The Kresge Foundation

Fluxx Portal Instructions and Helpful Tips

System Launch: July 29, 2015
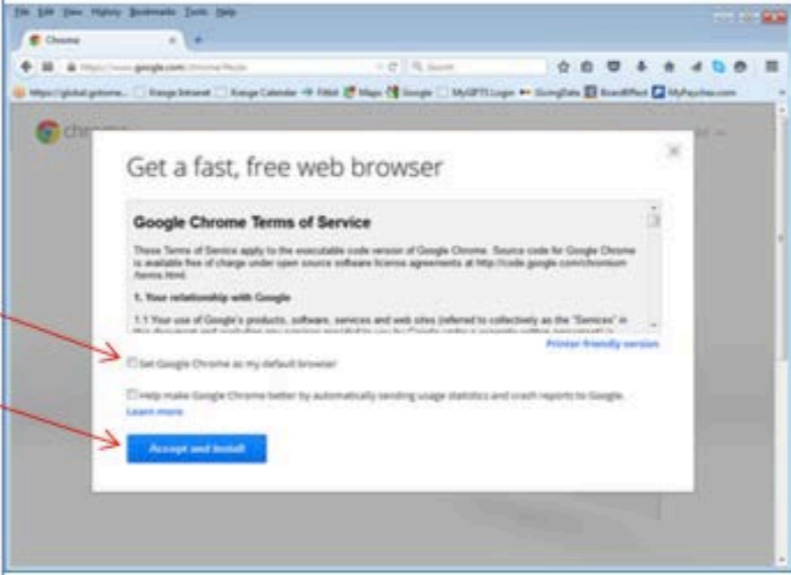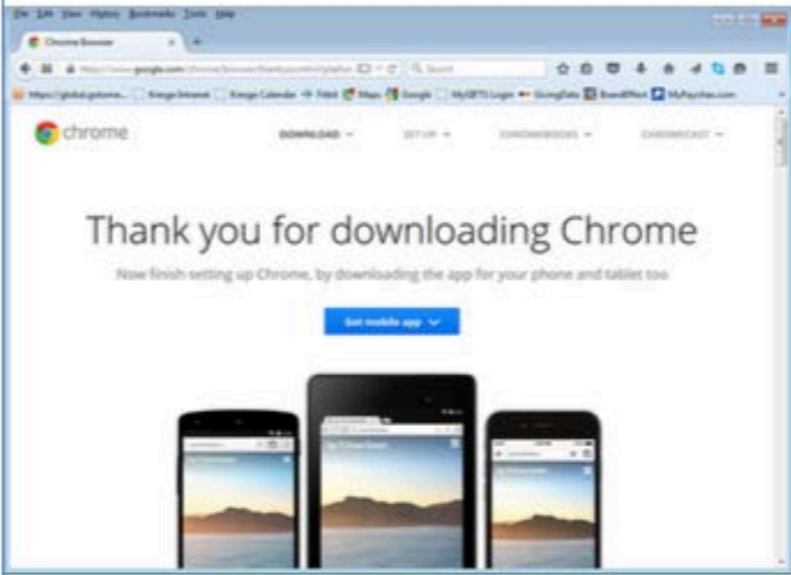
The Kresge Foundation Portal

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

Install Google Chrome Browser

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.	

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

THE KRESGE FOUNDATION

Welcome to the Kresge Foundation Portal

Login Now:

| Username |

| Password |

Sign in

Reset or create password

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.

The Kresge Foundation invests in improving the bedrock economic, social, cultural and environmental conditions of urban life, with an emphasis on reducing disparities facing low-income people; advancing their pathways of opportunity; and promoting cultural vibrancy, systems of mutual support and environmental sustainability in the communities in which they live. To learn more about The Kresge Foundation, visit our website at www.kresge.org.

If you do not have a login, you may start the application process by clicking on the "Create an account now" button.

If you already have a login, please sign in now by filling in a username and a password on the left.

Read about our Grant Opportunities here.

Questions? Please contact our Grants Inquiry Coordinator by email or at 248-643-9630.

Create an account now

powered by FLUXX

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.

Overview of The Kresge Foundation Portal

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.

