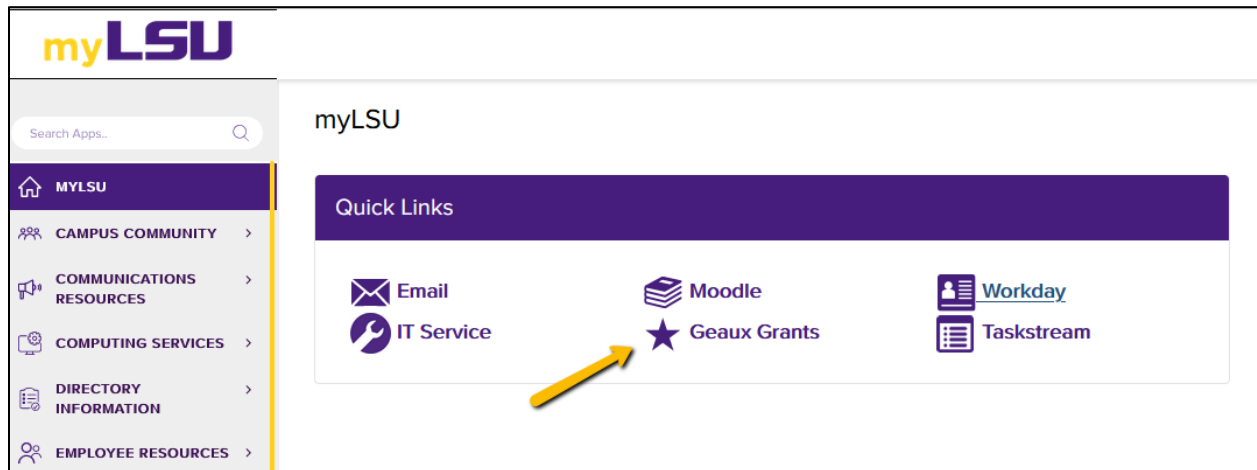


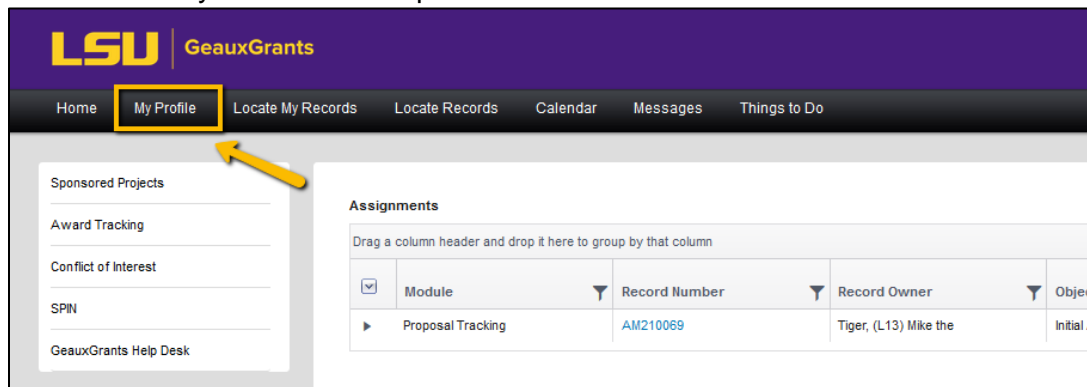
Updating My Profile and Home Screen Customization

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://uiswcmweb.prod.lsu.edu/training/employee/preferred_name.pdf

Home My Profile Locate My Records Locate Records Calendar Messages Things to Do

General Information / User Preferences

Salutation

Appointment Date

First Name (L17) Mike

Degree

Last Name Tiger

Title

Suffix

Email

Publishing First Name

Email Format

Publishing Last Name

Phone

Fax

Web Page

ORCID ID Connect your ORCID ID

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

Addresses Add

Sort By

1 Items Page 1 of 1

Primary	Address	
<input checked="" type="radio"/>	LSU 202 Himes Hall Baton Rouge LA 70803-0001	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.

