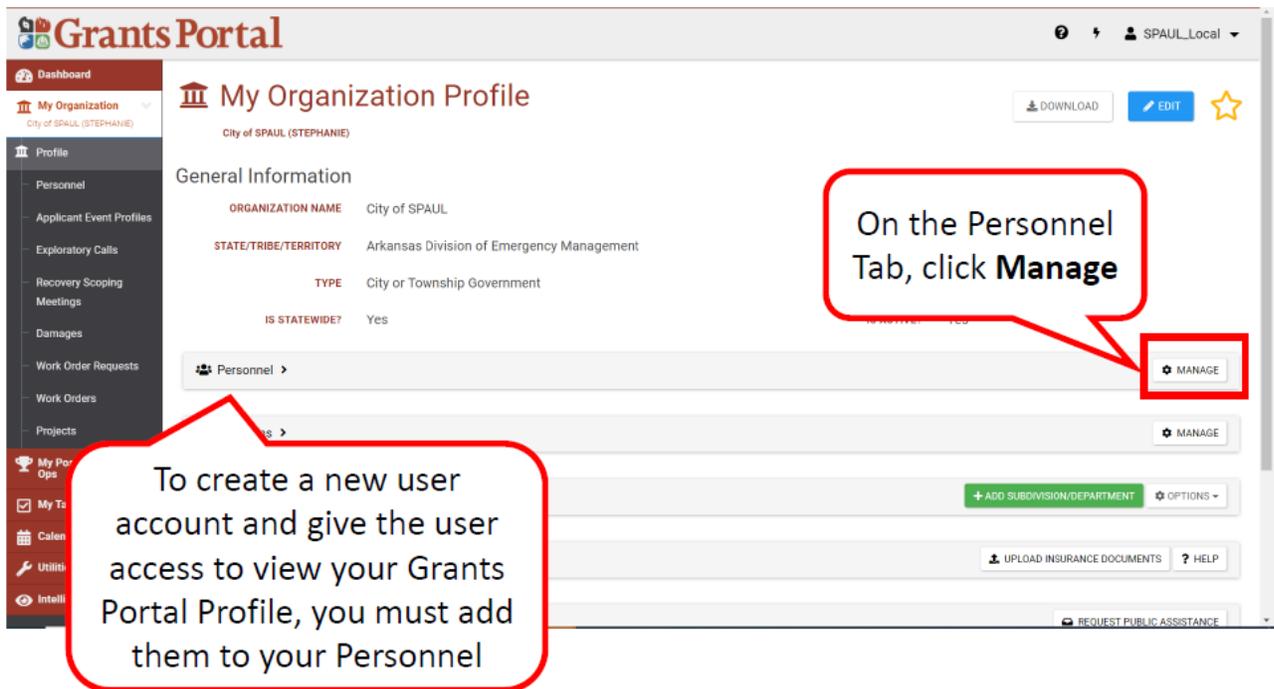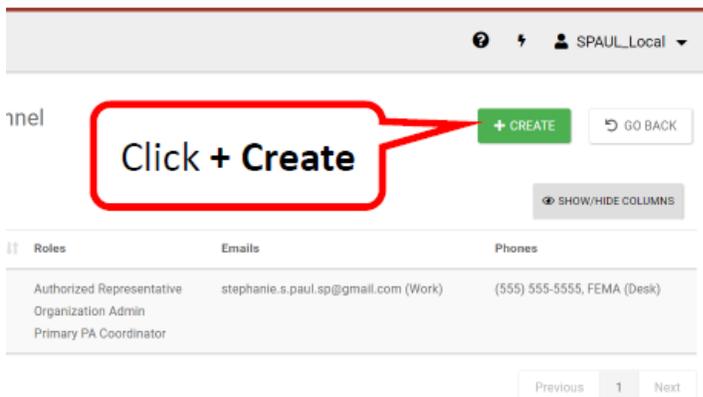# Grants Portal: Adding and Updating Personnel

