Updating Organization Contacts

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to update contacts in an ND Grants organization.

Introduction

An organization serves as a recipient's profile within ND Grants, which allows recipients to create and manage their awards and applications. The Federal Emergency Management Agency (FEMA) requests that all applicants provide their organization's contact information. When updating organization contacts, please note that:

- The *Organization Administration* page lists organizations you belong to
- If you are the Organization Administrator, you can update contacts to the organization and update user roles within the organization
- The Organization Administrator will see the Update Organization icon in the Action column on the *Organization Administration* page
- If you are not the Organization Administrator, you can view the organization details by clicking on the Organization Legal Name link on the *Organization Administration* page

Please note that an organization's contacts are not ND Grants users. Without an ND Grants account, they will not have system privileges. Refer to the ND Grants User Roles QRG for additional information.

Prerequisites

To update organizational contacts:

- You must be an ND Grants user

- You must be an Organization Administrator

Step 1

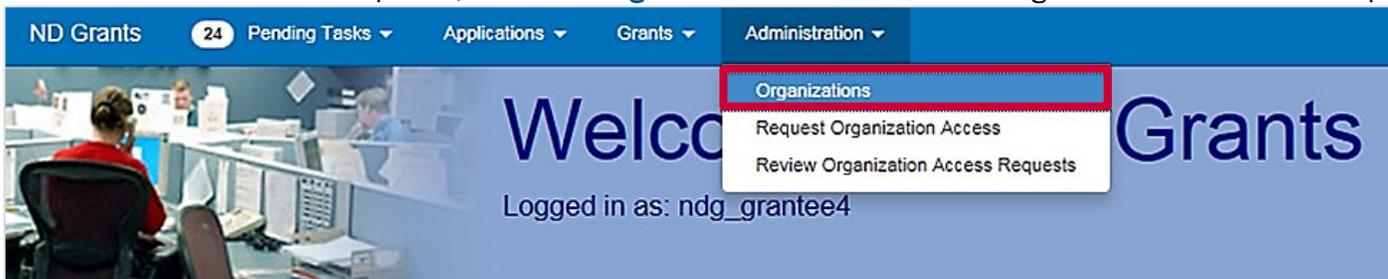Under the Administration dropdown, click the Organizations link to view the *Organization Administration* page.

Figure 1. Open the Administration dropdown from the ND Grants homepage

Step 2

Search for the organization in the search box, then click the Update Organization icon in the Action column. This will open the *Update Organization* detail page.

Figure 2. Click the Update Organization icon to open the *Update Organization* page

Note

- When adding a contact, do not add a current ND Grants user as a contact. The contact information for current ND Grants users is listed in the User Roles section of the *Update Organization* page

Step 3

From the *Update Organization* page, navigate to the Contacts section and click the Update Contact button in the Action column. Edit the contact as necessary and click the Ok button.

Figure 3. Click the Update Contact button to edit a contact

Figure 4. Click the Ok button to save the changes to the contact

Note

- The system will show an error prompt if information is missing. If a field has "this field is required" in red, further information must be added

Step 4

The *Update Organization* page will include the new contact. Click the Save button to complete the update.

Figure 5. The new contact will appear in the Contacts section of the *Update Organization* page

Figure 6. Click the Save button to save the changes to the organization

Step 5

To delete a contact, from the *Update Organization* page, click the Trash icon.

Figure 7. To remove a contact, select the Trash icon

Step 6

The *Update Organization* page will no longer include the deleted contact. Click the Save button to complete the update.

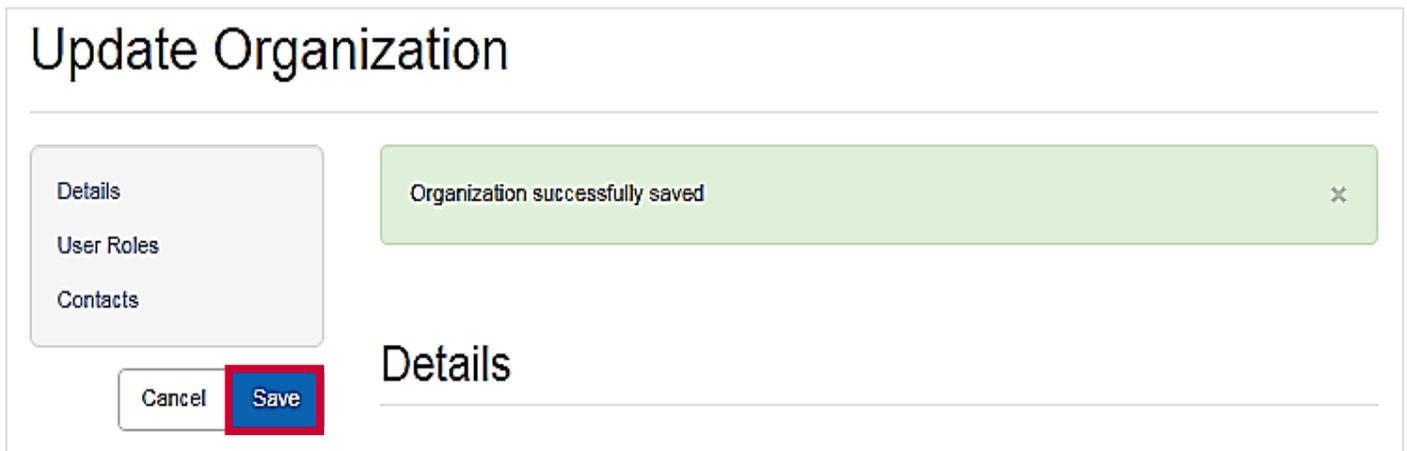Figure 8. Confirm that the contact no longer appears on the *Update Organization* page

Figure 9. Click the Save button to save the changes to the organization

Questions?

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your Program Manager or Grants Specialist.

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