Edit Address Save Cancel

Address1

Address2

Address3

Address4

City

County

State

Zip

Mailstop

Address Type

Country

Phone

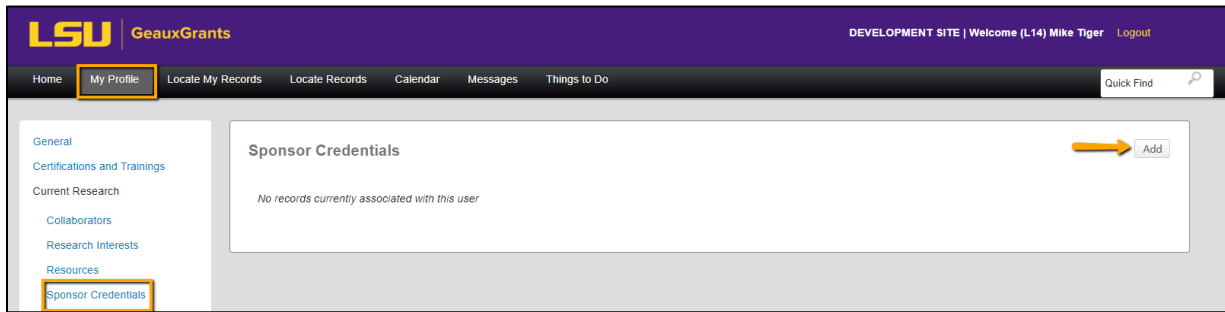
Fax

Email

- **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.



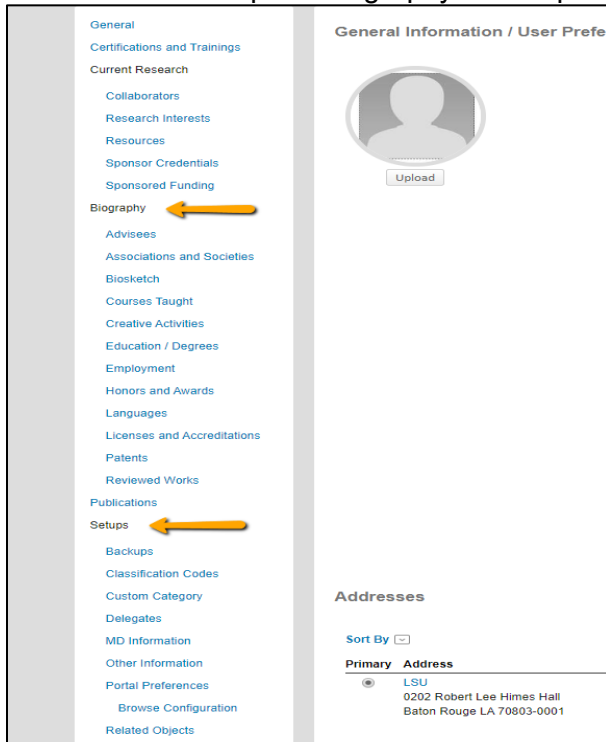
NIH COMMONS ID SHOULD BE IN ALL CAPITAL LETTERS.



