User Avatar Drop-down

USER INITIALS

View the user initials in the *User Avatar* to the right of the Help Center icon.

Figure 1: Global Navigation bar with user initials in the User Avatar

USER FUNCTIONS

To access additional user functions and personal customization options, click the **User Avatar** drop-down to the right of the user initials.

Figure 2: Global Navigation bar with User Avatar drop-down

The user's first and last name appear at the top of the drop-down, and additional functions appear in a list below.
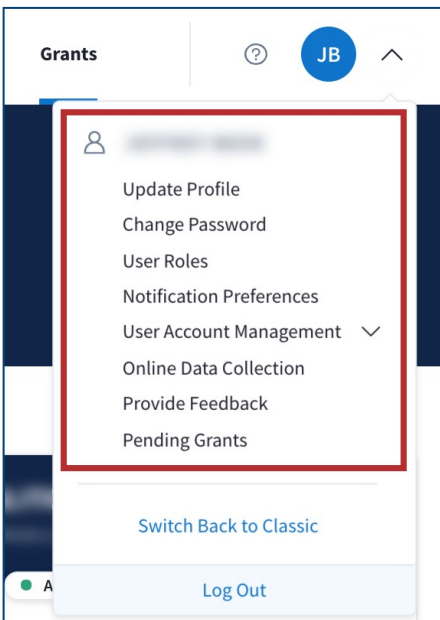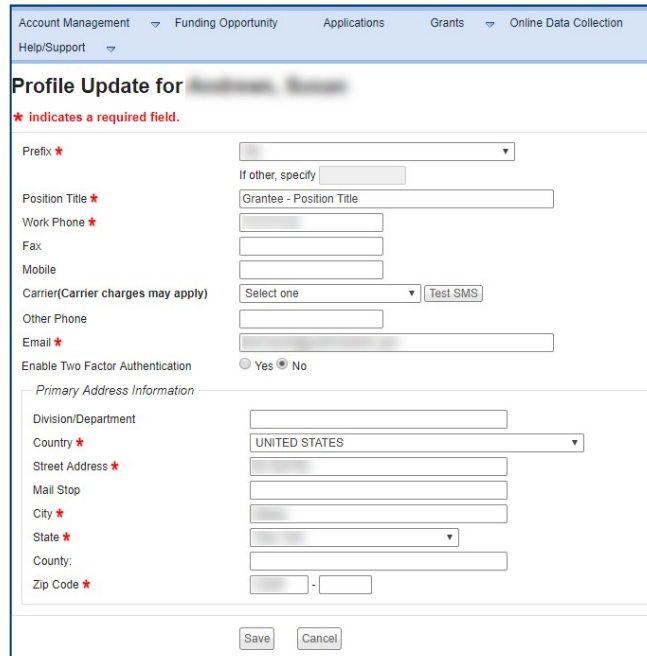

