



Accessing the eGrants Portal and managing user permissions

Logging in

1. It is recommended that you access the Portal using Google Chrome or Edge (Internet Explorer does not support the eGrants system).
2. Use the link provided to access the Portal.
3. Save the web page to your 'favourites' or 'bookmark' depending on the browser you are using. You will then be taken to the eGrants 'sign in' page.

eGrant Portal | Sign in

Sign in Redeem invitation

Sign in with a local account

* User name

* Password

Remember me?

Sign in | Forgot your password?

Copyright © 2020. All rights reserved.

4. Enter the 'username' and 'password' you were provided with and click the 'sign in' button.

eGrant Portal | Sign in

Sign in Redeem invitation

Sign in with a local account

* User name

* Password

Remember me?

Sign in | Forgot your password?

Copyright © 2020. All rights reserved.

5. You will be prompted to change your password (the password must be at least eight characters long and have an uppercase, lowercase, digit and non-alphanumeric (special) character).

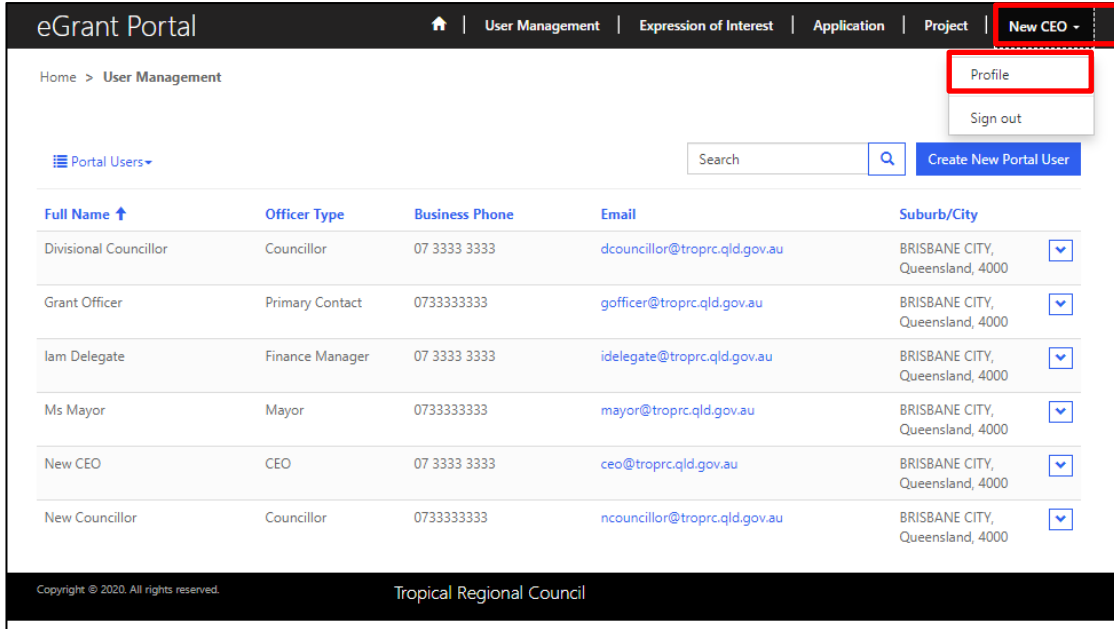
The screenshot shows the 'eGrant Portal' interface. At the top, there is a navigation bar with a home icon and links for 'User Management', 'Expression of Interest', 'Application', 'Project', and 'New CEO'. Below the navigation bar, the breadcrumb 'Home > Declaration' is visible. The main heading is 'Change Password'. There are two input fields: 'User Name' with the value 'NewCEO' and 'Enter New Password *'. A note below the password field states: 'Passwords must be at least 8 characters. Passwords must contain characters from the following four classes: uppercase lowercase digit and non-alphanumeric (special)'. A blue 'Next' button is located at the bottom left. The footer contains 'Copyright © 2020. All rights reserved.' and 'Tropical Regional Council'.

6. You will be provided with a 'declaration' which you must read and agree to.
7. Tick the on 'certification' box and press 'submit'.

