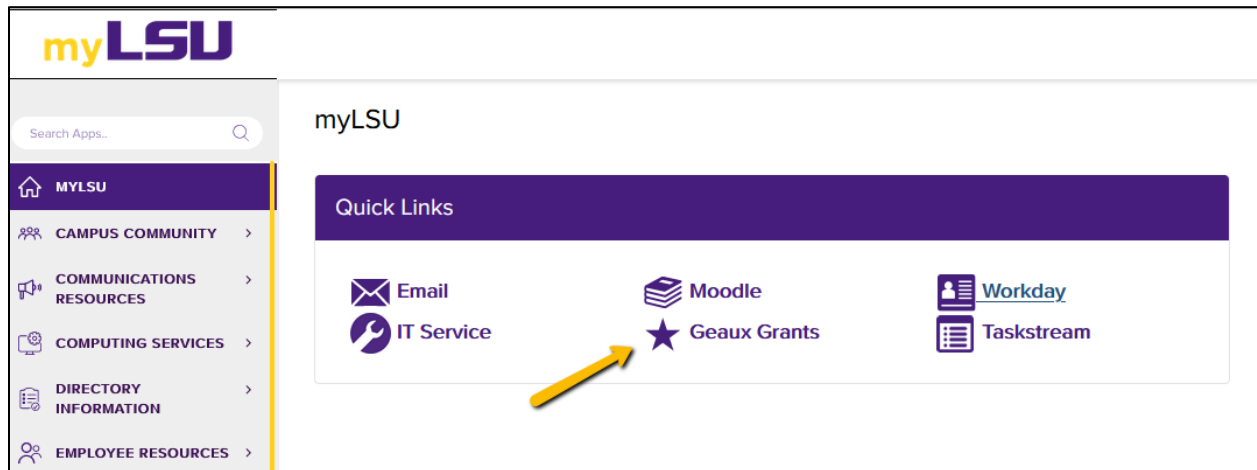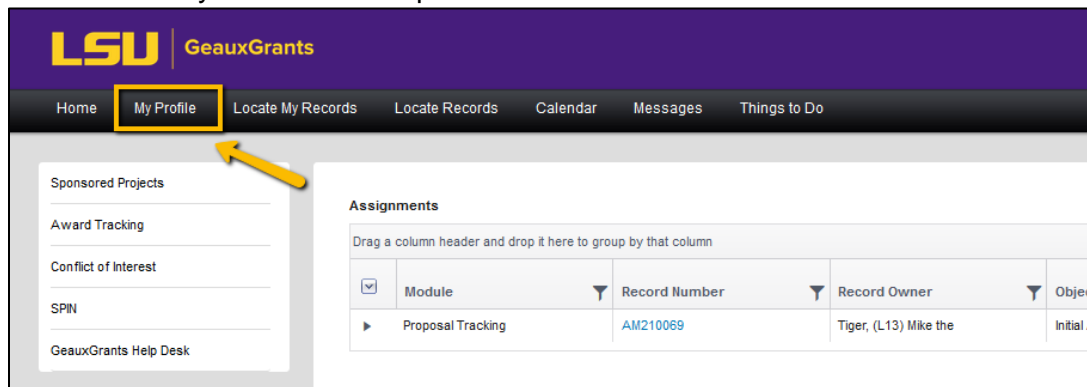# Updating My Profile and Home Screen Customization

It is recommended that you use Chrome or Firefox for GeauxGrants. You will need to login through myLSU. Click on "Geaux Grants."

My Profile

- Populates from Workday. This information will populate on Grants.gov applications.

- Click My Profile in the top menu.

- Investigators need to review and update as necessary. Click Save when done.

- Your Workday Preferred Name will be used to populate Grants.gov applications. To update follow instructions at **https://uiswcmsweb.prod.lsu.edu/training/employee/preferred_name.pdf**

- **For investigators who submit to federal agencies**, please review your address for the following:

  1. **Confirm 9-digit Zip Code and Address –** Grants.gov submissions require a 9-digit zip code. Review your primary address and confirm. If your address is not correct or your zip code is not 9 digits, then click Edit.

