

Individual Applicants and Grantees - Managing your account

When you create your portal account, some contact information is already included on your profile page.

Individual grant applicants can also add additional information about themselves

- Academic History
- Work/Professional Experience

This article outlines steps to add or update your contact information.

Editing and updating your contact information

Click the Profile tab. Click the Contact tab, then click Edit

The screenshot shows the 'Contact Profile' page with the following tabs: Profile, Grantee Dashboard, Explore Grant Opportunities, Contact, Bank Accounts, Academic History, and Work Experience. The 'Contact' tab is active. The 'Information' section contains the following fields:

Field	Value
First Name	January
Middle Name / Initial	
Legal First Name	
Legal Middle Name	
Legal Last Name	
Preferred Method of Contact	
Mailing Street	111 First Street
Mailing City	Anytown
Mailing State / Province	Alabama
Name	January White
Suffix	
Gender	
Job Title	
Department	
Confirm Email	testerosf@gmail.com
Skype ID	
Mobile	
Office Phone	

The 'Edit' button is located in the top right corner of the form.

Add or edit information as needed

ContactBank AccountsAcademic HistoryWork Experience

Information

First NameJanuary

Middle Name / InitialF

Legal First NameJanuary

Legal Middle NameF

Legal Last NameWhite

Preferred Method of ContactEmail

NameJanuary White

Suffix

GenderFemale

Job TitleHead Baker

DepartmentBread Section

Confirm Emailtesterosf@gmail.com

SaveCancel

What is a Legal First, Middle and Last Name?

This is the name indicated on legal identification documents. If you are awarded a grant, we need this information in order to process your grant.

My last name has changed. How do I update it?

Unfortunately, you cannot update your last name in the Grantee Portal. Please reach out to your program contact or send a message to granteefeedback@opensocietyfoundations.org and request that an update to your last name.

My address has changed. How do I update it?

Enter updated address information and other contact information

Preferred Method of Contact	Email ▼	Confirm Email	testerosf@gmail.com
Mailing Street	541 First Street <small>16 of 255 Characters</small>		
Mailing City	Anytown		
Mailing State/Province	Alabama ▼		
Mailing Country	United States ▼		
Mailing Zip/Postal Code	11111		
	Skype ID		
	Mobile		
	Office Phone		
	Extension 📞		
	Office Fax		

Click Save

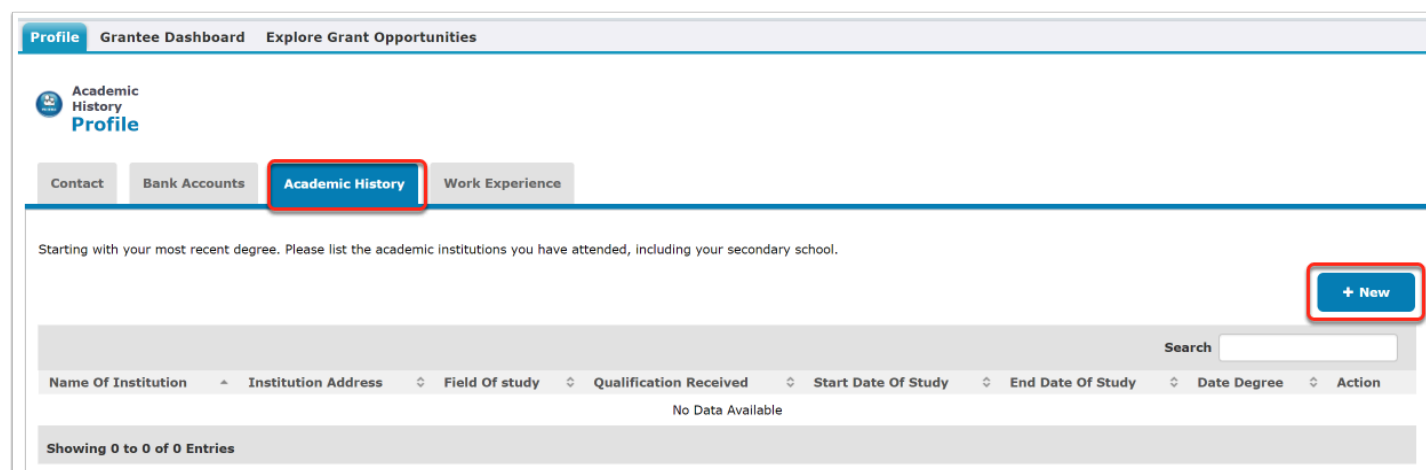
Save	Cancel
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Adding and updating academic history

You can update your academic history from the Profile tab.

