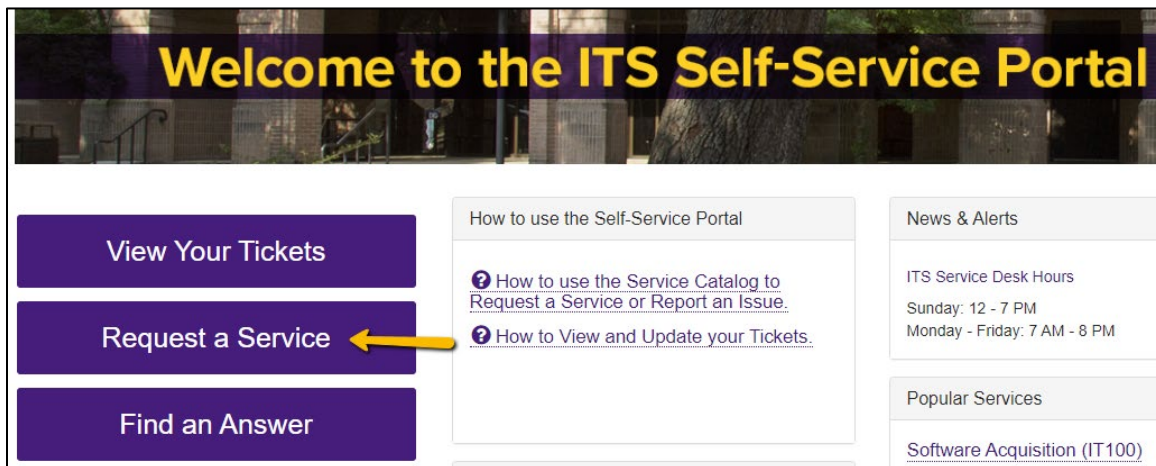


## GeauxGrants New Campus Profile – Quick Reference Guide

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](#)


[+ Show Help](#)
[- Hide Help](#)

## 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.

Requestor \*  

×
Q
×

Acct/Dept \* 

×
Q
×


9. If needed, enter an **Alternative Contact** for this ticket.
10. Ticket Subject should populate to be GeauxGrants New Campus Profile
11. Under Profile type select LSU user
12. Under LSU Affiliation Select your role. (Student, Graduate Student, or Faculty/Staff)
13. The next fields are required to know who to give access to and to what they should get access.
  - a. Enter the first name of the person who needs access under **First Name**.
  - b. Enter the last name of the person who needs access under **Last Name**.
  - c. Enter the Workday ID of the person who needs access under **Workday UID**. If the user does not have a Workday ID, then an account cannot be set up.
    - i. The Workday UID is the number that populates behind the user's Workday profile name. It can also be located in Workday under Summary > Universal ID or Personal > IDs > Employee ID.
  - d. Enter the campus(es) the user needs to be set up in under **Campus**.
    - i. LSUAM – Main Campus
    - ii. LSUAG – AgCenter
    - iii. PBRC – Pennington Biomedical Research Center
  - e. Enter Email Address
14. Enter the **Primary Cost Center** that should be charged for this user.
15. Enter the reason why you need a New Campus Profile under **Description**.
16. Click the Submit button.

Attachment ?

Browse...

No file chosen

Submit



For assistance, please contact ITS Service Desk:

- Phone: 225-578-3375
- Email: [servicedesk@lsu.edu](mailto:servicedesk@lsu.edu)