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

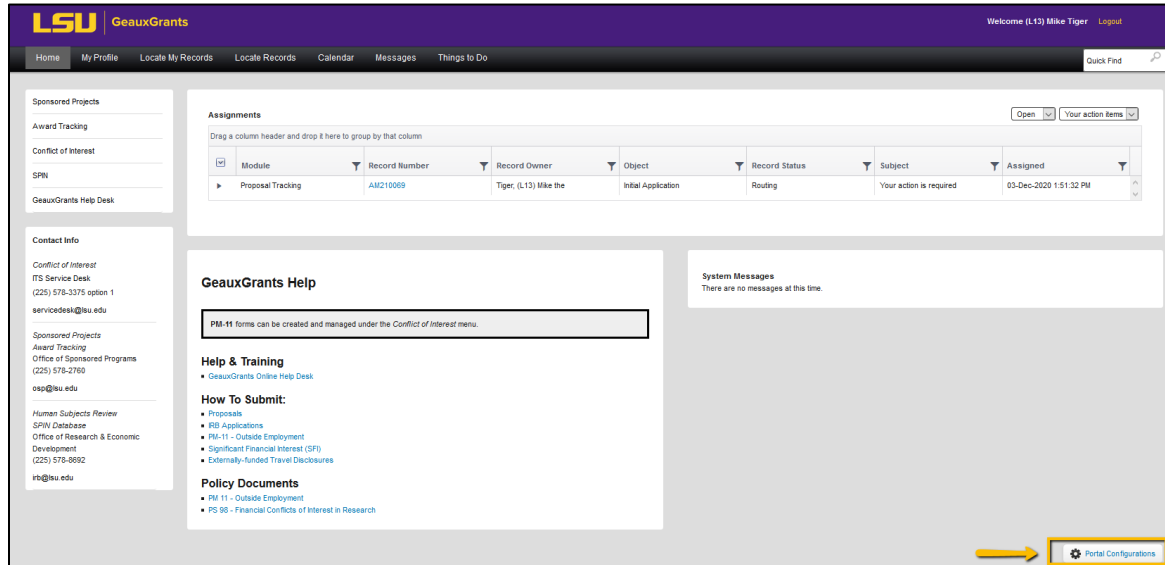


- Do not complete Biography or Setup sections. These won't be utilized in GeauxGrants.

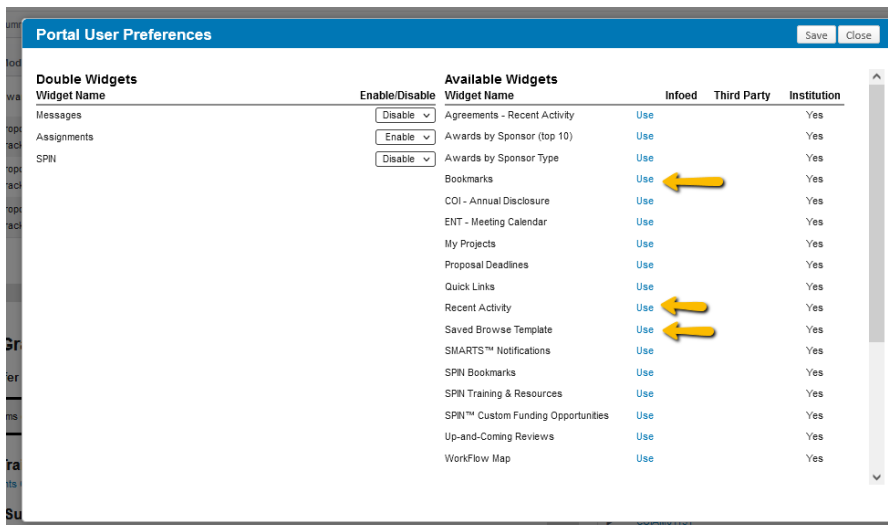


Customize your Home Screen

- You Home 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:
 - Recent Activity – Easy Access to the most recent proposals/awards you have opened.
 - Saved Browse Templates – Quick access to frequent searches you have saved.
 - 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.

Portal User Preferences
Save Close

My Projects	Use	Yes
Proposal Deadlines	Use	Yes
Quick Links	Use	Yes
Recent Activity	Use	Yes
Saved Browse Template	Use	Yes
SMARTS™ Notifications	Use	Yes
SPIN Bookmarks	Use	Yes
SPIN Training & Resources	Use	Yes
SPIN™ Custom Funding Opportunities	Use	Yes
Up-and-Coming Reviews	Use	Yes
WorkFlow Map	Use	Yes

Left Column Widgets

Widget Name	Sequence	Switch Column
Instructions	↓	→
System Messages	↑	→
Messages Widget	↑	→

Right Column Widgets

Widget Name	Sequence	Switch Column
Records I am Named On		←