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Search...   0 Entries

Information
- Portal Instructions → Click here for Portal Instructions
- Grant Opportunities → Click here to learn about grant opportunities

Organizations
- Organizations → Click here to view your organization details

Users
- People → Click here to view your contact details

Requests
- To Submit
- To Edit → Click here to view your pending grant requests
- Under Review

Grants
- Active → Click here to view grants approved by The Kresge Foundation
- Closed

Pending PRIs
- To Edit → Click here to view your pending PRI requests
- Under Review

Closed PRIs
- Closed PRIs → Click here to view your closed PRIs

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

Helpful Tips

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
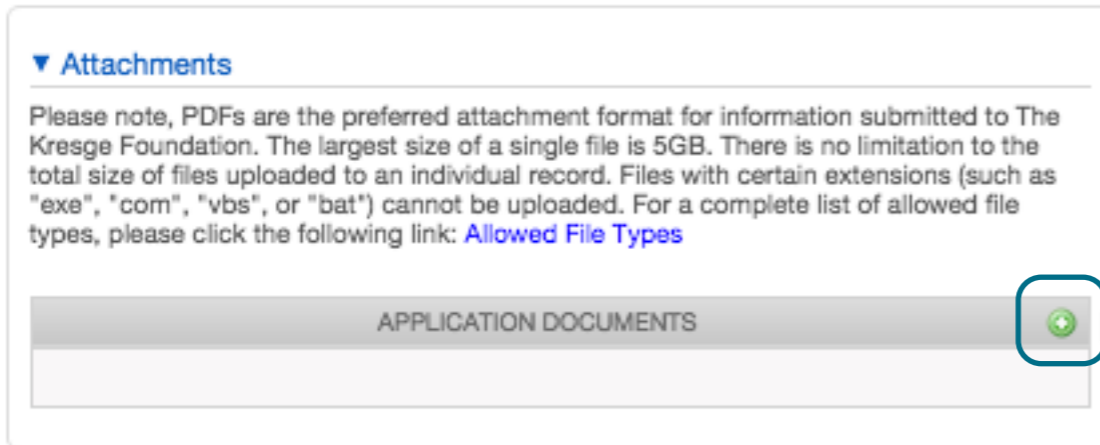- **Printable**: click to print a copy of your LOI, proposal or report
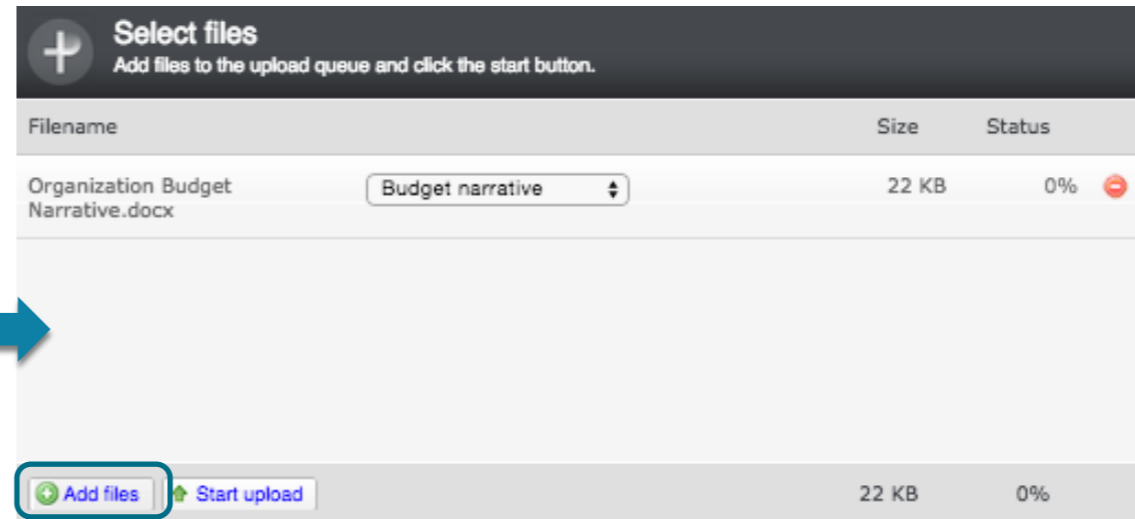- **Back**: click to go back

