Fluxx Portal Instructions and Helpful Tips

System Launch: July 29, 2015
This document outlines some information and tips about the The Kresge Foundation Portal:

- Install Google Chrome Browser
- Log into The Kresge Foundation Portal
- Reset or Create Password
- Overview of The Kresge Foundation Portal
- Navigating Through the Portal
- Helpful Tips
- Report Issues and Provide Feedback
Fluxx is configured to work optimally in Google Chrome Browser, which should be installed before you access the Portal. Installation instructions are included below for your reference.

1. Click on the following link:
   https://www.google.com/chrome/#eula

2. The browser screen on the right will open.
   a. Uncheck “Set Google Chrome as my default browser”
   b. Click the “Accept and Install” button.

3. Installation is complete when this screen appears. You may now close your browser window.
Log into The Kresge Foundation Portal

Grantees will access The Kresge Foundation Portal at this website address: https://kresge.fluxx.io

For your first time accessing the site, please click “Reset or create password”, and enter your email address.

Additional instructions for resetting your password are on the next page.
Reset or Create Password

When prompted, enter your email address and you will shortly receive an email from The Kresge Foundation with a link to reset your password. Once you set your password, you will be logged into the system.
The first page you will see is the Portal Instructions that will provide you with some information about the site.

The links along the left side of the page inside the black bar are how your navigate through the Portal.
Navigating Through the Portal

Below are some tips about how to navigate through The Kresge Foundation Portal.

- Click here to view your organization details
- Click here to view your contact details
- Click here to view your pending grant requests
- Click here to view grants approved by The Kresge Foundation
- Click here to view your pending PRI requests
- Click here to view your closed PRIs
- Click here to learn about grant opportunities
Navigating Through the Portal, continued

The Portal will also allow you to view and submit grant requirements and view upcoming and paid payments.

- Click here to view upcoming report deadlines and submit reports
- Click here to view and submit Payment Forms
- Click here to view upcoming payments
Below are some key reminders for working in The Kresge Foundation Portal. You will find the following buttons across the top of the portal.

- **Save**: click “Save” to record any changes you have made.  
  ➢ **NOTE**: There is no auto-save, so please **remember to save often**.
- **Edit**: to make changes to an LOI, proposal or report, click “Edit”.
- **Submit**: click “Submit” to send your LOI, proposal or report to The Kresge Foundation for review.
- **Cancel**: click “Cancel” to cancel any changes you have made and exit edit mode.
- **Spell Check**: click “Spell Check” to perform spell check.
- **Printable**: click to print a copy of your LOI, proposal or report.
- **Back**: click to go back.
Upload Attachments

Below are some key reminders for working in The Kresge Foundation Portal.

1) Find the Attachments section, and click on the green plus sign.

2) Click “Add files” to browse for and select the file you want to attach. Select a document type from the drop down list.

3) You may add multiple documents. When ready, click “Start upload” to upload the files to your record.

4) Close the window to confirm that the document(s) have uploaded.
Report issues and provide feedback at the following address.

Email grantsmanagement@kresge.org

• Subject: include the word “Portal Support”
• Body: include a description of the support request