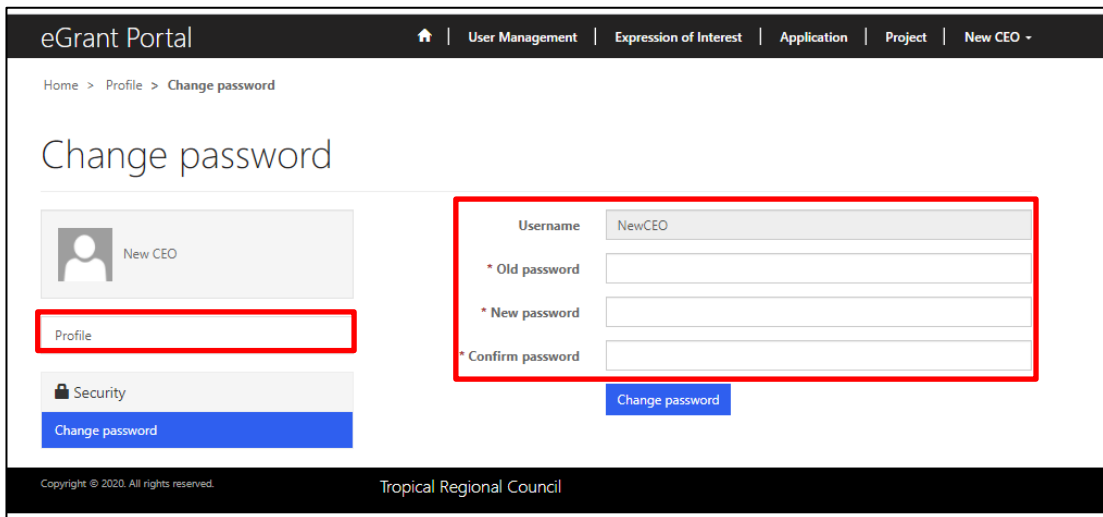
The screenshot shows the 'eGrant Portal' interface. At the top, there is a navigation bar with a home icon and links for 'User Management', 'Expression of Interest', 'Application', 'Project', and 'New CEO'. Below the navigation bar, the breadcrumb 'Home > Declaration' is visible. The main content area contains a declaration text: 'The parties acknowledge, that the recipient uses a computer-based system to execute certain requirements. The parties agree that the digital signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to an Agreement. The parties agree that any digitally signed document shall be deemed; (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Neither party shall contest the admissibility of true and accurate copies of digitally signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule. For purposes hereof, "digital signature" means an encrypted digital code appended to an electronic document to verify that it was created by a known source and has not been altered. "Digitally signed document" means a document transmitted by digital means and containing, or to which there is affixed, a digital signature. The Department will not use or disclose your personal information for any other purposes without your consent, unless such disclosure is required by the Public Records Act 2002, the Information Privacy Act 2009 and is subject to the Right to Information Act 2009.' Below the text is a red-bordered box containing a yellow checkbox labeled 'Certification *' and the text: 'I certify that, I am an officer of "Tropical Regional Council" with the delegated authority to undertake work on its behalf. I am aware of my delegated authority and agree with the terms and conditions detailed above.' At the bottom, there are two buttons: 'Previous' and 'Submit'. The footer contains 'Copyright © 2020. All rights reserved.' and 'Tropical Regional Council'.