Figure 3: User Avatar drop-down with name and additional functions

Update Profile

Click the **Update Profile** button to update profile information (see Figure 14). Users are routed to the "Profile Update" screen in the GrantSolutions GMM.
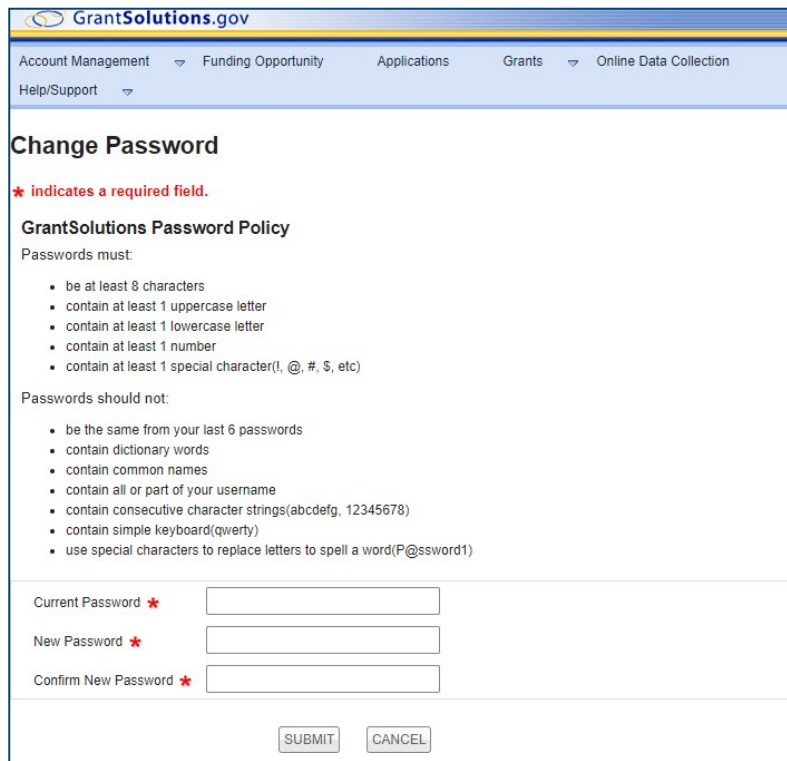
Figure 4: GrantSolutions GMM Profile Update screen

Change Password

Click the **Change Password** button to change the user password (see Figure 14). Users are routed to the "Change Password" screen in the GrantSolutions GMM.

Figure 5: GrantSolutions GMM Change Password screen

User Roles

Click the **User Roles** button to view roles (see Figure 14). Users are routed to the "Your Roles in Grants Management" screen in the GrantSolutions GMM.

Figure 6: GrantSolutions GMM Your Roles in Grants Management screen

Notification Preferences

Click the **Notification Preferences** button to setup notification preferences (see Figure 14). Users are routed to the "Notification Preferences" screen in the GrantSolutions GMM. All checkboxes are selected by default.
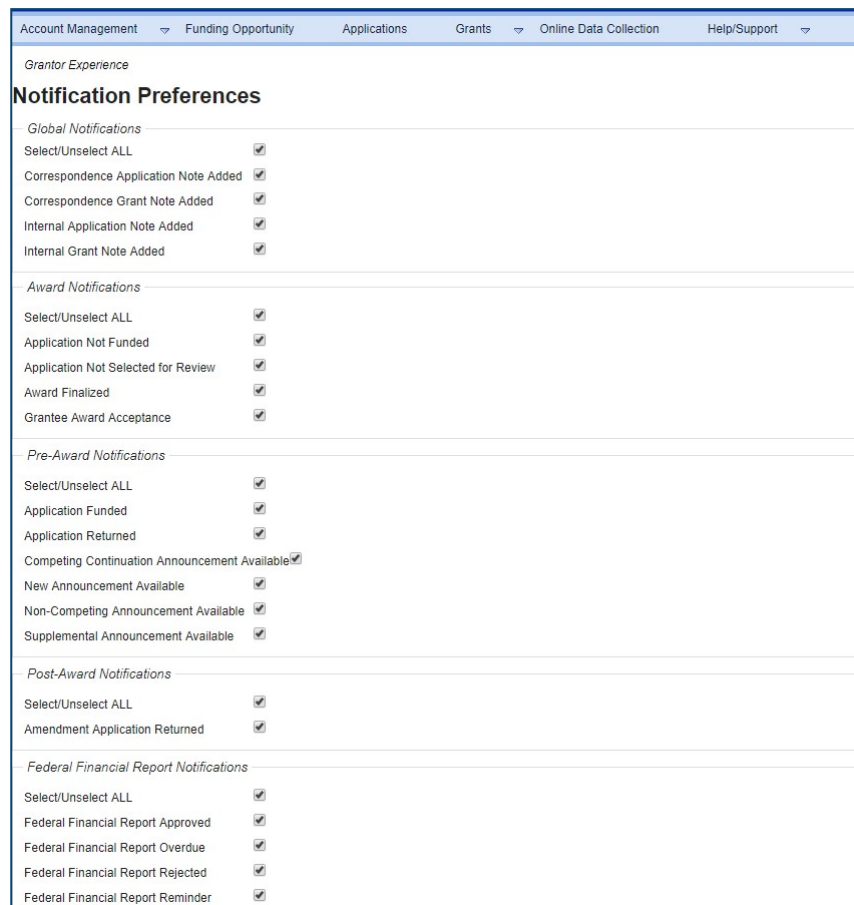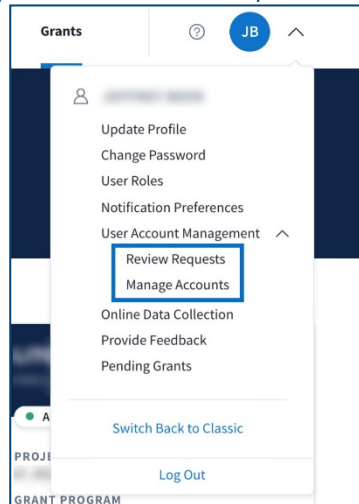