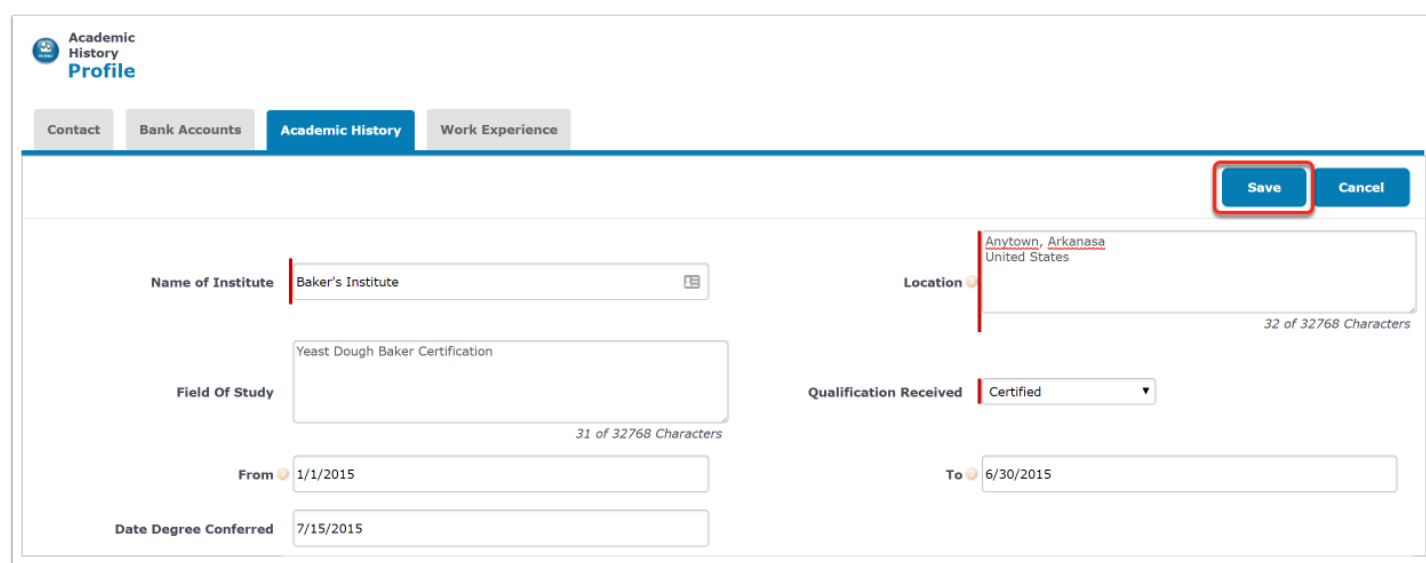
Alternatively, you may be asked for this information within an application. Any academic history information you include on an application will be copied here to your profile record.

From the Profile tab, click Academic History. Click New to create a record



The screenshot shows the 'Academic History Profile' page. The 'Academic History' tab is selected and highlighted with a red box. Below the tabs, there is a instruction: 'Starting with your most recent degree. Please list the academic institutions you have attended, including your secondary school.' To the right of this instruction, a '+ New' button is highlighted with a red box. Below the instruction is a table with columns: Name Of Institution, Institution Address, Field Of study, Qualification Received, Start Date Of Study, End Date Of Study, Date Degree, and Action. The table currently shows 'No Data Available' and 'Showing 0 to 0 of 0 Entries'.

Add required fields. Click Save



The screenshot shows the 'Academic History' form with the following fields filled out: 'Name of Institute' is 'Baker's Institute', 'Location' is 'Anytown, Arkansas, United States', 'Field Of Study' is 'Yeast Dough Baker Certification', 'Qualification Received' is 'Certified', 'From' is '1/1/2015', 'To' is '6/30/2015', and 'Date Degree Conferred' is '7/15/2015'. The 'Save' button is highlighted with a red box. The 'Location' field has a character count of '32 of 32768 Characters' and the 'Field Of Study' field has a character count of '31 of 32768 Characters'.

Review the academic history you entered. Click the Edit link next to the item that you wish to change

Academic History Profile

Contact

Bank Accounts

Academic History

Work Experience

Starting with your most recent degree. Please list the academic institutions you have attended, including your secondary school.

+ New

Name Of Institution	Institution Address	Field Of study	Qualification Received	Start Date Of Study	End Date Of Study	Graduation Date	Action
Baker's Institute	Anytown, Arkansas United States	Yeast Dough Baker Certification	Certified	1/1/2015	6/30/2015	7/15/2015	Edit View
Baker's Institute	Anytown, Arkansas United States	AS - Bread and Bagel Degree	Associate Degree	1/1/2016	12/31/2016	2/1/2017	Edit View
Baker's Institute	Anytown, Arkansas United States	BA - Pastry and Desserts	Bachelor Degree	1/1/2017	12/31/2018	5/31/2018	Edit View

Showing 1 to 3 of 3 Entries

Adding Work Experience

Enter your professional experience, starting with your current or most recent job.

Click the Work Experience tab. Click New

Profile

Grantee Dashboard

Explore Grant Opportunities

Work Experience Profile

Contact

Bank Accounts

Academic History

Work Experience

Professional Experience-Starting with your current professional experience first, please list your recent professional experience.

+ New

Place of Employment	Position or Job Title	Employer Address	Employers Phone	Start Date Of Employment	End Date Of Employment	Job Description	Action
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Enter your information in the fields. Click Save

Work Experience Profile

Contact

Bank Accounts

Academic History

Work Experience

Save

Cancel

Employer

Anytown Central Bakery

Job Title

Apprentice

Employer's Mailing Address

89 First Avenue
Anytown, AR
United States

Employer Phone

(212) 111-1111

From :

1/1/2012

To :

5/31/2012

Job Description

I assisted with general activity to keep the bakery open. I shadowed master bakers while they prepared a variety of products.

Now you can review work experiences you entered. Click the Edit link next to an item you would like to update.

Work Experience Profile

Contact

Bank Accounts

Academic History

Work Experience

Professional Experience-Starting with your current professional experience first, please list your recent professional experience.

+ New

Place of Employment	Position or Job Title	Employer Address	Employers Phone	Start Date Of Employment	End Date Of Employment	Job Description	Action
Anytown Central Bakery	Apprentice	89 First Avenue Anytown, AR United States	(212) 111-1111	1/1/2012	5/31/2012	I assisted with general activity to keep the bakery open. I shadowed master bakers while they prepared a variety of products.	Edit View
Nexttown Pastry Inc.	Baker I	29 Second Avenue Nexttown, AR United States		6/1/2012	1/30/2013	As an entry level baker, I was responsible for making frosting, ensuring consistency of taste, texture and color.	Edit View