

The Kresge Foundation

Fluxx Portal Instructions and Helpful Tips

System Launch: July 29, 2015



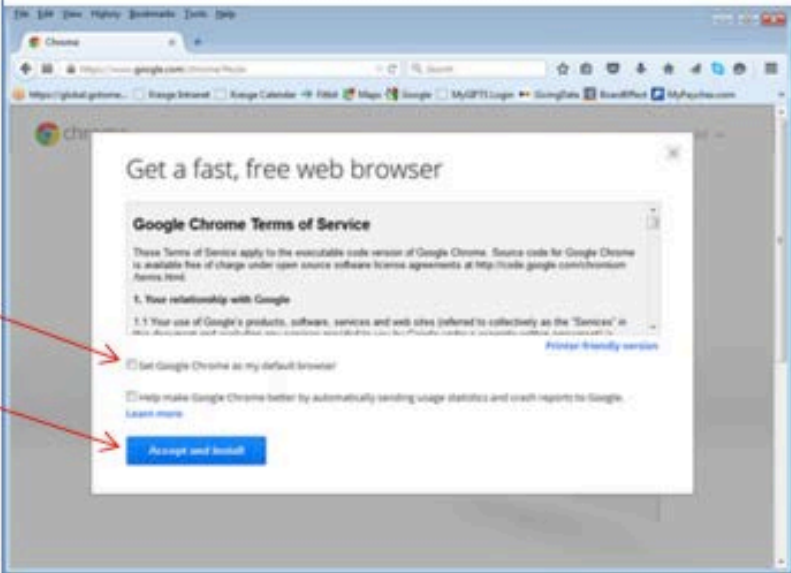
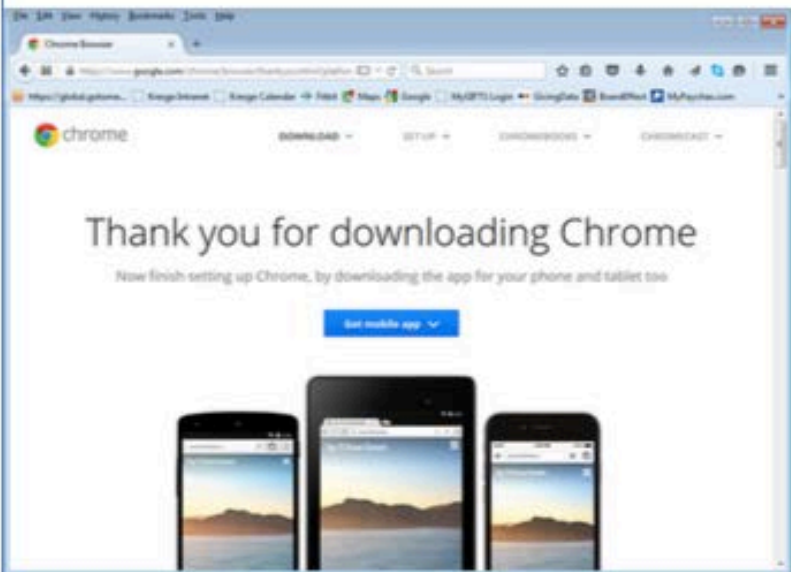
The Kresge Foundation Portal

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.	

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](#)

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.



powered by
FLUX X

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 on the right has a white background and a grey border. It starts with the heading 'Welcome to The Kresge Foundation Portal.' followed by a section titled 'Kresge Foundation Portal Overview....' which contains a bulleted list of actions: 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 section titled 'GUIDELINES' with two paragraphs of text explaining the request process and data entry. The final section is 'ADDITIONAL LINKS', which includes a paragraph about reviewing grant opportunities and a blue hyperlink: 'please review information about current and upcoming grant opportunities'.

FLUXX

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

Requirements

- Reports - To Submit
- Reports - To Edit
- Reports - Submitted

Welcome to The Kresge Foundation Portal.

Kresge Foundation Portal Overview....

- 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
- Monitor Grant payments/PRI disbursements

GUIDELINES

Once you have been invited to fill out a request:

Click on the "To Submit" link on the left sidebar. This link will open your request and includes information we need to evaluate and review your request.

You may enter information on any page at any time. The first section of the request involves data-entry. You'll type directly into a form or make a selection from a drop-down menu. You'll be asked to upload documents as well.