Figure 7: GrantSolutions GMM Notification Preferences screen

User Account Management

Click the **User Account Management** button to expand the user account management functions (see Figure 14). The **Review Requests** and **Manage Accounts** buttons appear.

Figure 8: User Avatar drop-down with Review Requests and Manage Accounts buttons

Review Requests: Click the **Review Requests** button.
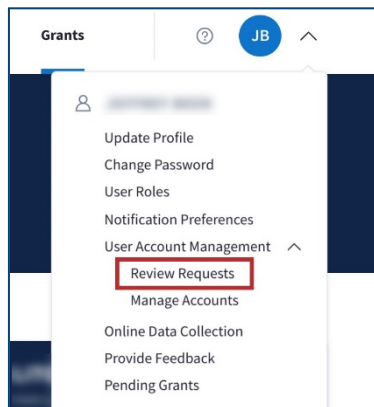

Figure 9: User Avatar drop-down with Review Requests button

Users are routed to the "User Registration | Administration Request List" screen in the Grantee Self Registration (GSR) module. This feature is only available to Grant Recipients with access to GSR based on partner settings.
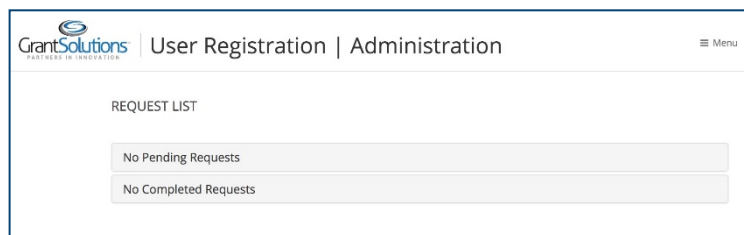

Figure 10: GSR User Registration | Administration Request List screen

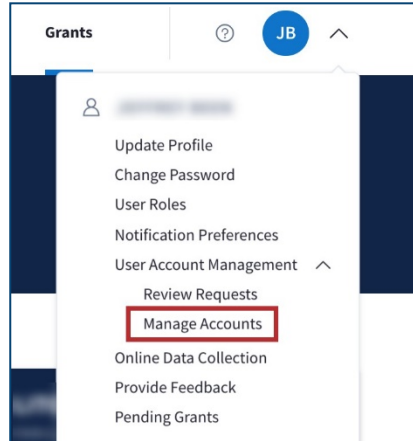*Manage Accounts*: Click the **Manage Accounts** button.