Change your password

8. You can change your password at any time. To do this, click the dropdown box next to your name and select 'profile'.



9. Click on 'change password'.
10. Enter your last used password in 'old password'.



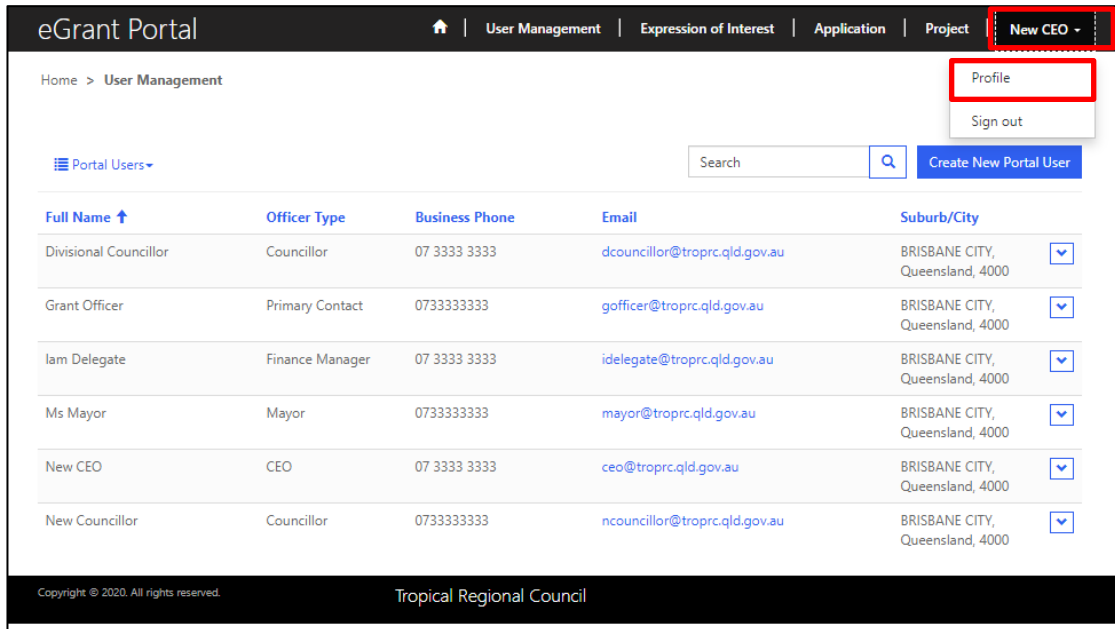
11. Enter a 'new password' and re-enter the new password to confirm.
12. Click 'change password'.

13. 'Your password has been changed successfully' will appear, confirming your new password.

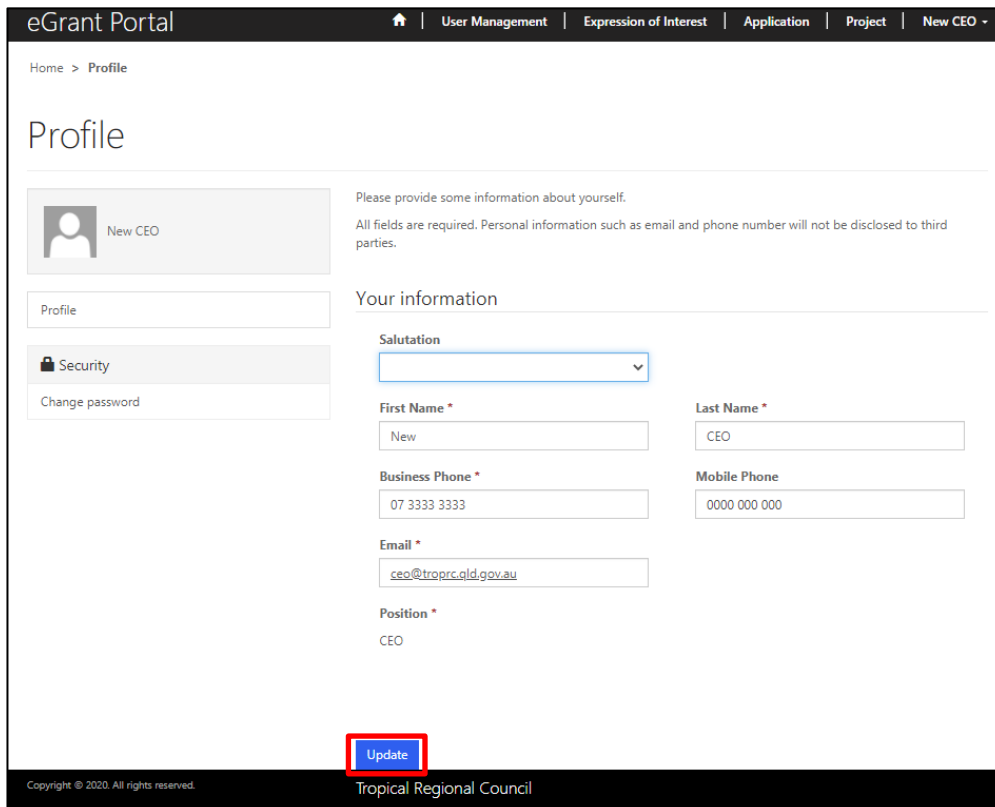
The screenshot shows the 'eGrant Portal' interface. At the top, there is a navigation bar with links for 'User Management', 'Expression of Interest', 'Application', 'Project', and 'New CEO'. Below this, the breadcrumb 'Home > Profile' is visible. The main heading is 'Profile'. On the left, there is a user profile card for 'New CEO' with a 'Profile' link and a 'Security' section containing a 'Change password' link. A green notification box at the top of the form area states 'Your password has been changed successfully.' The 'Your information' section contains several input fields: 'Salutation' (dropdown), 'First Name' (text, value: 'New'), 'Last Name' (text, value: 'CEO'), 'Business Phone' (text, value: '07 3333 3333'), 'Mobile Phone' (text, value: '0000 000 000'), 'Email' (text, value: 'ceo@trpcr.org.gvau'), and 'Position' (text, value: 'CEO'). A blue 'Update' button is located at the bottom right of the form. The footer includes 'Copyright © 2020. All rights reserved.' and 'Tropical Regional Council'.

