# 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.
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6. Delete existing email addresses or enter additional email addresses in the text box (use a semi-colon to separate multiple email addresses)

<table>
<thead>
<tr>
<th>Grant Email Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Email Address(es)</td>
</tr>
<tr>
<td><a href="mailto:homer@thesimpsons.com">homer@thesimpsons.com</a>; <a href="mailto:marge@thesimpsons.com">marge@thesimpsons.com</a>; <a href="mailto:discostu@thesimpsons.com">discostu@thesimpsons.com</a></td>
</tr>
</tbody>
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7. Click **Submit**