# 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

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<tr>
<td><strong>6.</strong></td>
<td>Delete existing email addresses or enter additional email addresses in the text box (use a semi-colon to separate multiple email addresses)</td>
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<td><strong>7.</strong></td>
<td>Click <strong>Submit</strong></td>
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**Grant Email Maintenance**

**Update Email Address(es)**

- homer@thesimpsons.com
- marge@thesimpsons.com
- discostu@thesimpsons.com

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**End of Job Aid**