Update user information

- 14. You can change your profile by clicking on the dropdown box next to your name. Click on 'profile'.



- 15. Update the information (NB: 'asterisks' refer to mandatory fields – they do not need to be changed but must have information). Update or enter any details required, then click 'update'.

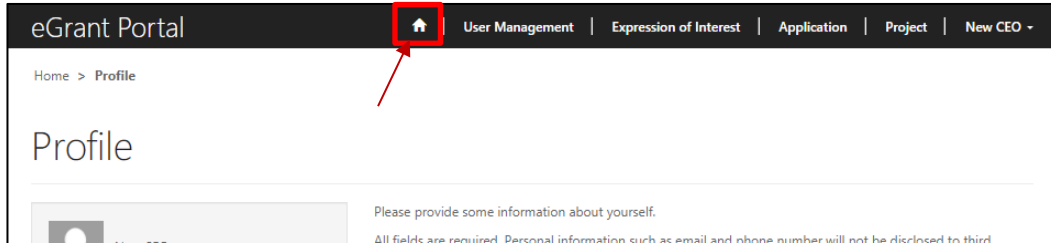


16. A message will appear, confirming that your profile has been updated.

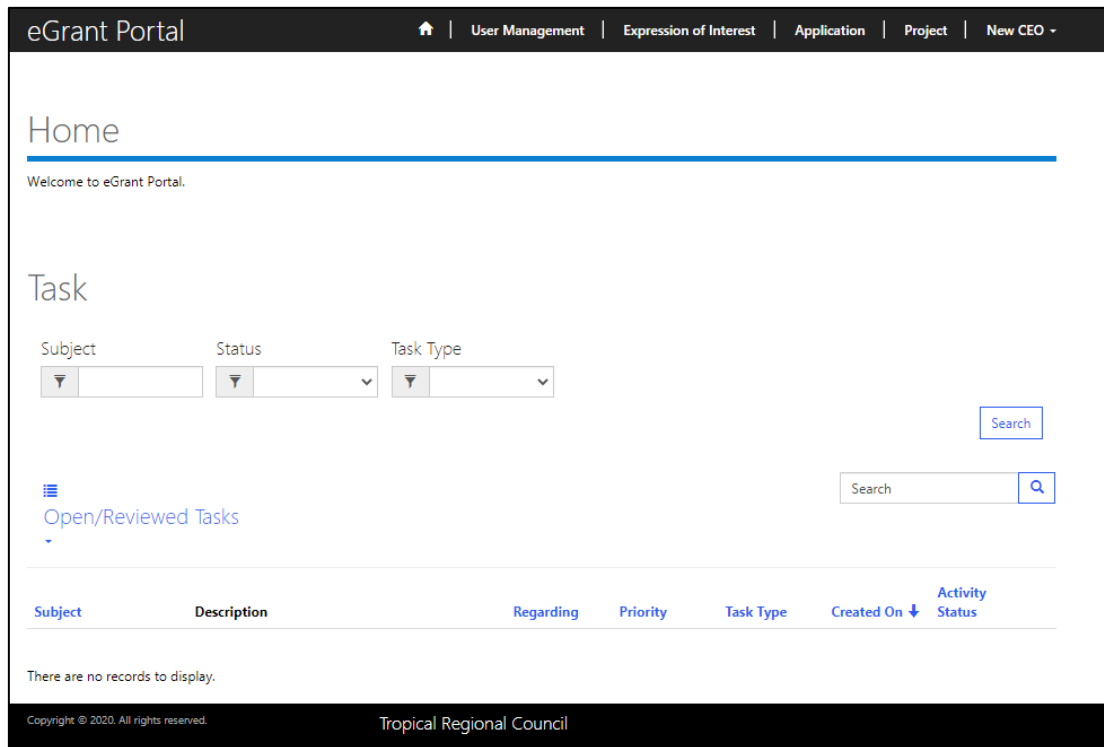
The screenshot shows the 'eGrant Portal' interface. At the top, there is a navigation bar with links for 'User Management', 'Expression of Interest', 'Application', 'Project', and 'New CEO'. Below this, the breadcrumb 'Home > Profile' is visible. The main heading is 'Profile'. On the left, there is a user profile card for 'New CEO' with a placeholder image, and two menu items: 'Profile' and 'Security' (with a sub-item 'Change password'). The main content area contains a message: 'Your profile has been updated successfully.' This message is highlighted with a red rectangular border. Below the message is a form titled 'Your information' with the following fields: 'Salutation' (dropdown menu with 'Mr' selected), 'First Name *' (text input with 'New'), 'Last Name *' (text input with 'CEO'), 'Business Phone *' (text input with '07 3333 3333'), 'Mobile Phone' (text input with '0418 181 818'), 'Email *' (text input with 'ceo@troprc.qld.gov.au'), and 'Position *' (text input with 'CEO'). At the bottom of the form is a blue 'Update' button. The footer contains the text 'Copyright © 2020. All rights reserved.' and 'Tropical Regional Council'.

