

The Kresge Foundation

Fluxx Portal Instructions and Helpful Tips

System Launch: July 29, 2015



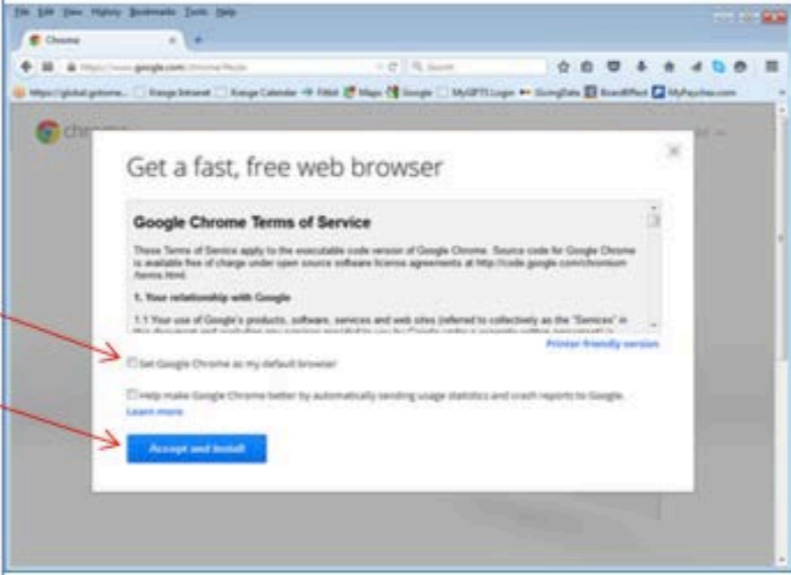
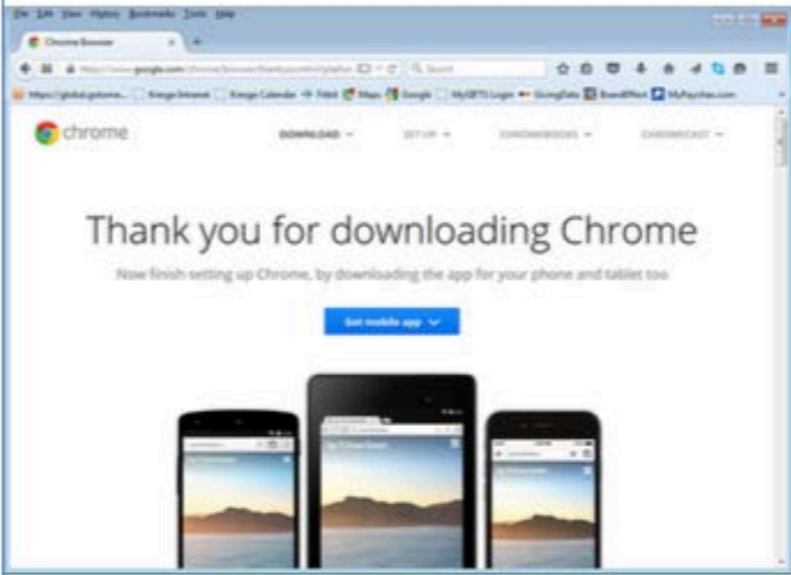
The Kresge Foundation Portal

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.

<p>1. Click on the following link:</p>	<p>https://www.google.com/chrome/#eula</p>
<p>2. The browser screen on the right will open.</p> <ul style="list-style-type: none">a. Uncheck "Set Google Chrome as my default browser"b. Click the "Accept and Install" button.	
<p>3. Installation is complete when this screen appears. You may now close your browser window.</p>	

Log into The Kresge Foundation Portal

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:

[Reset or create password](#)

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.

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.



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 you navigate through the Portal.

The screenshot displays the FLUXX portal interface. On the left is a dark sidebar with the FLUXX logo at the top. Below the logo are several menu items, each with an icon and a list of sub-links: Information (Portal Instructions, Grant Opportunities), Organizations (Organizations), Users (People), Requests (To Submit, To Edit, Under Review), Grants (Active, Closed), Pending PRIs (To Edit, Under Review), Closed PRIs (Closed PRIs), and Requirements (Reports - To Submit, Reports - To Edit, Reports - Submitted). At the bottom of the sidebar are links for Change Password and Logout. The main content area is white and titled 'Welcome to The Kresge Foundation Portal.' It contains a section for 'Kresge Foundation Portal Overview....' with a bulleted list of tasks: Submit a request for funding, Find instructions for Grant Opportunities, Track the status of your pending requests, Update Organizational Information, Change your password, Review your past and current Grants/PRIs, Review report due dates and submit reports, and Monitor Grant payments/PRI disbursements. Below this is a 'GUIDELINES' section with three sub-sections: 'Once you have been invited to fill out a request:' (explaining the 'To Submit' link), 'Saving your request:' (explaining the 'Save' button), and 'Submitting your request:' (explaining the 'Submit' button and the 'Under Review' link). At the bottom is an 'ADDITIONAL LINKS' section with a link to 'please review information about current and upcoming grant opportunities'.