Saving your request:

If at any time you wish to stop entering information, please click the "Save" button located at the top of the application page before exiting. Otherwise, you will lose any information entered during that session. To continue working on your saved request, click on the "To Edit" link on the left sidebar.

Submitting your request:

When done editing, click the "Submit" button. Once you submit, you will no longer be able to edit, so please take care when completing the form. The submitted request will be viewable by clicking on the "Under Review" link on the left sidebar. If Foundation staff request revisions to your submitted request, you will receive a notification by email and the request can be accessed by clicking on the "To Edit" link on the left sidebar.

ADDITIONAL LINKS

If you have not done so, [please review information about current and upcoming grant opportunities](#). Each of our programs focuses on specific areas. We ask that you learn about the program that best fits your project before investing time in an application.

Navigating Through the Portal

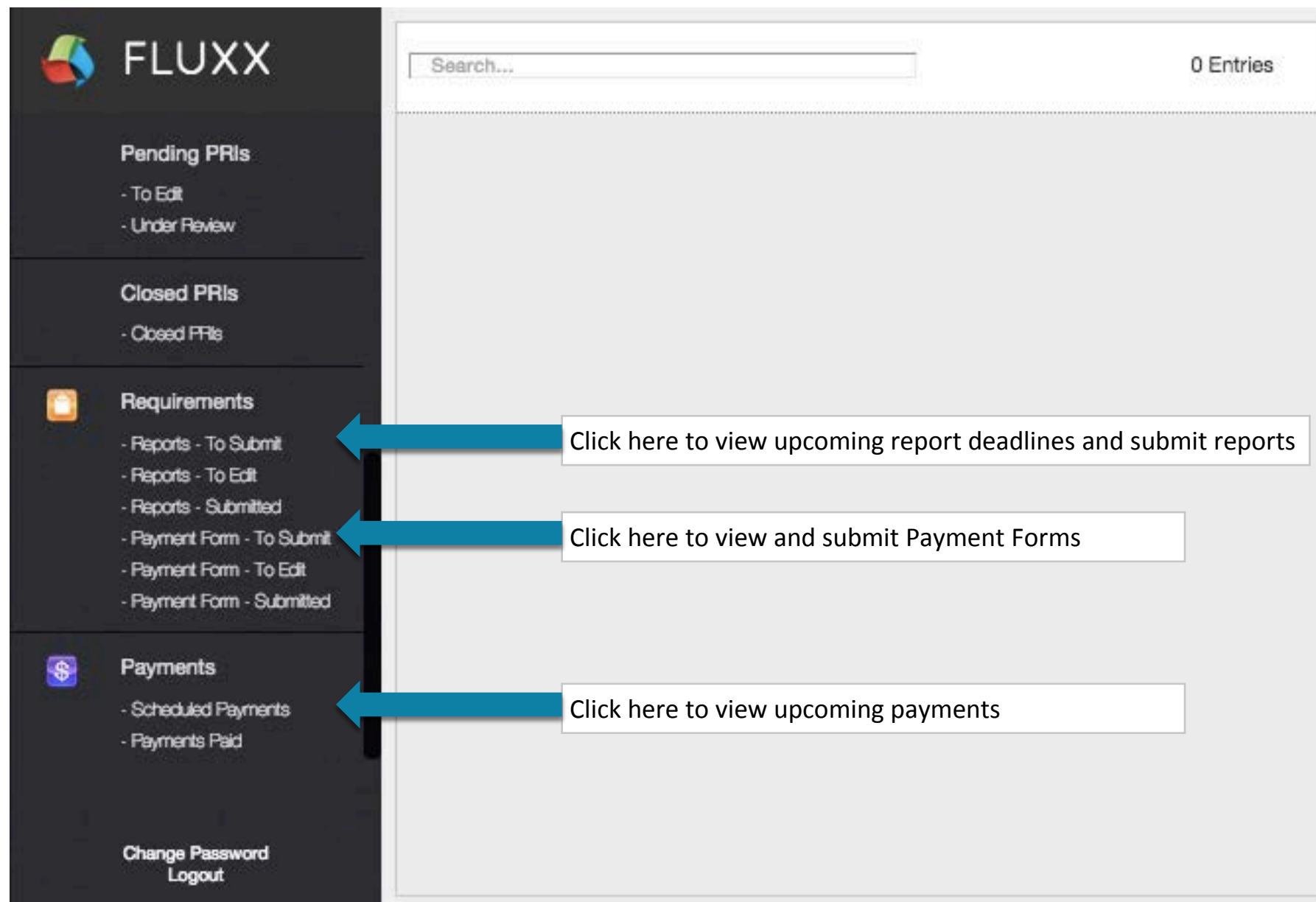
Below are some tips about how to navigate through The Kresge Foundation Portal.