Navigating to the home page

17. To navigate away from your profile page, click on the 'home' image button.



18. You will then be directed back to main menu.



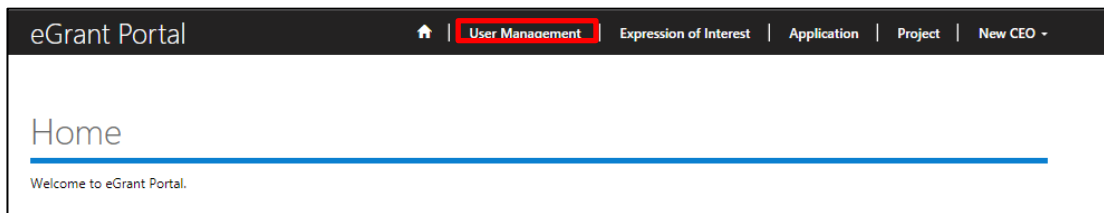
Creating or Managing existing users

19. In the Portal, users can have different permissions based on their needed authority in the system:

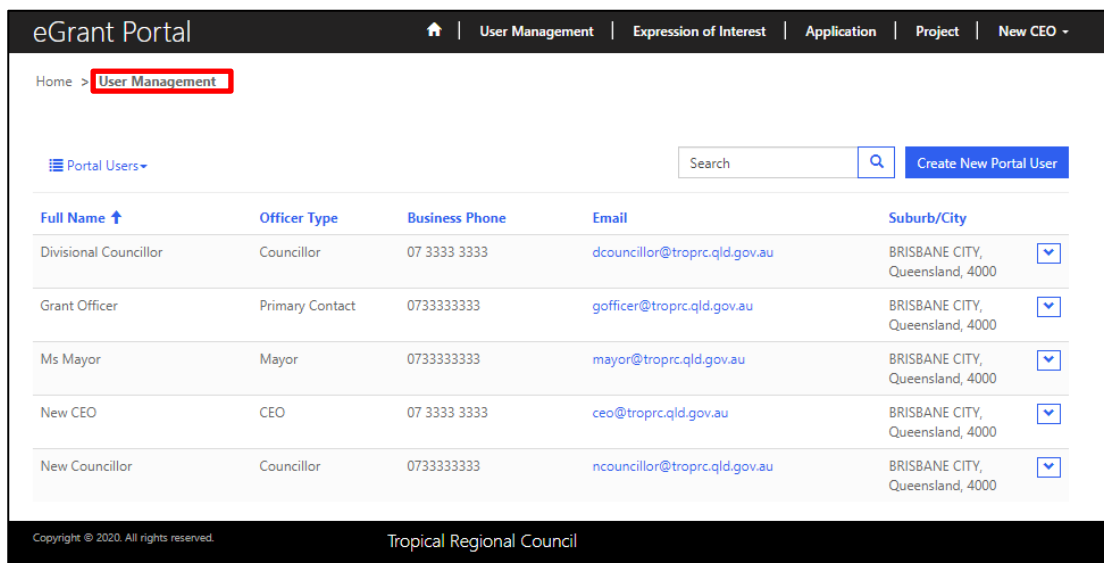
- Portal login and/or delegate – access
- Administrator or user – roles