1. Log in to your Grants Portal account (grantee.fema.gov)
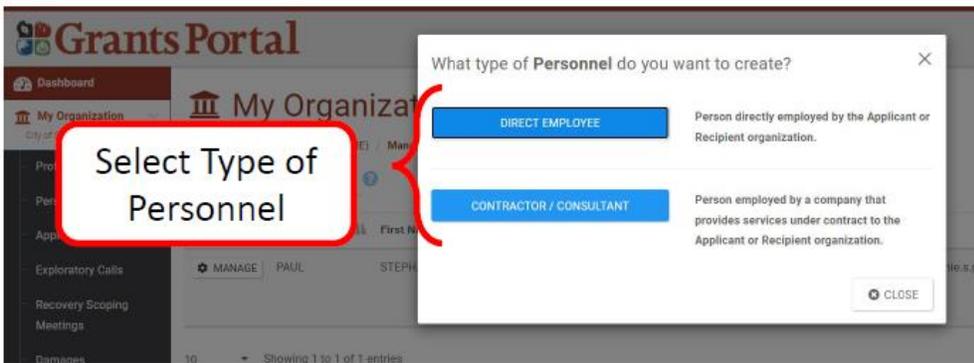2. Go to your Organization Profile

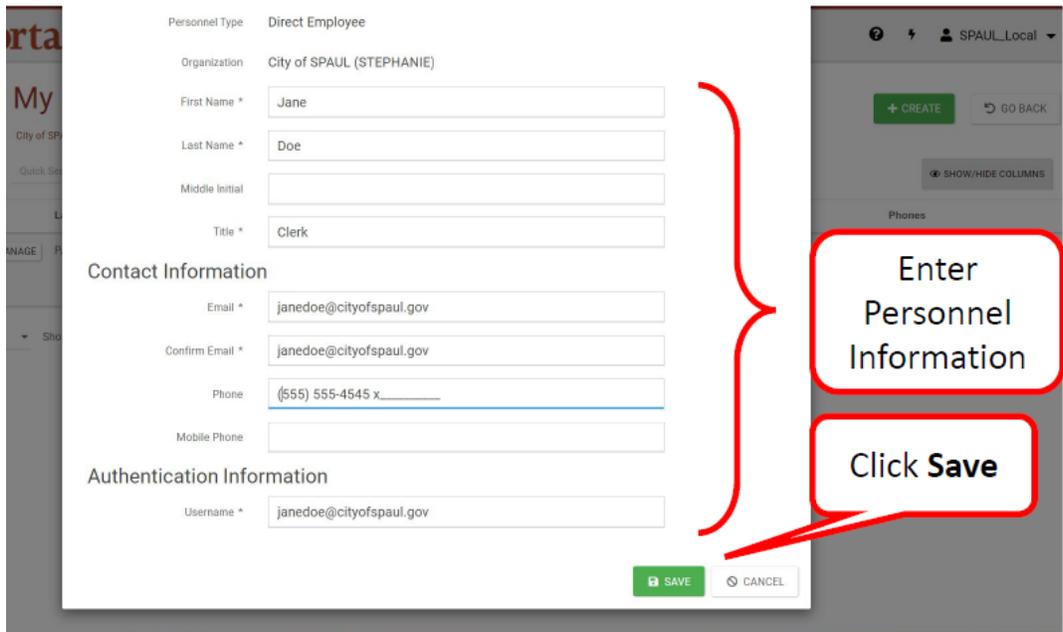3. On the Personnel drop down, click the Manage button on the right hand side:

4. To Add new personnel, click the green +CREATE button:

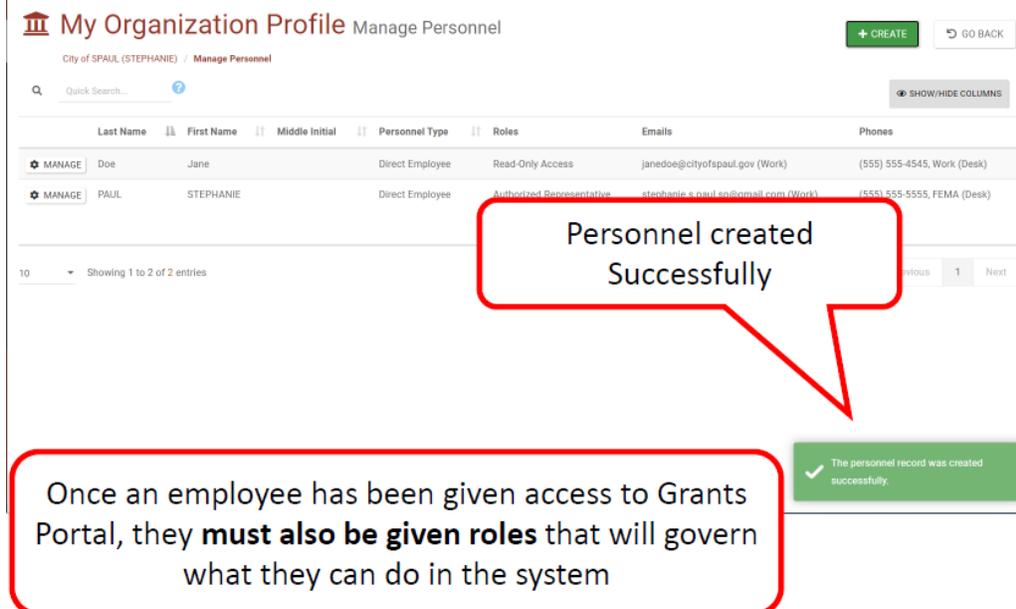5. When a pop comes up, select the type of Personnel you are adding:

