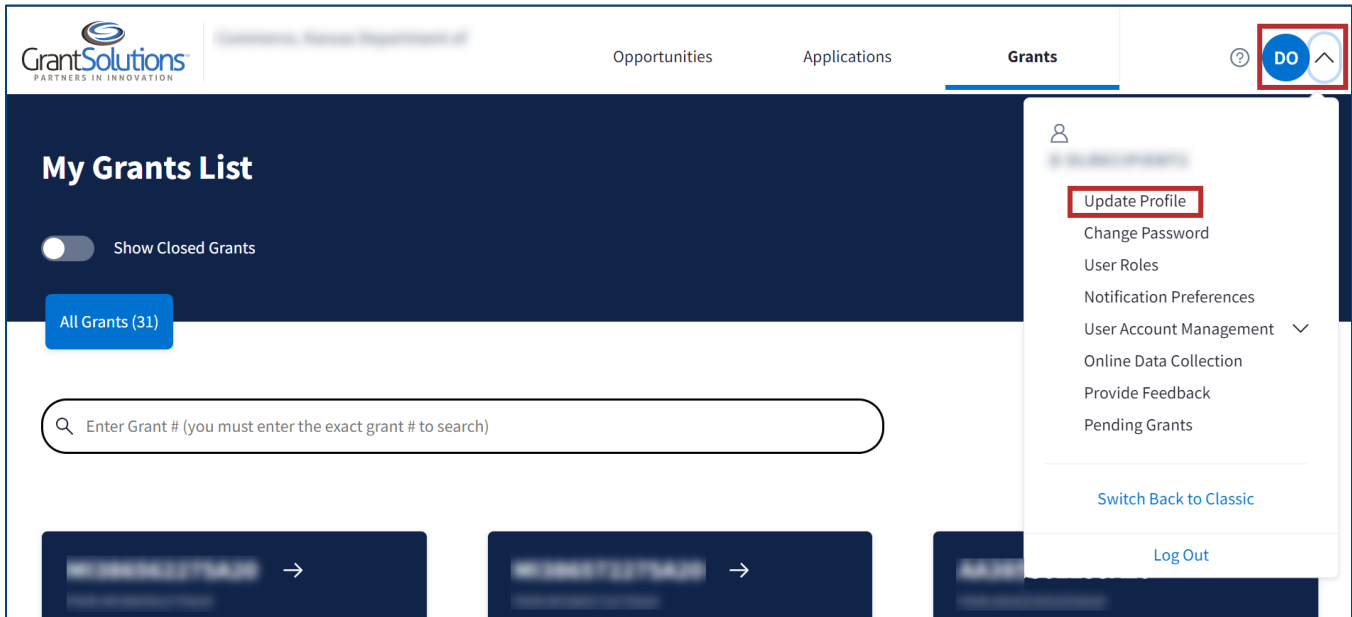


Quick Sheet: Update GrantSolutions Profile Information

Audience: Grant Recipients

UPDATE PROFILE INFORMATION

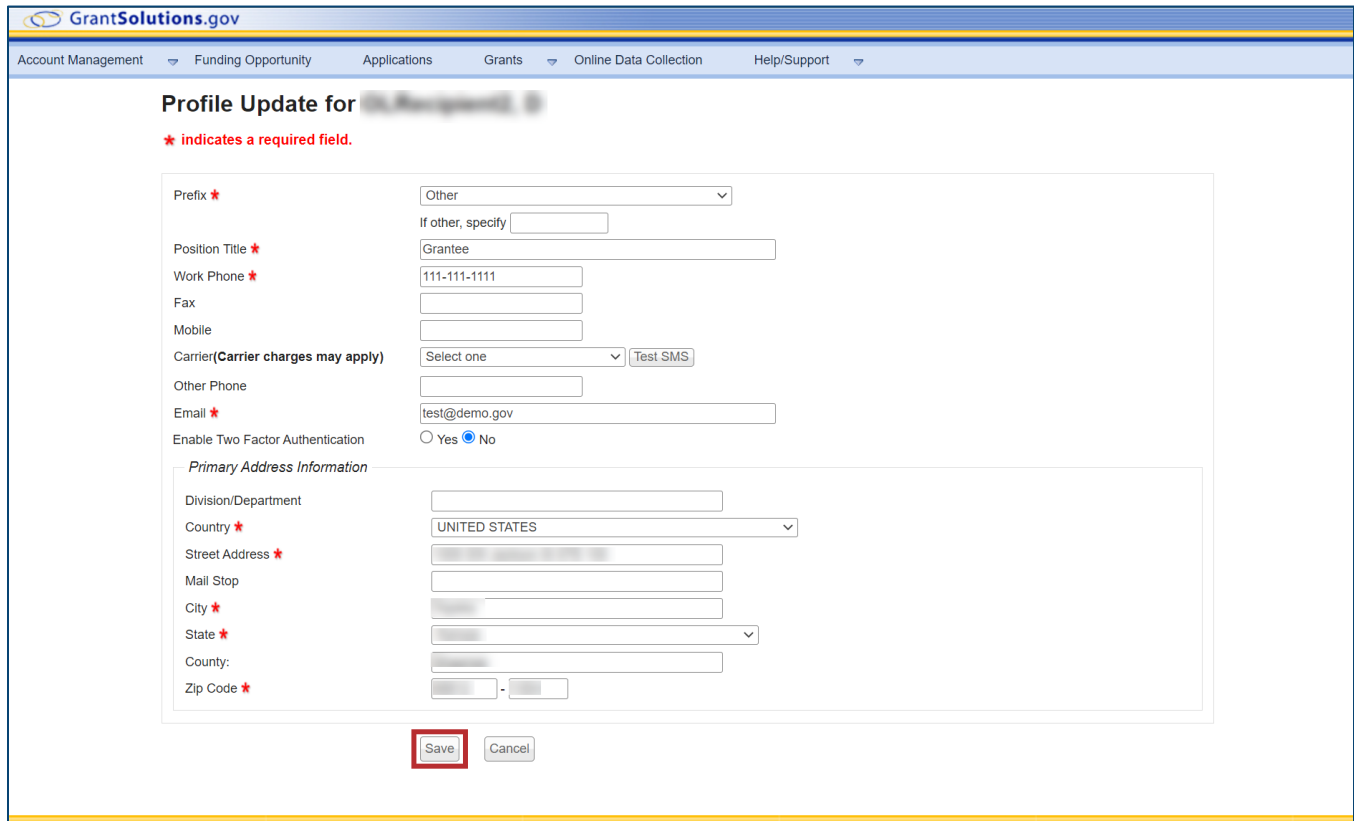
1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.
2. The “GrantSolutions Login” screen appears. Log in with your Login.gov account.
3. The “My Grants List” screen appears. To reach the “Profile Update” screen, click the **Avatar** drop-down and select the **Update Profile** option.



The screenshot shows the GrantSolutions user interface. At the top, there is a navigation bar with the GrantSolutions logo on the left and menu items for 'Opportunities', 'Applications', and 'Grants' in the center. On the right side of the navigation bar, there is a user profile icon with the initials 'DO' and a dropdown arrow, which is highlighted with a red box. Below the navigation bar, the main content area is titled 'My Grants List'. It features a toggle switch for 'Show Closed Grants' and a blue button labeled 'All Grants (31)'. Below this is a search bar with the placeholder text 'Enter Grant # (you must enter the exact grant # to search)'. At the bottom of the page, there are several dark blue cards with white text and arrows, representing different grant categories. The user profile dropdown menu is open, showing a list of options: 'Update Profile' (highlighted with a red box), 'Change Password', 'User Roles', 'Notification Preferences', 'User Account Management' (with a dropdown arrow), 'Online Data Collection', 'Provide Feedback', and 'Pending Grants'. At the bottom of the menu, there are two options: 'Switch Back to Classic' and 'Log Out'.

4. The “Profile Update for Username” screen appears. Enter all **required information** and click the **Save** button.

Note: Fields with a red asterisk indicates a required field.



GrantSolutions.gov

Account Management Funding Opportunity Applications Grants Online Data Collection Help/Support

Profile Update for [User Name]

* indicates a required field.

Prefix * Other
If other, specify

Position Title * Grantee

Work Phone * 111-111-1111

Fax

Mobile

Carrier(Carrier charges may apply) Select one Test SMS

Other Phone

Email * test@demo.gov

Enable Two Factor Authentication
 Yes No

Primary Address Information

Division/Department

Country * UNITED STATES

Street Address *

Mail Stop

City *

State *

County:

Zip Code *

Save Cancel