As an 'administrator' you can provide/manage access to other users. Only a 'delegate' can approve or authorise certain actions.

20. If you are the 'administrator', click on the 'User management' tab.



21. This will direct you to the 'User management' page.



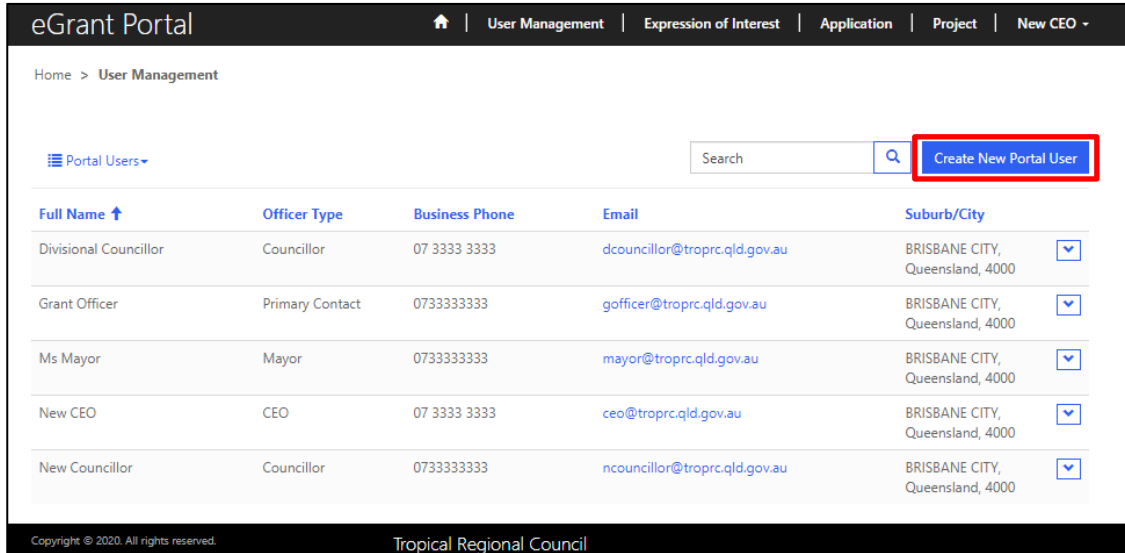
22. Use the dropdown button on the right of a user to edit or delete an existing user.
NB: Councillors and mayors will not have access to the portal, and you will not be able to make any changes. To change details for elected members, please contact your Regional Advisor.

The screenshot shows the 'eGrant Portal' interface. At the top, there is a navigation bar with 'User Management', 'Expression of Interest', 'Project', and 'New CEO'. Below this, the page title is 'Home > User Management'. A search bar and a 'Create New Portal User' button are visible. The main content is a table of users with columns: Full Name, Officer Type, Business Phone, Email, and Suburb/City. A dropdown menu is open for the 'Grant Officer' row, showing 'Edit' and 'Disable User' options. The footer contains 'Copyright © 2020. All rights reserved.' and 'Tropical Regional Council'.

