

## Quick Sheet: My Profile

**Audience:** Recipient

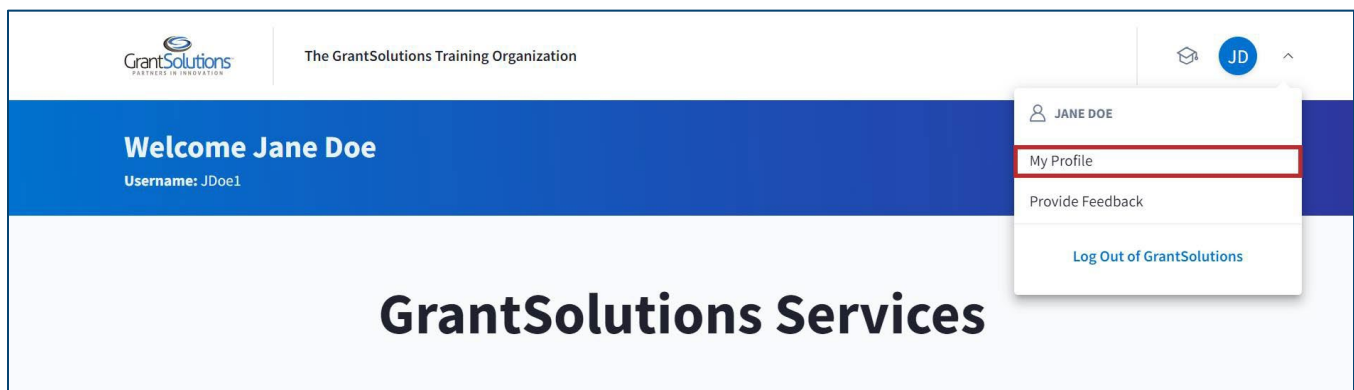
### INTRODUCTION

The “My Profile” screen allows users to view and change profile information as well as view *Roles & Assignments* associated with the account.

### MY PROFILE SCREEN

To access the “My Profile” screen, edit profile information, as well as access system roles and assignments, follow the steps below:

1. Click the *initials icon* drop-down from the Global Navigation bar and select the **My Profile** option.



The “My Profile” screen appears with the *My Info* and *Roles and Assignment* sections.

### My Profile

My Info

Edit Profile Info

NAME	Jane Doe	EMAIL	janedoe@mail.com
POSITION TITLE	Training Manager	DIVISION/DEPARTMENT	-
COUNTRY	United States	WORK ADDRESS	1234 Street, Rockville, MD 12345
WORK PHONE	(444)-444-4444	MOBILE PHONE	-
FAX	-		

Roles and Assignments


View your roles and responsibilities using the provided link(s).

[Grants Management \(GMM\) →](#)
[Online Data Collection \(OLDC\) →](#)

2. Click the **Edit Profile Info** button.

### My Profile

My Info



NAME	Jane Doe	EMAIL	janedoe@mail.com
POSITION TITLE	Training Manager	DIVISION/DEPARTMENT	-
COUNTRY	United States	WORK ADDRESS	1234 St, Baltimore, MD 12345
WORK PHONE	(888)-888-8888	MOBILE PHONE	-
FAX	-		

The “Edit Profile Info” window appears. The fields can be edited as needed. Some fields are required, and others are optional.

**Note:** The user’s *Prefix*, *First Name*, *Last Name*, and *Email* cannot be changed from this window therefore, the fields are locked. To change the *Prefix*, *First Name*, *Last Name*, or *Email* associated with an account, a user must submit a User Request Form. Help text is available when a user hovers over the lock icon.

Edit Profile Info

Prefix

Ms.

First Name

Jane

Last Name

Doe

Email

Jane.doe@mail.com

Position Title (required)

Training Manager

Character limit: 64

Division/Department (optional)

Start Typing...

Character limit: 250

Country (required)

UNITED STATES

Street Address (required)

1234 Street

City (required)

Washington

State (required)

DC

County (optional)

District of Columbia

Zip Code (required)

20210-0001

To receive SMS confirmation, enter a *mobile number*, select a *mobile carrier*, and click the *Send* button. Messages can be sent internationally, as well.