Navigating Through the Portal

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

The screenshot shows the FLUXX portal interface. On the left is a dark sidebar with the FLUXX logo and a list of menu items. On the right is a main content area with a search bar and a list of entries. Blue arrows point from the sidebar items to callout boxes with instructions.

Menu Item	Instruction
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	
- Under Review	Click here to view your pending grant requests
Grants	
- Active	
- Closed	Click here to view grants approved by The Kresge Foundation
Pending PRIs	
- To Edit	
- Under Review	Click here to view your pending PRI requests
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.

The screenshot shows the FLUXX portal interface. On the left is a dark sidebar with the FLUXX logo at the top. Below the logo are three main sections: 'Pending PRIs' (with sub-items 'To Edit' and 'Under Review'), 'Closed PRIs' (with sub-item 'Closed PRIs'), and 'Requirements' (with sub-items 'Reports - To Submit', 'Reports - To Edit', 'Reports - Submitted', 'Payment Form - To Submit', 'Payment Form - To Edit', and 'Payment Form - Submitted'). At the bottom of the sidebar are 'Change Password' and 'Logout'. The main content area on the right has a search bar at the top left and '0 Entries' at the top right. Three blue arrows point from callout boxes to the 'Requirements' section in the sidebar. The callouts are: 'Click here to view upcoming report deadlines and submit reports' pointing to 'Reports - To Submit'; 'Click here to view and submit Payment Forms' pointing to 'Payment Form - To Submit'; and 'Click here to view upcoming payments' pointing to 'Scheduled Payments' in the 'Payments' section below.

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

- **Save**: click “Save” to record any changes you have made.
➤ *NOTE: There is no auto-save, so please **remember to save often**.*

 Edit

- **Edit**: to make changes to an LOI, proposal or report, click “Edit”.

 Submit

- **Submit**: click “Submit” to send your LOI, proposal or report to The Kresge Foundation for review.

 Cancel

- **Cancel**: click “Cancel” to cancel any changes you have made and exit edit mode