Full Name ↑	Officer Type	Business Phone	Email	Suburb/City
Divisional Councillor	Councillor	07 3333 3333	dcouncillor@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000
Grant Officer	Primary Contact	0733333333	gofficer@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000
Iam Delegate	Finance Manager	07 3333 3333	idelegate@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000
Ms Mayor	Mayor	0733333333	mayor@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000
New CEO	CEO	07 3333 3333	ceo@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000
New Councillor	Councillor	0733333333	ncouncillor@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000

Creating a new user

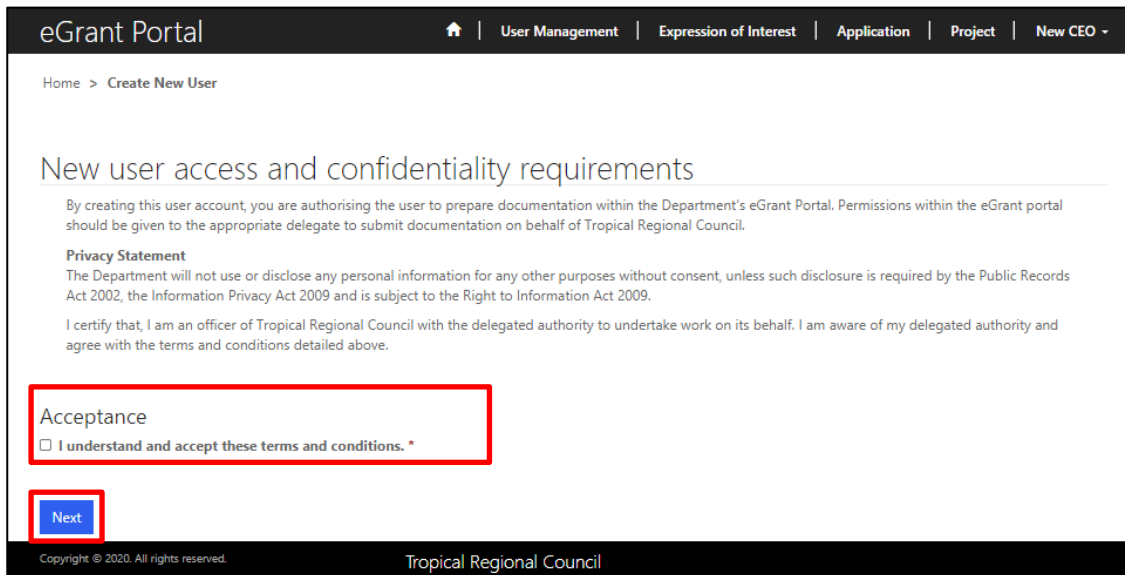
23. To create a new user, click the 'create a new portal user' button in the top right corner.



The screenshot shows the 'eGrant Portal' interface. The navigation bar includes 'User Management', 'Expression of Interest', 'Application', 'Project', and 'New CEO'. The breadcrumb trail is 'Home > User Management'. Below the breadcrumb, there is a 'Portal Users' section with a search bar and a 'Create New Portal User' button highlighted with a red box. A table lists existing users with columns for Full Name, Officer Type, Business Phone, Email, and Suburb/City.

Full Name ↑	Officer Type	Business Phone	Email	Suburb/City
Divisional Councillor	Councillor	07 3333 3333	dcouncillor@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000
Grant Officer	Primary Contact	0733333333	gofficer@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000
Ms Mayor	Mayor	0733333333	mayor@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000
New CEO	CEO	07 3333 3333	ceo@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000
New Councillor	Councillor	0733333333	ncouncillor@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000

24. Read the access and confidentiality requirements, tick the 'acceptance' box and click 'next' to continue.



The screenshot shows the 'eGrant Portal' interface for 'Create New User'. The breadcrumb trail is 'Home > Create New User'. The page title is 'New user access and confidentiality requirements'. Below the title, there is a paragraph of text, a 'Privacy Statement' section, and a certification statement. At the bottom, there is an 'Acceptance' section with a checkbox labeled 'I understand and accept these terms and conditions. *' and a 'Next' button highlighted with a red box.

25. This will direct you to the 'Create new user' page where you can enter all relevant user details. The fields marked with an asterisk are mandatory fields. NB: the 'position' field relates to the function of the new user.

