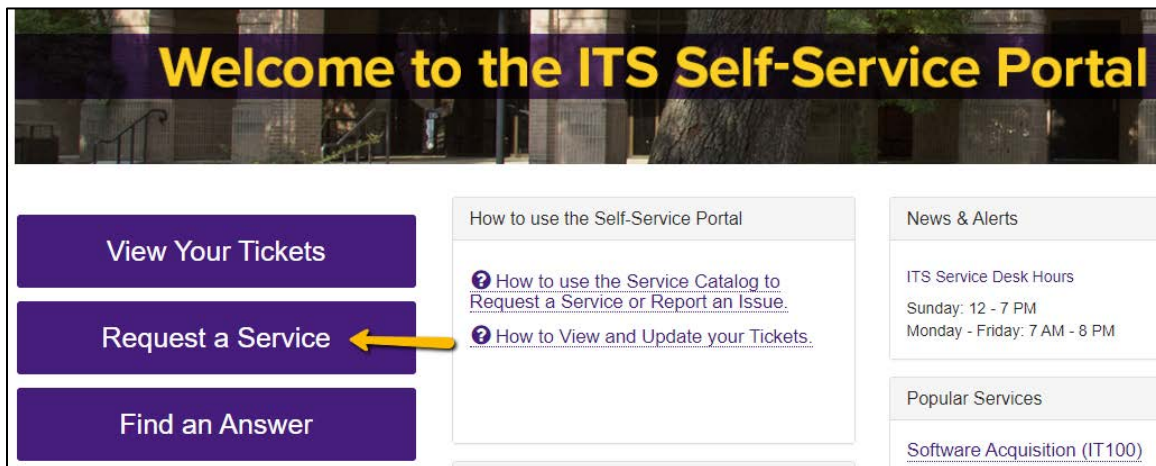


GeauxGrants New Campus Profile – Quick Reference Guide

The purpose of this how-to-guide is to enable a user to quickly fill out a GeauxGrants New Campus Profile request to establish a profile. Requests should be submitted for graduate students and undergraduate students that need to submit disclosures or other research applications as well as for employees that need to submit or administer disclosures, proposals or other research for a campus that is not their primary campus.

Initiating a GeauxGrants New Campus Profile


1. Go to Information Technology Services website: <https://itservice.lsu.edu>
2. Click on **Request a Service** on the left side of the screen.




3. Click on **Account Management**.

Service Catalog


Categories (11)




Account Management
 Services related to accounts provided and supported by LS Account Management resources.



Communication & Collaboration
 Assistance related to LSUMail, Microsoft Teams, Zoom, listservs, phone/voice services, and other communication and collaboration...




Security
 Services related to Account and Access Management, Security Operations, and overall Information Security.




Computers & Printing
 Services that support access and use of community members' devices and related peripherals. Includes desktop and mobile...

4. Under **Categories**, click on **GeauxGrants Account**.


Categories (8)




myLSU Account
 Assistance for issues relating to your myLSU account, which is given to all students, faculty, and staff to access the University's online...



Department or Secondary Account
 Accounts for LSU Departments or Organizations that must be sponsored by...




GeauxGrants Account
 GeauxGrants is the electronic platform for grants management and research administration. GeauxGrants allows users to...



Guest Account
 Guests and visitors coming to the LSU Baton Rouge campus can attain access to University online resources.


5. Click on **GeauxGrants New Campus Profile**.

 **GeauxGrants Account**

GeauxGrants is the electronic platform for grants management and research administration. GeauxGrants allows users to develop and route proposals, submit post-award modification requests, submit proposals directly to Grants.gov and NIH ASSIST, and review and approve awards and subawards. GeauxGrants also integrates with the existing Conflict of Interest and Human Subjects module as well as Animal Subjects modules, which will deploy over the course of this year.

The GeauxGrants platform is for faculty and staff at LSU A&M (Baton Rouge), LSU AgCenter, and Pennington Biomedical Research Center only.

Services (2)

[GeauxGrants New Campus Profile](#) 

Requests to establish GeauxGrants accounts for graduate students and undergraduate students that need to submit disclosures or other research applications as well as for employees that need to submit or administer disclosures, proposals, or other research applications for a campus that is not their primary campus.

[GeauxGrants Troubleshooting](#)

Report an issue with the GeauxGrants Conflicts of Interest Module.

6. On the right side of the page, click on Request Service.


GeauxGrants New Campus Profile

What is it?

Requests to establish GeauxGrants accounts for graduate students and undergraduate students that need to submit disclosures or other research applications as well as for employees that need to submit or administer disclosures, proposals, or other research applications for a campus that is not their primary campus.

Who is eligible?

Employees, Student Workers, Graduate Students, and Undergraduate Students with LSUAM, LSUAG, or PBRC.

 **Request Service**

Share

Add to Favorites

[Details](#)

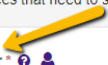
7. Leave the requestor as yourself. When the ticket is complete, this is the person that will get notified when there are questions and when the ticket is closed.

8. Leave the Acct/Dept as is.


Service Catalog / Account Management / GeauxGrants Account / GeauxGrants New Campus Profile

GeauxGrants New Campus Profile + Show Help - Hide Help

Requests to establish GeauxGrants accounts for graduate students and undergraduate students that need to submit disclosures or other research applications as well as for employees that need to submit or administer disclosures, proposals, or other research applications for a campus that is not their primary campus.

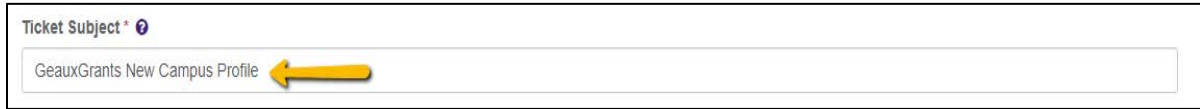
Requestor 

Gina Billiot x v Q x

Acct/Dept 

LSUAM | ORED | Office of Sponsored Programs x v Q x

9. Leave the Ticket Subject as is. If needed you can ADD to what is there. But do NOT remove what is there.



The screenshot shows a form field labeled "Ticket Subject" with a blue information icon. The text "GeauxGrants New Campus Profile" is entered in the field. A yellow arrow points to the text.

10. The next fields are required to know who to give access to and to what they should get access.
- Enter the first name of the person who needs access under **First Name**.
 - Enter the last name of the person who needs access under **Last Name**.
 - Enter the 89 number of the person who needs access under **LSU 89 Number**. If the user does not have an 89 Number, then an account cannot be set up.
 - Enter the campus(es) the user needs to be set up in under **Campus**.
 - LSUAM – Main Campus
 - LSUAG – AgCenter
 - PBRC – Pennington Biomedical Research Center
11. Enter the **Primary Cost Center** that should be charged for this user.
12. If needed, enter an **Alternative Contact** for this ticket.
13. Enter the needed information under **Description**.
- Primary Department:
 - Student/Grad Student:
 - Reason for Request:
 - PAW's ID:
 - Email address:
14. Click the Request button.



The screenshot shows an "Attachment" field with a blue information icon. Below the field is a "Browse..." button and the text "No file chosen". Below the field is a purple "Request" button. A yellow arrow points to the "Request" button.

For assistance, please contact ITS Service Desk:

- Phone: 225-578-3375
- Email: servicedesk@lsu.edu