- Next Add the 4-digit suffix to your zip code. For campus addresses that use 70803, add -0001. Make any other updates to your address. Click Save.
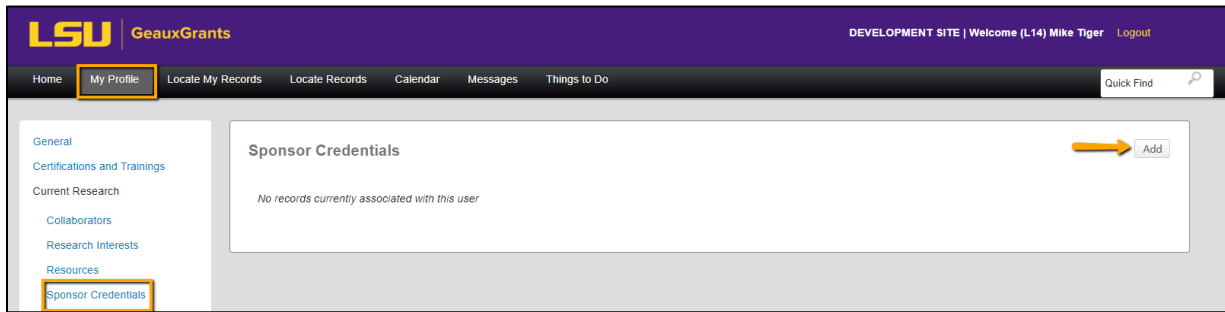
- **Update Sponsor Credentials -** Investigators who plan to submit to the National Institutes of Health (NIH) and/or the National Science Foundation (NSF) should enter their NIH Commons ID and NSF FastLane ID under Sponsor Credentials. Click Sponsor Credentials tab on left and then click Add in upper right.
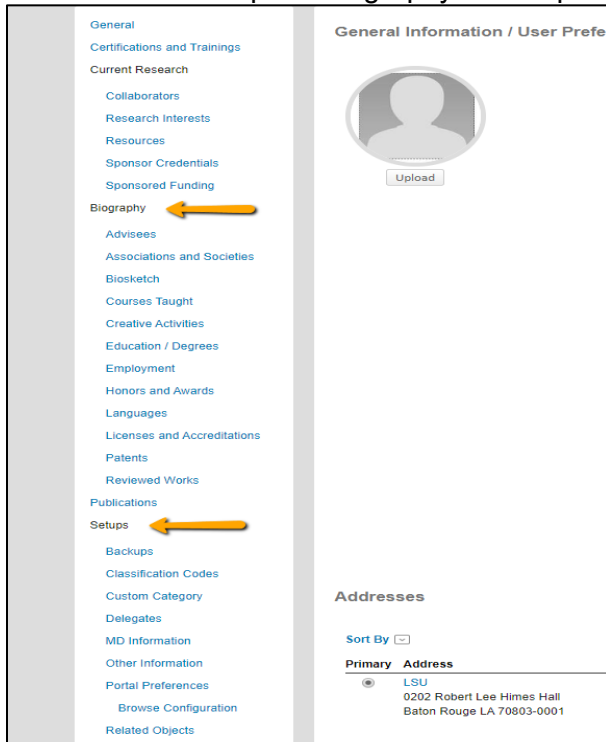
TIP! **NIH COMMONS ID SHOULD BE IN ALL CAPITAL LETTERS.**

- On pop up type ID in Credential box and then select Credential Type from dropdown. Click Save. Repeat step as needed.


- Do not complete Biography or Setup sections. These won't be utilized in GeauxGrants.

Customize your Home Screen

- You Homes Screen is preset to include the following widgets:
    - Assignments – Shows you action items
    - GeauxGrants Help
    - Records I am Named On – Lists all records you are named on regardless of role.
    - System messages – Added when needed.
    - Messages – This is a copy of any emails you receive from GeauxGrants.