The screenshot shows the FLUXX portal interface. On the left is a dark sidebar with a menu. On the right is a light gray main content area with a search bar and a list of entries (currently showing 0 entries). Blue arrows point from specific menu items in the sidebar to callout boxes on the right, providing instructions on what each link does.

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.



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

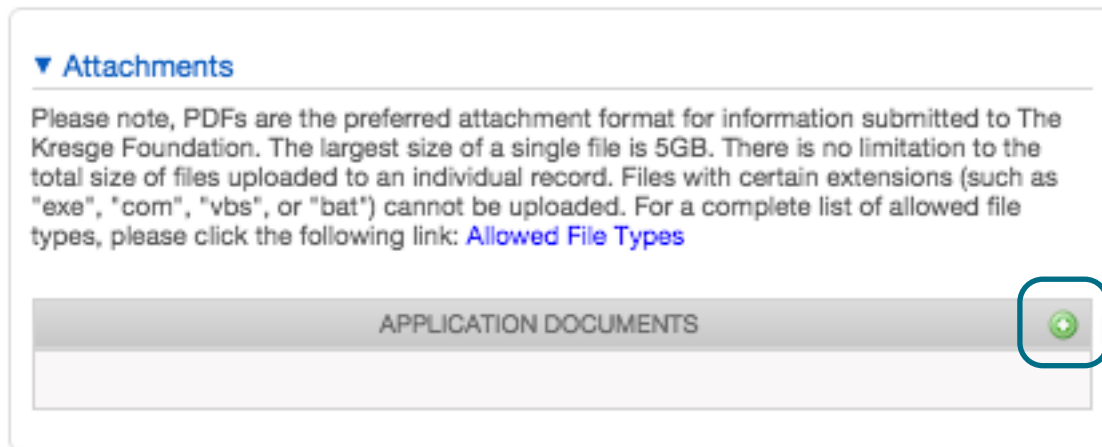