Figure 11: User Avatar drop-down with Manage Accounts button

Users are routed to the "User Registration | Administration Manage Accounts" screen in the Grantee Self Registration (GSR) module. This feature is only available to Grant Recipients with access to GSR based on partner settings.
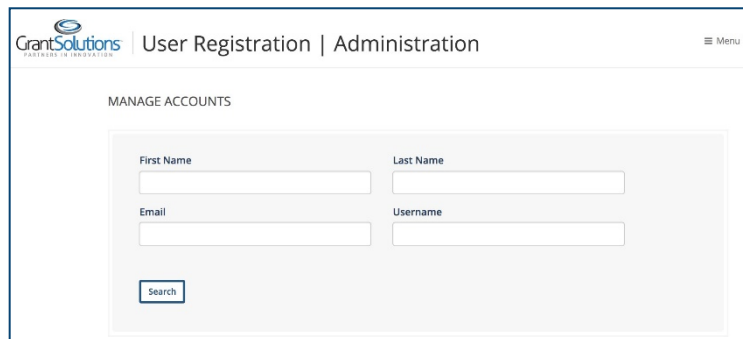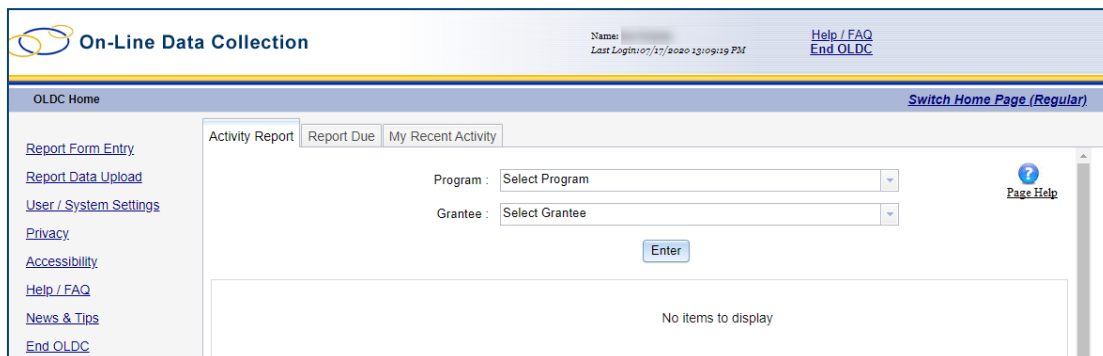

Figure 12: GSR User Registration | Administration Manage Accounts screen

Online Data Collection

Click the **Online Data Collection** button to access the Online Data Collection (OLDC) (see Figure 14). Users are routed to the "OLDC Home" screen in OLDC. This feature is only available to Grant Recipients with access to OLDC based on partner settings.

Figure 13: OLDC Home screen

Provide Feedback

1. Click the **Provide Feedback** button to submit optional feedback in a survey for the New Experience (see Figure 14). The "GrantSolutions Feedback Survey" screen appears. Click the **Begin Survey** button to provide feedback.
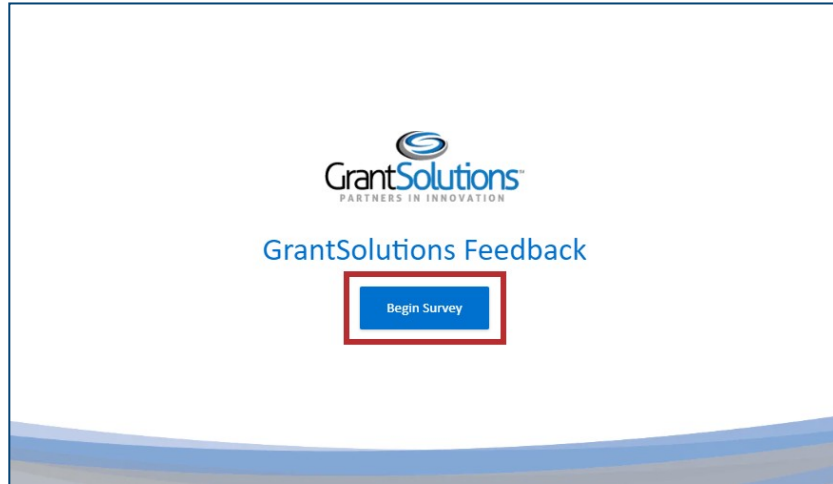

Figure 14: Grantsolutions Feedback Survey screen with Begin Survey button

Pending Grants

Click the **Pending Grants** button to access pending grants (see Figure 14). Users are routed to the "Pending Grants" screen in the GrantSolutions GMM.

Figure 15: GrantSolutions GMM Pending Grants screen