- To customize your home screen, click on Portal Configurations in lower right corner.
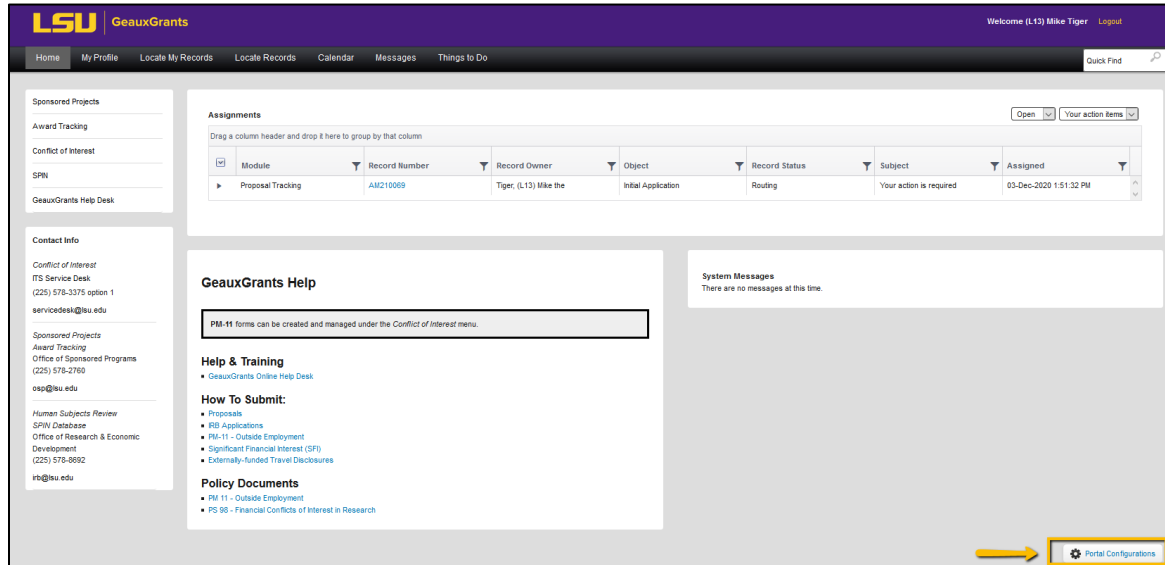
- We recommend adding the following:
    a) Recent Activity – Easy Access to the most recent proposals/awards you have opened.
    b) Saved Browse Templates – Quick access to frequent searches you have saved.
    c) Bookmarks – You can bookmark a proposal/award you are working on to easily access from home screen.
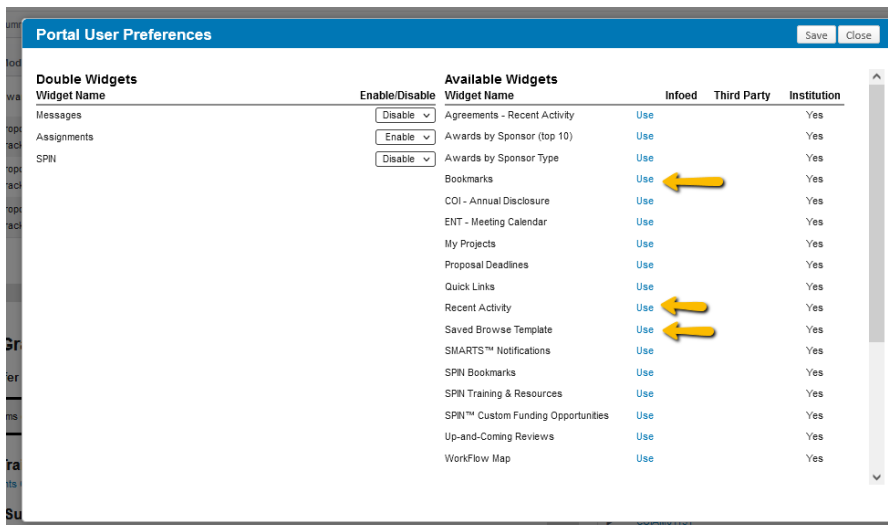
- You can change where the widgets appear on the home screen using the errors in the Switch Column.

- Click Save once done.