**Note:** A message will appear once the text has been sent successfully.

**Receive SMS confirmation** (optional)  
Carrier charges may apply.

**Mobile Phone**

(123)-456-7890

**Mobile Carrier**

AT&T

Send

3. Upon completing all adjustments, click the **Save** button.

**Work Phone** (required)

(888)-888-8888

**Fax** (optional)

XXX-XXX-XXXX

Reset

Save

## ROLES AND ASSIGNMENTS

Users can view their roles and responsibilities if they are subscribed to GrantSolutions Grants Management (GMM) and/or Online Data Collection (OLDC). If a user's partner does not subscribe to either service, the buttons will not appear.

### GMM Roles and Assignments

1. From the "My Profile" screen, in the *Roles and Assignments* section, click the **Grants Management GMM** button.

### My Profile

**My Info**

[Edit Profile Info](#)

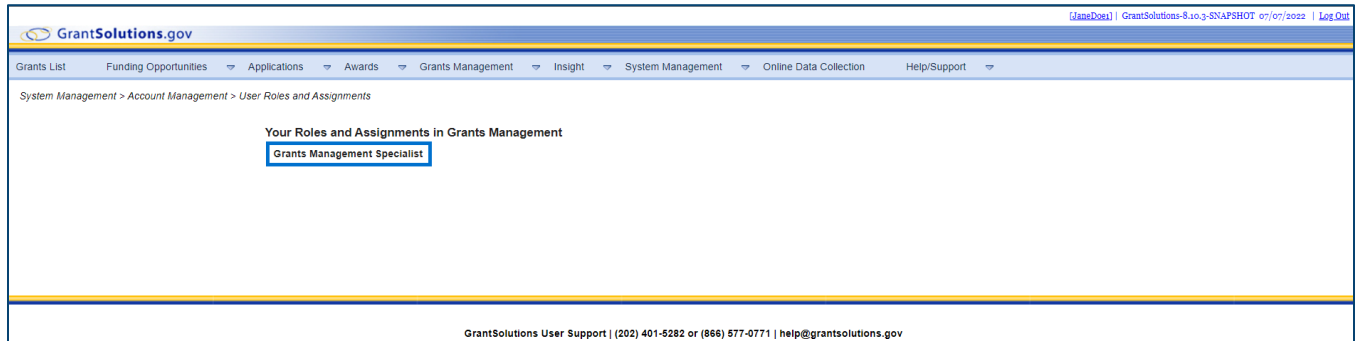
NAME	Jane Doe	EMAIL	janedoe@mail.com
POSITION TITLE	Training Manager	DIVISION/DEPARTMENT	-
COUNTRY	United States	WORK ADDRESS	1234 Street, Rockville, MD 12345
WORK PHONE	(444)-444-4444	MOBILE PHONE	-
FAX	-		

### Roles and Assignments

View your roles and responsibilities using the provided link(s).

