

Update your personal details

Overview

Introduction This chapter explains how to update your personal details

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Your personal details

Description You can update the Contact Details that are listed on your personal details record in *Grants Online*.

Your name will be displayed for each panel membership you have.

View your details using the **Update Personal Details** function on the tool bar.

Update a Person

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Organisation	TEST ORG 2
Office	TEST OFFICE 2
Service Provider	TEST TWO
Prof Assoc Ref	
Date Of Admission	
Person Type	PRACTITIONER

Contact Details

Phone Number	02	12345678
Fax Number		
Mobile		
Email Address	testing@testing.nsw.gov.au	
Do you wish to be notified by email when correspondence is posted to the web portal?	YES	

Regions Served

Region
SYDNEY METRO

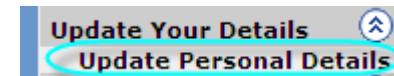
Panel Members

Panel Name	Start Date	End Date	Status
VETERANS PANEL	17/03/2009	01/01/9999	ACTIVE
CIVIL LAW PANEL	17/03/2009	01/01/9999	ACTIVE
MENTAL HEALTH PANEL	17/03/2009	31/12/2010	ACTIVE

How to update personal details

Follow the steps below to update your personal details.

- | Step | Action |
|------|--|
| 1 | Log into <i>Grants Online</i> .
The Grants Online Home Page displays. |
| 2 | Select Update Personal Details from the tool bar. If you are the Grants Online administrator, the Search for a Person page will display.
You can only search for persons within your own organisation.
If you are not the Grants Online administrator, your own details will appear – go to step 7 |
| 3 | Type at least three characters from your First Name and Surname into the corresponding First Name / Surname fields. |
| 4 | Click the Search button in the top window button bar.
A list of names matching your search criteria will display in the Search Results .
Note: Persons' names will be displayed for each panel they are members of. |
| 6 | Click on the name in the Search Results . (This will display as a blue hyperlink in the Person ID column.)
It does not matter which link you choose if a person's name appears more than once. |



Search for a Person

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Criteria

Organisation:

Office:

First Name:

Surname:

Person Type:

Panel:

Prof Assoc Ref:

Search Results

Person ID	Organisation	Office	Person Name	Panel	Prof Assoc Ref
1001142	TEST ORG 2	TEST OFFICE 2	FIVE, TEST	GENERAL CRIME PJP OFFICE	
1001142	TEST ORG 2	TEST OFFICE 2	FIVE, TEST	SERIOUS CRIME SUPREME COURT MATTERS	
1001137	TEST ORG 2	TEST OFFICE 2	TWO, TEST	VETERANS PANEL	
1001137	TEST ORG 2	TEST OFFICE 2	TWO, TEST	CIVIL LAW PANEL	
1001137	TEST ORG 2	TEST OFFICE 2	TWO, TEST	MENTAL HEALTH PANEL	

How to update personal details, Continued

How to update details, continued

Continue the steps below to update your details.

- | Step | Action |
|------|---|
| 7 | Update a Person page appears populated with person details. Add or amend details in the Contact Details amendable fields. |
| 8 | Click the Save button in the top button bar, when you have completed your amendments. |
| 9 | If you want to search for the details of another person, click the Back to Search button on the top button bar. |
| 10 | To close out of this window, do one of the following: <ul style="list-style-type: none">• Select another function from the tool bar (for example, Update Client Details)• Log out of <i>Grants Online</i>. |

Update a Person

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