Upload Attachments

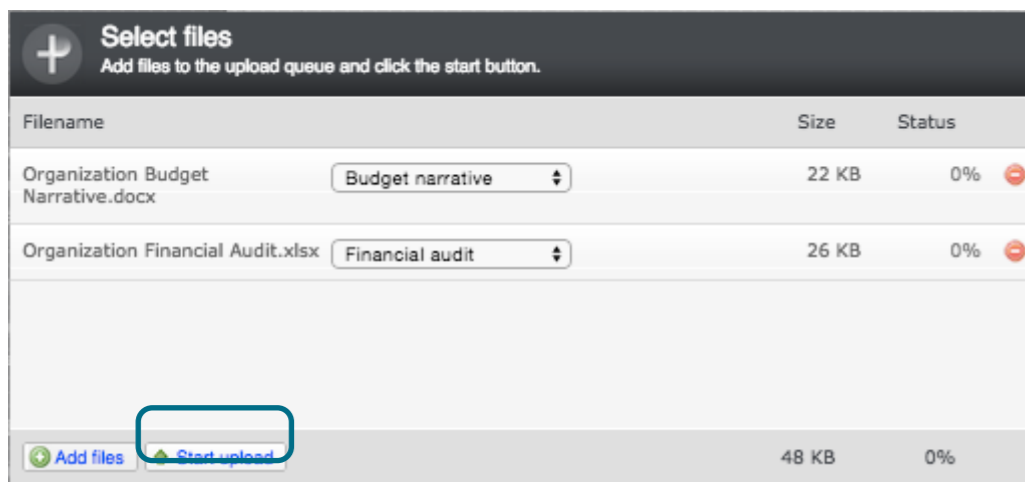**Below are some key reminders for working in The Kresge Foundation Portal.**

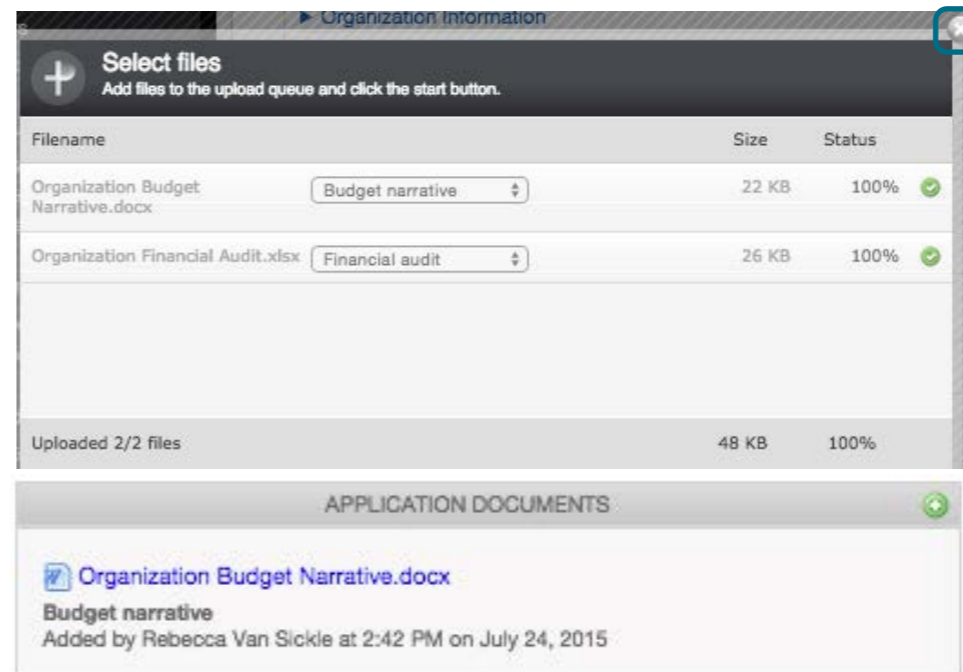1) Find the Attachments section, and click on the green plus sign.

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