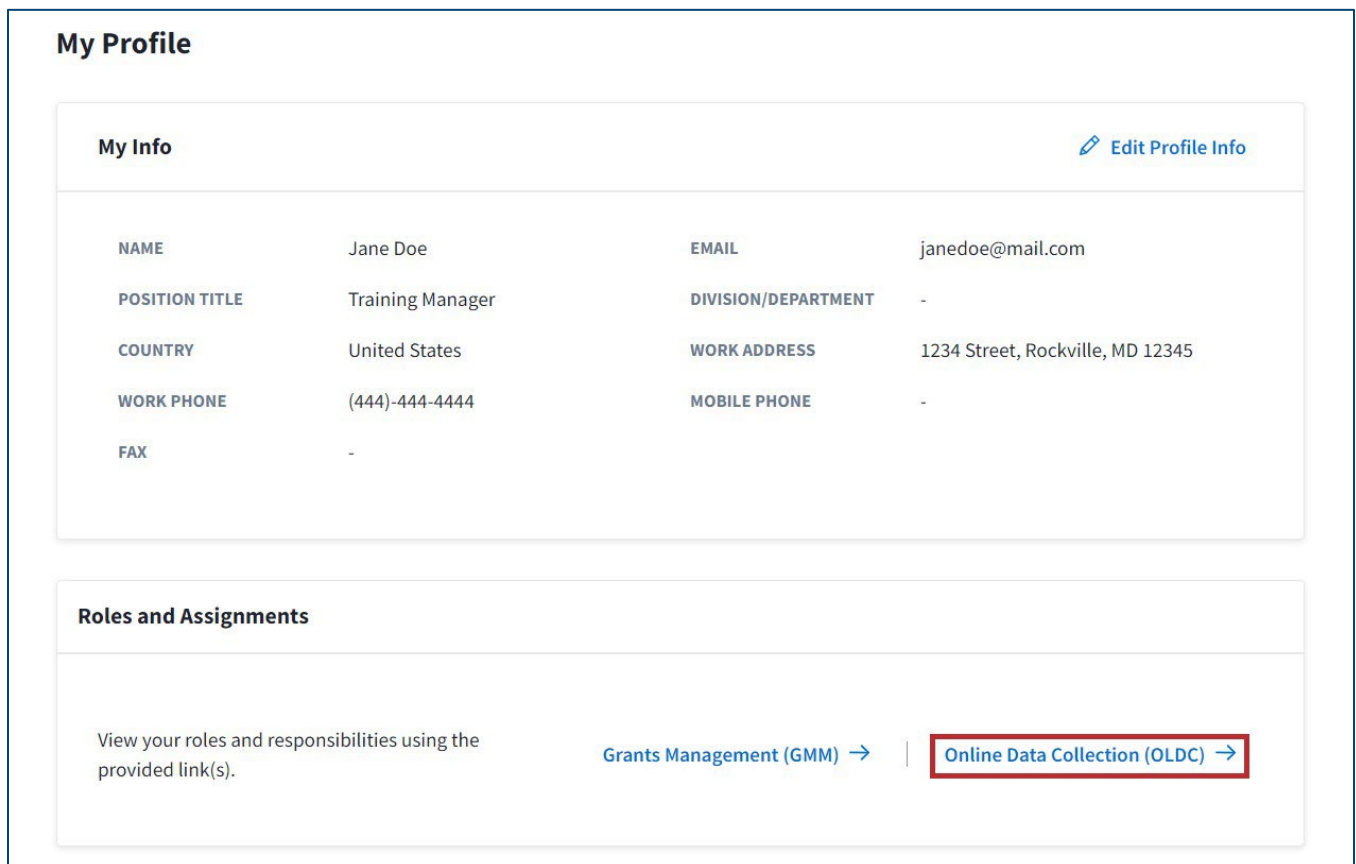
[Grants Management \(GMM\) →](#) | [Online Data Collection \(OLDC\) →](#)

The “Your Roles and Assignments in GrantSolutions” screen appears in another window. All roles associated with a user’s account appear here.

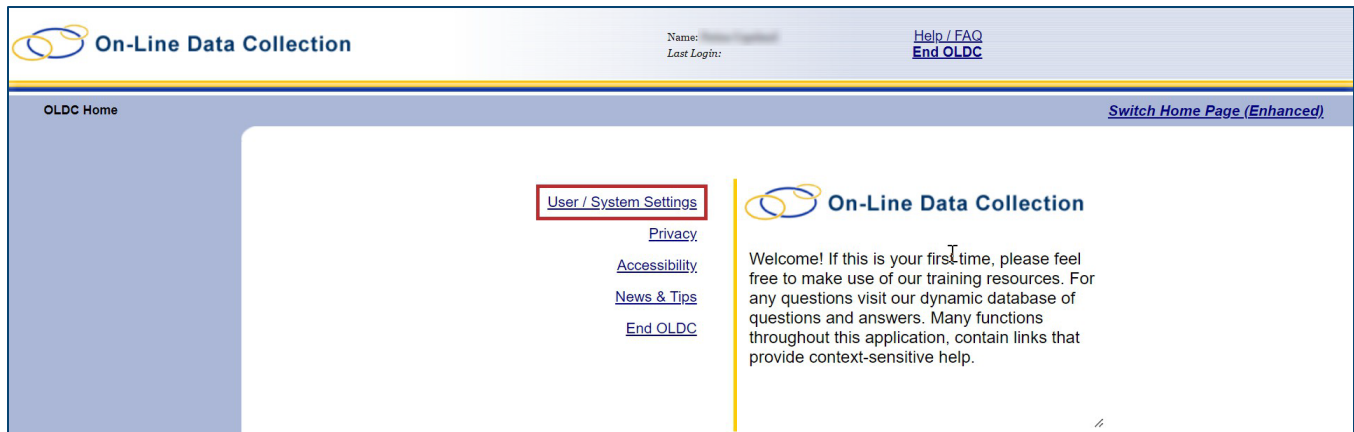


## OLDC Roles and Assignments

1. From the “My Profile” screen, click the **Online Data Collection (OLDC)** button in the Roles and Assignments section.



- The “OLDC Home” screen appears in another window. Click the **User/System Settings** hyperlink.



Once finished looking at roles and assignments, navigate back to the “My Profile” screen.

