

Create/Manage User Accounts

Add
Personnel



(Grants Portal Users with specific roles)



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Add User Accounts

The screenshot shows the 'My Organization Profile' page in the Grants Portal. The page title is 'My Organization Profile' with a back arrow icon. The organization name is '123CITY-TEST TEST (123-45678-90)'. The page is divided into sections: 'General Information', 'Personnel', 'Locations', 'Counties with Facility', 'Insurance Profile', and 'Applicant Event Profiles'. A red callout box points to the 'Organization Profile' link in the left sidebar, containing the text 'Step 1: Click on Organization Profile'. Another red callout box points to the 'MANAGE' button next to the 'Personnel' section, containing the text 'Step 2: Click on Manage Personnel'. The top right of the page shows a user profile for 'Mate, Teresa' and buttons for 'DOWNLOAD', 'EDIT', and a star icon. The bottom left of the page shows a navigation menu with options like 'Dashboard', 'Change Organization', 'My Organization', 'My Tasks', 'Calendar', 'Utilities', 'Intelligence', and 'Administration'.






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Add User Accounts





Portal 




Manage Personnel

Click Create 

Search...  

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
	Doe	Jane		Alternate PA Coordinator Authorized Representative	58720.Jane@PDMG0009.gov, Work	(555) 555-555 , Work (Cell)
	Doe	John		Authorized Representative Primary PA Coordinator	59313.John@PDMG0009.gov, Work	(555) 555-555 , Work (Cell)
	Leghorn	Foghorn		Organization Admin Primary PA Coordinator	foghorn.leghorn@glenville.gov, Work	
	Wayne	Burce		Account Manager Alternate PA Coordinator Personnel Manager		

10  Showing 1 to 5 of 5 entries  **1** 



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Create Direct Personnel

Click
Direct
Employee

What type of **Personnel** do you want to create? ×

DIRECT EMPLOYEE	Person directly employed by the Applicant or Recipient organization.
CONTRACTOR / CONSULTANT	Person employed by a company that provides services under contract to the Applicant or Recipient organization.

× CLOSE



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Complete Personnel Information

Assign Personnel ×

General Information

Personnel Type Direct Employee

Organization 123CITY-TEST TEST (123-45678-90)

First Name *

Last Name *

Middle Initial

Title *

Contact Information

Email *

Confirm Email *

Phone

Mobile Phone

Authentication Information

Username *

Password *

Confirm Password *

Complete Information

Click Save



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Add Contractor/Consultant Personnel

What type of **Personnel** do you want to create? ×

DIRECT EMPLOYEE	Person directly employed by the Applicant or Recipient organization.
CONTRACTOR / CONSULTANT	Person employed by a company that provides services under contract to the Applicant or Recipient organization.

× CLOSE

Click
**Contractor /
Consultant**



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Complete Personnel Information

Complete Information

Assign Personnel ×

General Information

Personnel Type Contractor / Consultant

Organization City of TMATE (TERESA)

First Name *

Last Name *

Middle Initial

Title *

Contact Information

Email *

Confirm Email *

Phone

Mobile Phone

Contractor Information

Company/Firm Name *

Company/Firm EIN *

Company/Firm Address *

Authentication Information

Username *

Click Save



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Provide Roles to Personnel

Portal 👤 Leghorn, Fogho...

Manage Personnel + CREATE GO BACK

Search... SHOW/HIDE COLUMNS

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
MANAGE	Coyote	Wile	E		ecoyote@glenville.gov, Work	
MANAGE	Doe	Jane		Alternate PA Coordinator Authorized Representative	58720.Jane@PDMG0009.gov, Work	(555) 555-555, Work (Cell)
MANAGE	Doe			Authorized Representative Primary PA Coordinator	59313.John@PDMG0009.gov, Work	(555) 555-555, Work (Cell)
MANAGE	Leghorn	Foghorn		Organization Admin Primary PA Coordinator	foghorn.leghorn@glenville.gov, Work	
MANAGE	Wayne	Burce		Account Manager Alternate PA Coordinator Personnel Manager		

10 Showing 1 to 6 of 6 entries Previous 1 Next

Click Manage



Manage Organization Roles

Manage Personnel

[RE-SEND INVITE](#)[EDIT](#)[GO BACK](#)

General Information

NAME Coyote , Wife

TITLE Vice Mayor

PRIMARY ORG [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#)

PERSONNEL STATUS Available

User Information

USERNAME [ecoyote@glenville.gov](#) [EDIT](#)

ACCOUNT STATUS Active [DISABLE ACCOUNT](#)

ACCOUNT LOCKED? No [LOCK ACCOUNT](#)

LAST LOGIN --

PASSWORD LAST SET 10/28/2017 8:33 am

[Contact Info >](#)[MANAGE](#)[Roles v](#)[System Roles >](#)[Organization Roles Glenville - PDMG0009 - 4332DR \(4332DR - 9\) >](#)[MANAGE](#)

Click **Manage**



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Add or Remove Roles

Edit Roles for 17, Bama



Place mouse over “?”
for definition of role

Assigned Roles

APPLICANT ROLES

- Primary PA Coordinator ?
- Alternate PA Coordinator ?
- Authorized Representative ?
- Project POC ?