- **Spell Check**: click “Spell Check” to perform spell check

 Printable

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

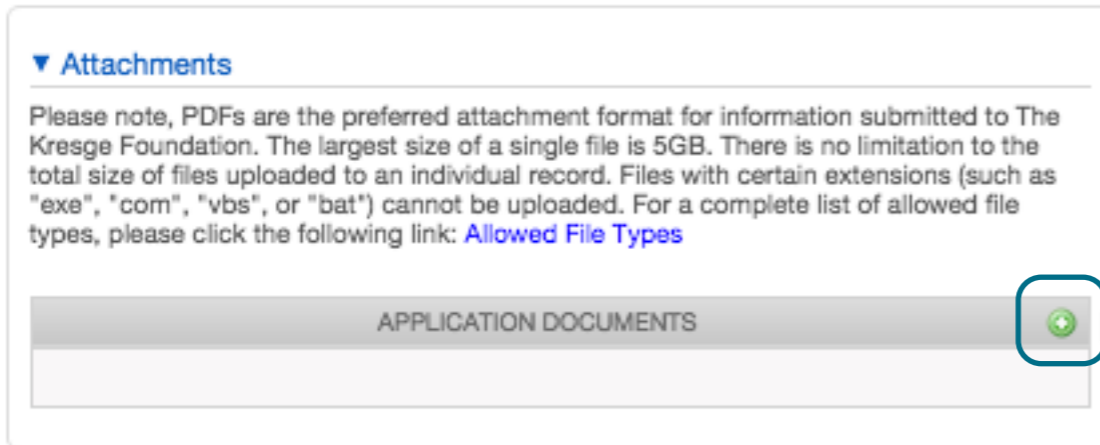


- **Back**: click to go back

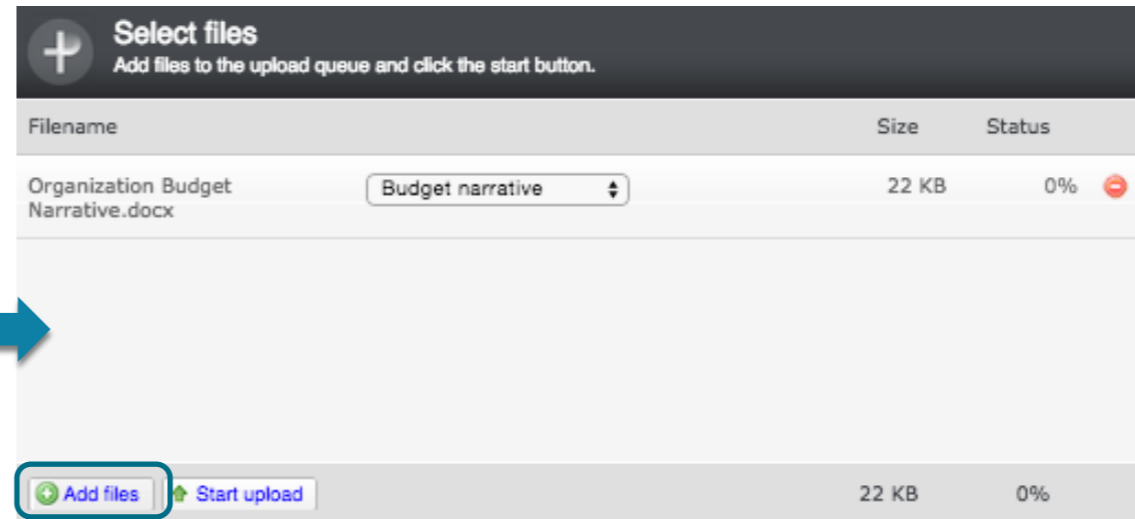
Upload Attachments

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

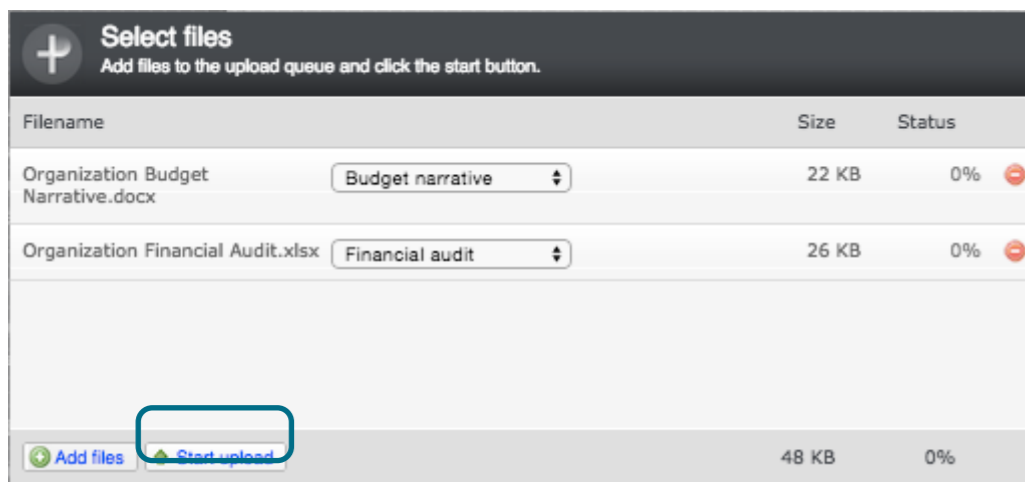
- 1) Find the Attachments section, and click on the green plus sign.



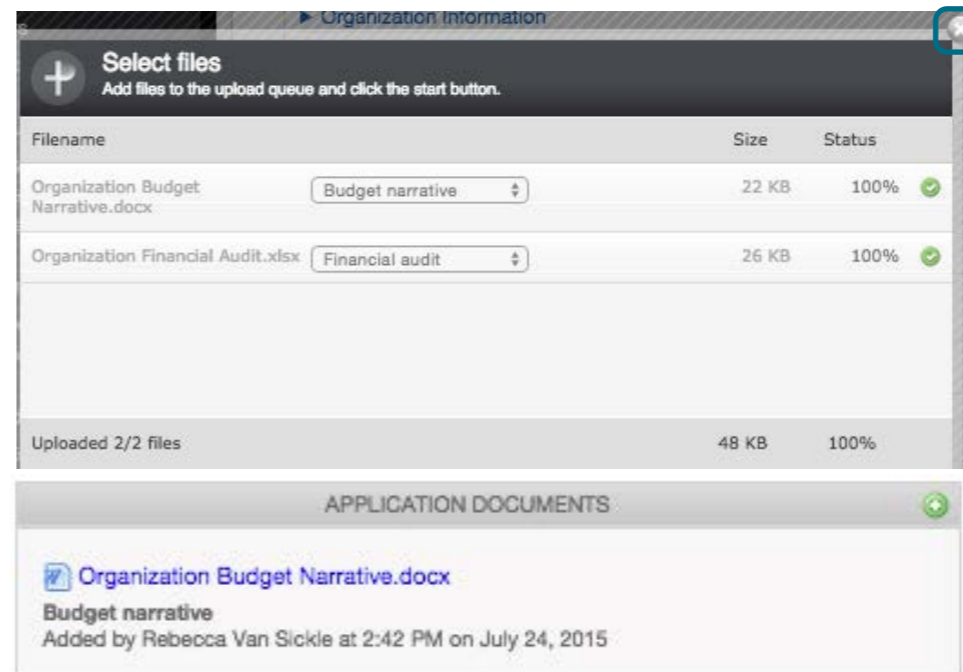
- 2) Click "Add files" to browse for and select the file you want to attach. Select a document type from the drop down list.



- 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.



Reporting Issues and Providing Feedback

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