- **Back**: click to go back

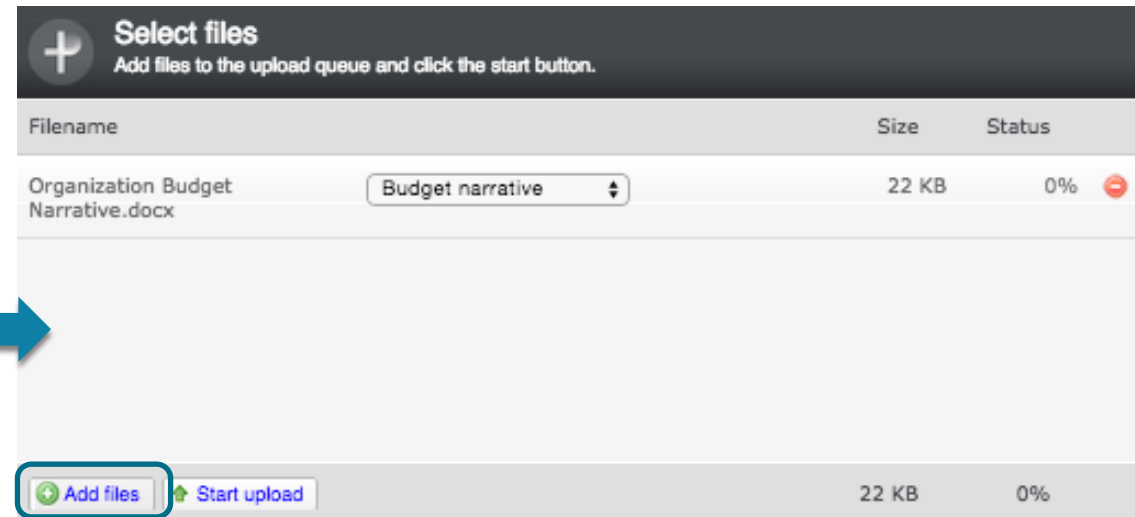
Upload Attachments

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

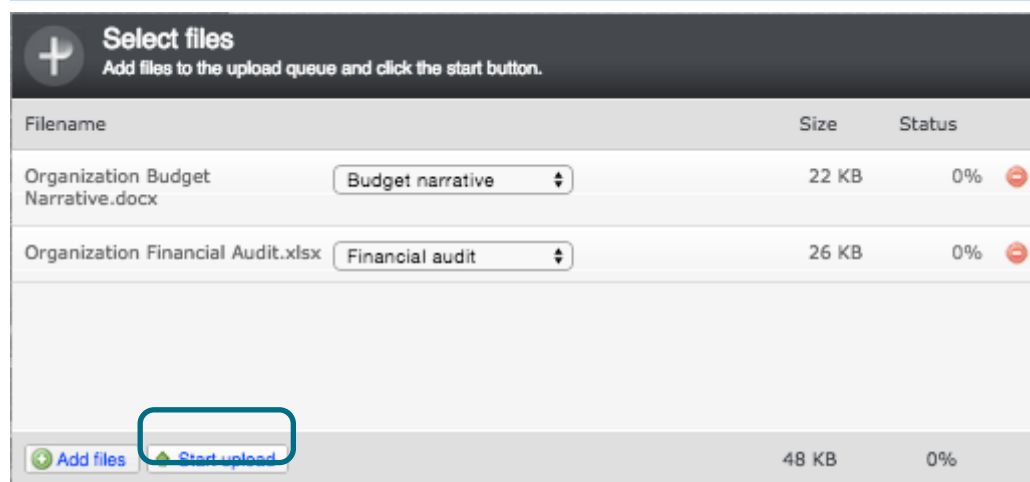
- 1) Find the Attachments section, and click on the green plus sign.



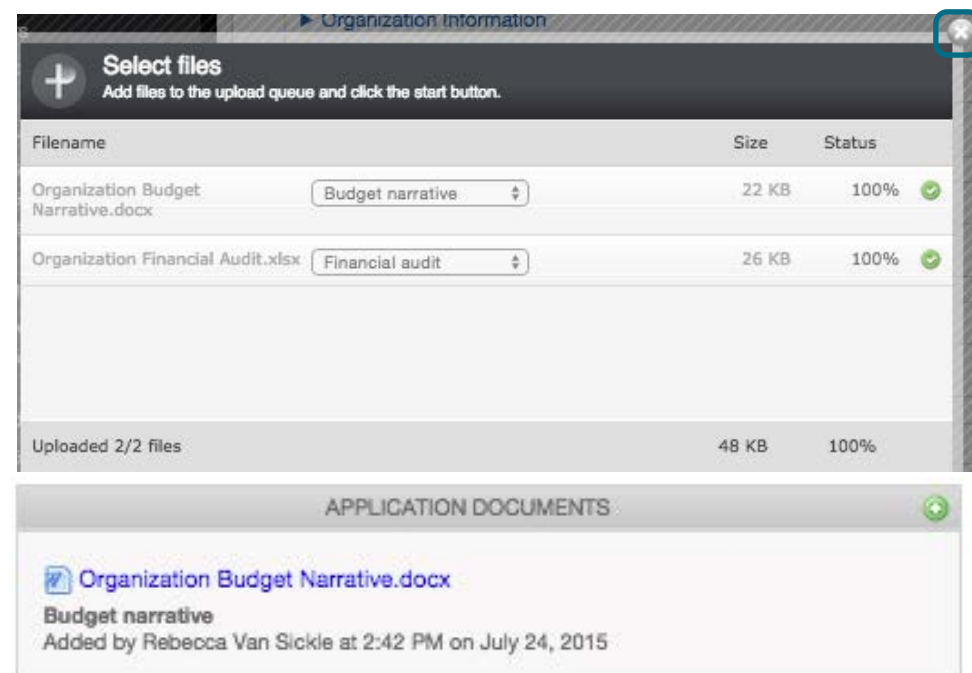
- 2) Click "Add files" to browse for and select the file you want to attach. Select a document type from the drop down list.



- 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