ADMINISTRATIVE ROLES

- Account Manager ?
- Personnel Manager ?
- Organization Admin ?
- Read-Only Access ?

Step 1: Click boxes
to select role

Permissions Preview

ORGANIZATION

- Create Requests for Public Assistance (RPAs)
- Edit Organization Details
- Manage Locations
- Manage Organization Counties List
- Manage Documents
- Manage Staff

APPLICANT

- Create Comment
- Create Discussion
- Reply to Discussion
- Manage Damage Inventory
- Manage Documents

Green check will allow
personnel to perform
those functions

PERSONNEL

- Send Password Reset
- View Login History
- Lock Account
- Disable Account
- Edit Personnel Record
- Manage Contact Info
- Manage Organization Roles
- Create New Staff

DAMAGE INVENTORY

- Edit
- Manage Documents

PROJECT

- Sign DDD
- Sign Scope & Cost

Step 2:
Click **Save**

SAVE

CANCEL



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Manage User Accounts

Grants Portal Mate, Teresa

My Organization Personnel

Filters: Filters Unchanged | Columns Unchanged | Quick Search Unchanged | All Active Organization Personnel | RUN QUERY | HELP

Quick Search... SEARCH

Last Name	First Name	Middle Initial	Personnel Type	Roles	Emails	Phones	Last Login
Abbey	Kelly		Consultant	Alternate PA Coordinator	kelly.abbey@nomail.com (Work)	(555) 555-5555 x59, Work (Desk)	
Allen	Gary				(Work)	(555) 555-5555 x55, Work (Desk)	
Apple	Bryan				(Work)	(555) 555-5555 x58, Work (Desk)	
April	May					(555) 999-8888, Work (Desk)	
August	Randy		Direct Employee	Personnel Manager	randy.august133@colvilletribes.com (Work)	(555) 223-3043, Work (Cell)	
Bessette	Travis		Direct Employee	Authorized Representative Personnel Manager	travis.bessette.Pub1@colvilletribes.com (Work)		
Bunny	Buggs				buggs.bunny@nomail.com (Work)		
Coyote	Wiley				wiley.coyote@nomail.com (Work)		
Crocker	Betty				betty.crocker@nomail.com (Work)		
Crunch	Captian		Direct Employee	Read-Only Access	captian.crunch@nomail.com (Work)		



Manage User Accounts

Grants Portal 123CITY-TEST TEST (123-45678-90) / Crunch, Captian RE-SEND INVITE EDIT

Personnel Details

123CITY-TEST TEST (123-45678-90) / Crunch, Captian

General Information

NAME	Crunch, Captian
TITLE	City Administrator
PERSONNEL TYPE	Direct Employee
ORG PERSONNEL STATUS	Active

User Information

USERNAME	captian.crunch@nomail.com	EDIT
ACCOUNT STATUS	Active	DISABLE ACCOUNT
ACCOUNT LOCKED?	No	LOCK ACCOUNT
LAST LOGIN	--	
PASSWORD LAST SET	5/30/2020 12:25 pm	CHANGE PASSWORD SEND TEMPORARY PASSWORD
SECURITY QUESTION RESET REQUIRED?	No	REQUIRE SECURITY QUESTION RESET

Contact Info > MANAGE

Roles ▾

System Roles >

Organization Roles 123CIT > MANAGE

Step 1: Click arrow to open Roles bar

Step 2: Click Manage



Send Temporary Password

SEND PASSWORD RESET

EDIT

GO BACK

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Intelligence

Administration

General Information

NAME Adams, John

TITLE Mayor

ORG PERSONNEL STATUS Active

User Information

USERNAME john.adams@fema.com

ACCOUNT STATUS Active

ACCOUNT LOCKED? No

LAST LOGIN 4/23/2020 8:13 pm

PASSWORD LAST SET 4/23/2020 8:13 pm

SECURITY QUESTION RESET REQUIRED? No

EDIT

SEND TEMPORARY PASSWORD

REQUIRE SECURITY QUESTION RESET

Contact Info

MANAGE

Roles

Notification Subscriptions

Click **Send Temporary Password**

