Tipsheet: Updating your user profile

1. To update your profile, click the ![Edit] button at the bottom left of the screen.

2. Make any changes required – consult the [definitions of all data fields](#) for assistance.

3. Click **OK** at the bottom right corner of the screen to save your changes

Interpreting the data fields

Login Name: Use your first initial and last name. If this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

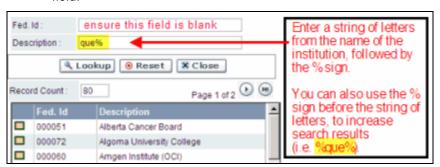**Display Name:**   This field will be auto-populated using the first initial from the **First Name** field and whatever you have entered in the **Last Name** field. You can change it if you wish.

Institution: Click on the ![...] button, and select the name of your current research institution.

** If you do not see your institution listed in the dialogue box, contact egrams@cancer.ca. Include "**EGrAMS institution set-up**" in the subject line.

To search for your institution: use the % sign as a wildcard in the **Description** field:

Department: Use this line to indicate your department or faculty/division (e.g. "Dept. of Immunology" or "Faculty of Nursing" where there is no department).

Address Line 1-4:   Use these lines to indicate your street address. Indicate your campus, building, floor/room number, centre or laboratory as appropriate.

Country: Click on the ![...] button for a list of country codes.

City: Enter your city.

Province: Click on the ![...] button for a list of province codes.

Postal Code: Enter your postal code **in the first box.**

Menu Style: This category defaults to the "Dynamic" style. If you wish to change how EGrAMS displays menus along the top of your screen, you can change this field to "Drop Down List".

Designation: This field is mandatory.

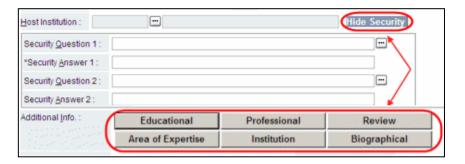**Role:** Click on the ⋯ button, and select your role within the EGrAMS system:
- **Grantee** is a person applying for funding.
- **Reviewer** is a panel member who evaluates applications and awards funding.
- **Grantee/Reviewer** is a person who occupies both descriptions.

Show Security: Click on this button to expand the form, and add at least one **security question** in the event you forget your password.

To add a security question, click on the ⋯ button and choose from a list of questions, then enter your answer in the corresponding **security answer** field below.

Once completed, you can click the **Hide Security** button to display the Additional Info buttons below.

Additional Info buttons
Reviewers are required to click the **Additional Info** button marked **Area of Expertise** and fill in the details for the screen. All other screens are optional.
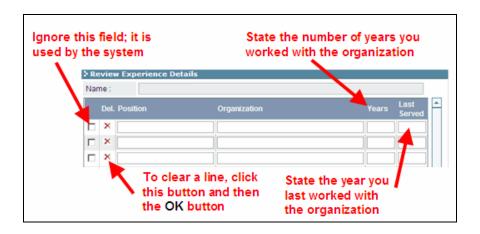
> **The benefit of filling these out: save time later!**
> **Tip:** If you choose to fill in the Additional Info screens, EGrAMS will use the **information** provided to auto-populate any matching data fields you may be required to fill out for all tasks you complete within the system.
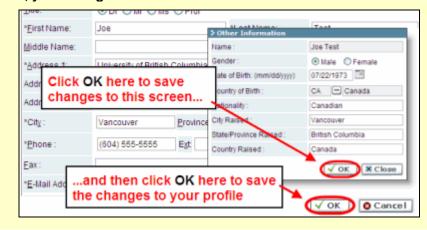
Tips for completing the Review Experience Details screen
- State the **Position**, **Organization** and number of **Years** you served as a reviewer.
- Under **Last Served**, indicate the most recent year you served as a reviewer with the organization.
- **Note:** Ignore the checkbox at the far left; it is used by the system.
- To clear a line, click on the red **x** button, and then click **OK**.

Ignore this field; it is used by the system

State the number of years you worked with the organization

To clear a line, click this button and then the **OK** button

State the year you last worked with the organization

Troubleshooting tip: saving changes to Additional Info screens

If you are updating the information contained in the Additional Details screens (e.g. Educational, Professional, Review, etc.), you must save the changes by clicking **OK** on both the Additional Details screen and then again on the main user profile page. **If you click OK on the former but not the latter, your changes will be lost.**

Click **OK** here to save changes to this screen...

...and then click **OK** here to save the changes to your profile

4. When you have completed your profile, save your changes by clicking the **OK** button.

Canadian Cancer Society