Manage Campus Contacts

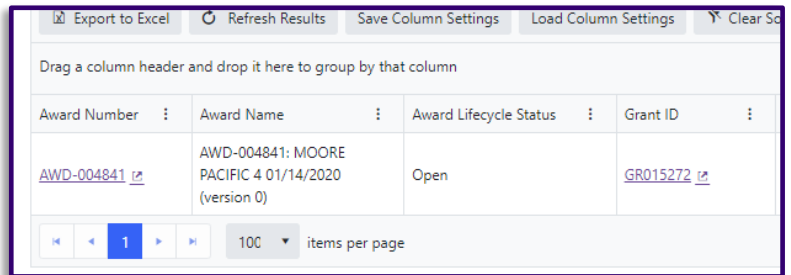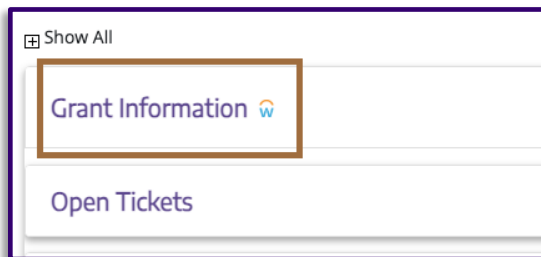|	
1. Open Award Portal	
2. From the **Home** tab, search for the grant. **Notes**: • Refer to this guide to cross-reference old Grant Tracker fields to new ones. • To narrow your search results, use the **Grant ID** or **Budget Number**	
3. From the Search Results window, click the **Grant ID** hyperlink. **Note**: The legacy budget number from FAS is now a part of the Grant Name	
4. Expand the **Grant Information** section by clicking anywhere on the bar.	
5. Scroll down and click **Contacts Email Maintenance**. **Note:** If you want to change the person listed in the Grant Managers field, send GCA an Award Portal ticket and they will make the necessary update.	
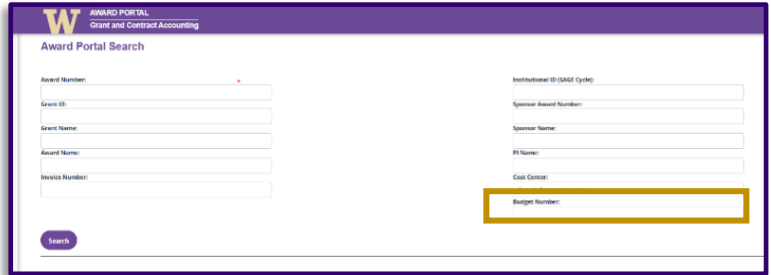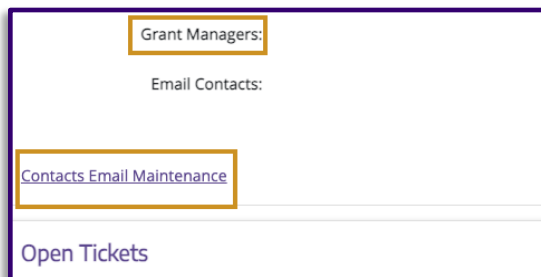
Manage Campus Contacts

6. Delete existing email addresses or enter additional email addresses in the text box (use a semi-colon to separate multiple email addresses)	Grant Email Maintenance Update Email Address(es) homer@thesimpsons.com; marge@thesimpsons.com; discostu@thesimpsons.com
7. Click **Submit**	Submit

End of Job Aid