The screenshot shows the 'eGrant Portal' interface for creating a new user. The breadcrumb trail is 'Home > Create New User'. The form is divided into several sections:

- Salutation:** A dropdown menu.
- First Name:** A text input field with a yellow background and a red border, marked with an asterisk.
- Last Name:** A text input field with a yellow background and a red border, marked with an asterisk.
- Business Phone:** A text input field with a yellow background and a red border, marked with an asterisk.
- Mobile Phone:** A text input field.
- Email:** A text input field with a yellow background and a red border, marked with an asterisk.
- Position:** A dropdown menu with a yellow background and a red border, marked with an asterisk.
- Address:** Three text input fields labeled 'Line 1', 'Line 2', and 'Line 3'. 'Line 1' contains '1 William Street'.
- Suburb/City:** A text input field containing 'BRISBANE CITY, Queensland, 4000' and a search icon.
- State:** A dropdown menu with 'Queensland' selected.
- Country:** A dropdown menu with 'Australia' selected.

26. Scroll down to create access permissions for the new user. This should be a discussion with an appropriately delegated officer at the Council about who should/is able to authorise actions on behalf of Council (e.g. who has financial delegations and delegations to enter into contracts/submit progress reports?).

27. When assigning 'username' please follow the best practice guidelines. The Council should ensure the same general rules applies for all users when creating usernames:

- a. user surname
- b. user initial/name.

The screenshot shows a web browser window with the URL `egrantstest.powerappsportals.com/create-new-user/`. The page contains a form for creating a new user. The 'Address' section has three lines for the address, a dropdown for 'Suburb/City' (selected: 'QUILPIE, Queensland, 4480'), a dropdown for 'State' (selected: 'Queensland'), and a dropdown for 'Country' (selected: 'Australia'). The 'Account Control' section is highlighted with a red box and includes: 'User Name' with a text input field containing 'QuilpieFunding' and rules: 'Min 3 chars', 'Max 15 chars', and 'Special characters allowed (- and _)'; 'Set Password' with a text input field containing 'Quilpie123!' and rules: 'Passwords must be at least 8 characters', 'Passwords must contain characters from the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special)'; 'Roles' with checkboxes for 'Admin' (unchecked) and 'User' (checked); and 'Enable portal access' with a checked checkbox for 'Portal Login Enabled' and an unchecked checkbox for 'Delegate Officer'. At the bottom of the form are 'Previous' and 'Submit' buttons.

28. Click 'enable portal access' option – select for all users (e.g. entering data, creating applications/claims, providing regular reports or any delegated person).

29. Enable 'delegate officer' – select only if they are required to approve financial or other contracts.

30. Set the appropriate role:

- user – select for any person using the Portal
- admin – only select if they will be managing other user access or permissions.

NB: These formed part of the terms and conditions when you sign in.

31. Click 'submit'. The message 'processing...' will replace the 'submit' button. Do not leave this page.

Address

Line 1

Line 2

Line 3

Suburb/City

State

Country

Account Control

User Name

- Min 3 chars
- Max 15 chars
- Special characters allowed (- and _)

Set Password

Passwords must be at least 8 characters.
Passwords must contain characters from the following four classes:

- uppercase
- lowercase
- digit
- and non-alphanumeric (special)

Enable portal access

Portal Login Enabled

Delegate Officer

Roles

Admin

User

Copyright © 2020. All rights reserved. Tropical Regional Council

32. To sign out of the eGrant Portal, click on dropdown arrow beside your name and select 'sign out'.

eGrant Portal

[Home](#) |
 [User Management](#) |
 [Expression of Interest](#) |
 [Project](#) |
 [New CEO](#)

Home > User Management

Profile
Sign out

Portal Users

Full Name ↑	Officer Type	Business Phone	Email	Suburb/City
Divisional Councillor	Councillor	07 3333 3333	dcouncillor@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000
Grant Officer	Primary Contact	0733333333	gofficer@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000 <input type="button" value="v"/>
Iam Delegate	Finance Manager	07 3333 3333	idelegate@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000 <input type="button" value="v"/>
Ms Mayor	Mayor	0733333333	mayor@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000
New CEO	CEO	07 3333 3333	ceo@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000 <input type="button" value="v"/>
New Councillor	Councillor	0733333333	ncouncillor@troprc.qld.gov.au	BRISBANE CITY, Queensland, 4000

Copyright © 2020. All rights reserved. Tropical Regional Council