6. To add a direct employee, you will need to enter their contact information, then click SAVE:


All personnel must have a valid e-mail address in order to be added to Grants Portal.

7. After you click SAVE, you will be taken back to the Manage Personnel screen:

8. New users will receive an e-mail from Grants Portal that contains their temporary password and instructions for logging in.

9. New users have 48 hours to log in to the system and update their temporary password.

10. To edit existing personnel, or assign roles, you will need to click the MANAGE icon to the left of the person's name:
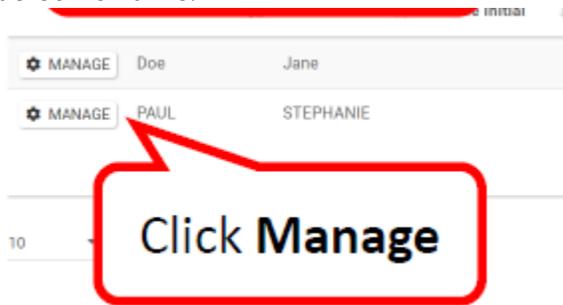
11. To assign roles in Grants Portal, click the Roles drop down:
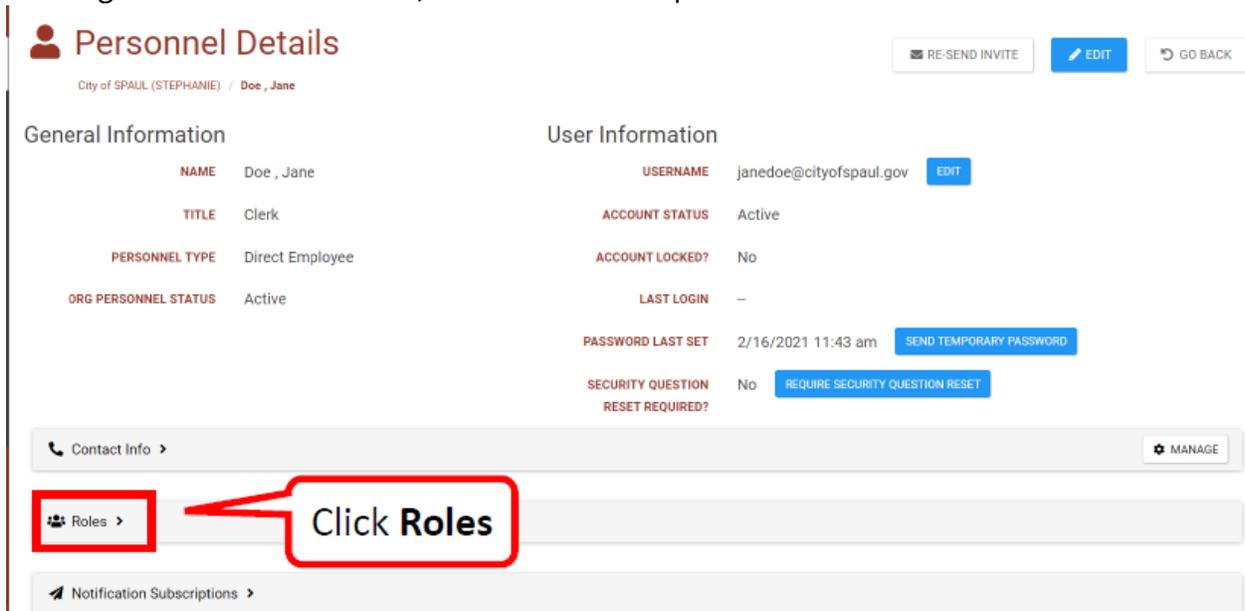
12. Then click the MANAGE icon on the left-hand side of the Roles drop down:
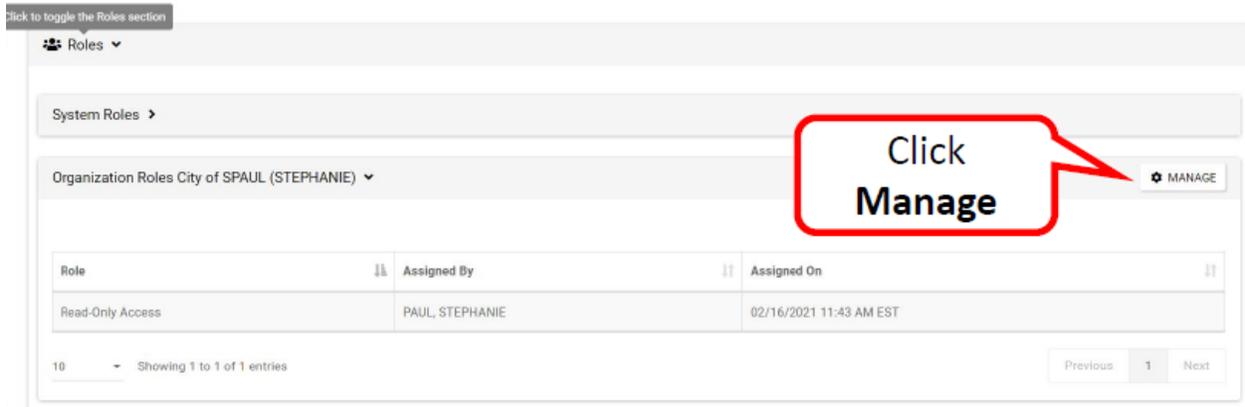
13. All personnel are granted Read Only access as a default role. To give personnel access and permission to make changes to your organization, you must select their roles:

Read Only access is Default Role Assigned by the system when Personnel is added

Click Box for **Desired Roles**

Click **Save**

Note: Multiple Roles can be assigned to the Personnel
- The question mark describes responsibilities of the assigned role
- The green check mark indicates permissions based on assigned role

Once you've checked the boxes next to the roles you want to assign, click the green SAVE icon at the bottom right of the screen.

14. You will be taken back to the Personnel profile screen and should see the roles you just assigned under that person's roles:

15. You can also edit existing personnel's information by clicking the MANAGE icon next to their name on the Personnel tab:

16. Then click the blue EDIT button on the upper right side of the screen:

17. On the next screen you can edit the person's Name, Title and Status:
For personnel who are no longer with your organization, click the Org Personnel Status drop down and select Removed:

18. To change e-mail address and phone numbers, go to the Personnel Details page and click the MANAGE icon to the right of the Contact Info drop down:

19. Then click the blue EDIT icon next to the phone number or e-mail address that you want to change:

Personnel Details Manage Personnel Contact Information

South Dakota Office of Emergency Management (000-UQTJ7-00) / VanderPlaats, Amanda / Contact Info

GO BACK

Click EDIT

Click EDIT

20. Make changes on the pop-up after you click EDIT, then click SAVE to save the changes:

Edit Phone Number

Phone: (605) 773-3231 x_____

Phone Type: Work (Desk)

☐ Receive Text?

Click SAVE → SAVE   CANCEL

21. All personnel must have at least one valid phone number and e-mail address.
22. If you change or update an e-mail address under a person's contact information, this DOES NOT update their log in e-mail address.

23. To update their log in e-mail address, go to the Personnel Details page and click the blue EDIT button next to their USERNAME:

Personnel Details

City of SPAUL (STEPHANIE) / Doe , Jane

RE-SEND INVITE   EDIT   GO BACK

General Information

NAME	Doe , Jane
TITLE	Clerk
PERSONNEL TYPE	Direct Employee
ORG PERSONNEL STATUS	Active

User Information

USERNAME	janedoe@cityofspaul.gov EDIT
ACCOUNT STATUS	Active
ACCOUNT LOCKED?	No
LAST LOGIN	–
PASSWORD LAST SET	2/16/2021 11:43 am SEND TEMPORARY PASSWORD
SECURITY QUESTION RESET REQUIRED?	No REQUIRE SECURITY QUESTION RESET

Click EDIT

📞 Contact Info ›   ⚙ MANAGE

24. If you need assistance making personnel changes, please contact the Public Assistance staff at SDOEM, 605-773-3231