

F1 Solutions User Guide

Grants Best Practices

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Frequently Asked Questions

7.1 How do I manage my Account Settings?

1. Log into the External Portal and select **Profile** within the top horizontal navigation menu.

			Click	here	
E Rounds		I Your activities		-	🛔 Manage profile
Arts and Humar	nities Research Funding	Applications	E Forms	✓ Reviews	Account settings
+ Apply now	Advanced Manufacturing Growth Fund Application	25 in progress	21 in progress	13 to action	😃 Sign out
Competitive Gra	ants				3 more information
+ Apply now	F1 Solutions Competitive Grants			0	13 overdue reques
	This is an Expression of interest and will be reviewed and assessed as per the F1 Solutions Expression of Interest Guidelines.	Milestones			
Regional Growth	h Fund	12 coming up			
+ Apply now	Regional Growth Fund				
	The F1 Solutions is helping regional communities attract investment, generate jobs, grow local economies and improve the everyday lifestyles of residents through once-in-a-lifetime funding under the Growth Fund.	9 12 overdue			

2. Select Account Settings from the vertical navigation menu on the left.

🛟 OmniStar External Portal 🛛 🖾 Forms	📾 Applications 🗸 Reviews 🋗 Meetings 🖵 Projects 🛛 Milestones 🐼 Survey 🚳 Dashboards 0.0.16550 🌲 🕢	AF
Profile > Administrator F1 Solutions		
i Personal details	Account settings	
Address details	You can manage your profile on this page.	
🖂 Email details	Change username You can change your username by using the change username button below.	
C Phone details		
Social media contacts		
Appointments	Change password You can change your password by using the change password button below.	
66 Publications	Manage two factor authentication	
European Funding	You can enable or disable two factor authentication by clicking the button below	
② Employment .	% Enable	
Documents	Change date and time settings	
C Account settings	You can change your preferred time zone and date format by using the change date and time settings button below.	
Availability	C change date and anne a tunge	

3. Here you can change your username, password or delete your account.

7.2 How do I access the External Portal?

- 1. You can log in using: https://amgrants.duke-nus.edu.sg/
- 2. If you do not yet have an account please refer to the "Registration to AMgrants system" guide.



7.3 I've forgotten my password

1. If you are having trouble logging in, there are links to reset your password or register for an account at the bottom of the <u>log in screen here</u>.

	\$ *			
Welcome to External Portal				
Jser name*				
Password *				
	© Show password			
	➡2 Log in			
Can't access	your account? Reset your password			
Don't h	ave an External Portal account? Register now			

2. Enter your username into the textbox, select "I'm not a robot" and click Reset password.

	Reset password			
nter your user name*				
	l'm not a robot	reCAPTCHA Privacy - Terms		

3. A confirmation message should be displayed. Click **Return to logon page** to log in.





4. Check your email account associated with your user. A reset password email should be present. Open the email and click the link embedded in the email.



5. A new browser window will be opened showing the change password screen. Enter a new password.

7.4 My application was rejected how do I speak to someone?

Please contact your JOAM point-of-contact.