

AWARD PORTAL – JOB AID (Campus)

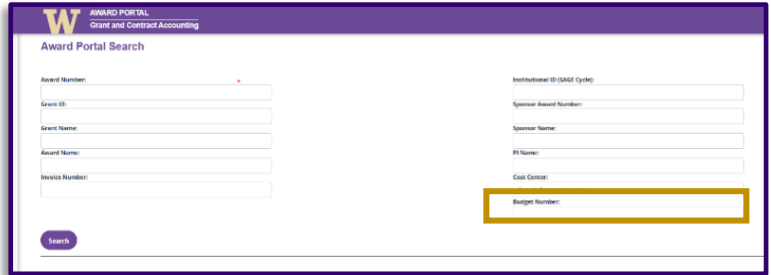
Manage Campus Contacts

1. Open [Award Portal](#)

2. From the **Home** tab, search for the grant.

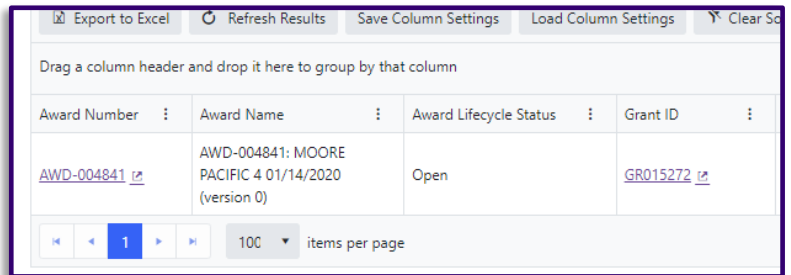
Notes:

- 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**

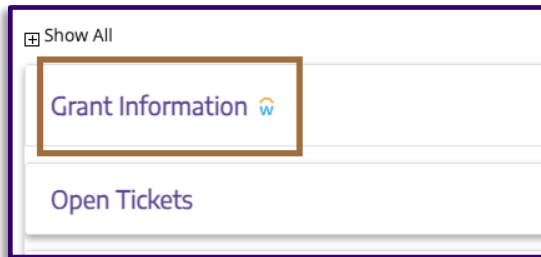


3. From the Search Results window, click the **Grant ID** hyperlink.

Note: The legacy budget number from FAS is now a part of the Grant Name

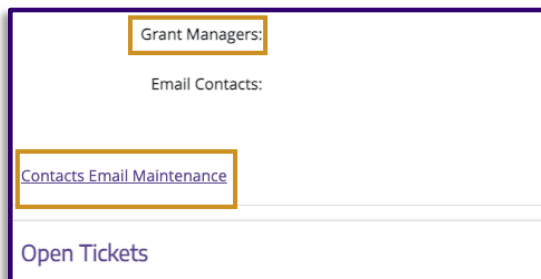


4. Expand the **Grant Information** section by clicking anywhere on the bar.



5. Scroll down and click **Contacts Email Maintenance**.

Note: To change the person listed in the Grant Managers field, work with your shared services team to 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