

How to Complete your Fluxx Registration

- 1) Go to: https://asucsb.fluxx.io/user_sessions/new



Associated Students UCSB Grants Portal

A screenshot of the ASUCSB Grants Portal login and registration page. On the left, under "Login Now:", there are input fields for "Username" and "Password", a "Sign in" button, and a link for "Reset or create password". On the right, under "New User?", there is a welcome message and a "Create an account now" button. An orange arrow points from the "Create an account now" button to the next step. At the bottom, there is a "FLUXX" logo and links for "Privacy Policy" and "Accessibility".

- 2) Click on "Create an Account Now"
- 3) Create a username, fill in your information, and then click "Submit Request."

Associated Students UCSB Grants Portal

A screenshot of the ASUCSB Grants Portal registration form, titled "Primary Contact Info". The form contains several input fields: "Create Username", "First Name", "Middle Initial", "Last Name", "Suffix", "Pronouns", "Phone Number", "Extension (if needed)", "E-mail", and "Classification". Below the form are "Cancel" and "Submit Request" buttons. An orange arrow points from the "Submit Request" button to the next step.

- 4) You will receive an email confirming your registration. Click on the link in the email. This will take you back to the Fluxx page to set up your password. Keep your Username and Password in a safe place to log-in to Fluxx.

- 5) Once you are logged in:
 - a. Click on “Apply for Funding” and scroll down to the appropriate application.

Welcome to the UCSB Associated Students Funding Portal!

From here, you can apply for funding from Associated Students, track the status of your submitted requests, and complete any follow-up reports or documentation of funded activities. Please note that at this time we are still processing receipts for reimbursements separately via requisition forms turned in at the Associated Students Administration office.

You can return to these instructions at any time by clicking on the Instructions / Home link in the left margin.

Updating your Profile / Linking to an Organization or Department

To update your user record and/or connect your user profile to the organization for which you are requesting funding (required for some applications, such as Coastal Fund), click on the People / User Profile link in the left margin.

To edit your user profile, select your user record from the panel. This will show you a read-only view. Click on the Edit button in the upper right corner, make any changes, then click Save and Close on the lower right.

To connect to your organization or department, open up your user profile and scroll to Request to Connect to Organization. Click on the plus sign on the right and enter the name of the organization or department through which you plan to request funding (other information is optional, but helpful if applicable). An administrator will complete your request within the next business day.

Once you are connected to an organization or department, you can edit the organization profile by clicking on the profile in the margin, then Edit in the top right corner, then Save and Close on the bottom right.

Applying for Funding

To see open funding opportunities and start a new application, click on Apply for Funding in the left margin. This will show you all open

- 6) On the Apply for Funding Page, scroll down to the Community Financial Fund application and click “Submit a Community Financial Fund Grant Application.”

ASSOCIATED STUDENTS
COMMUNITY FINANCIAL FUND

Community Financial Fund is a student run organization and part of Associated Students. We promote financial literacy awareness and educate students on various personal finance topics. Our mission is to prepare students for a lifetime of financial wellbeing, and those basics start in college. We offer both registration-only workshops as part of our grant program and those open to everyone with financial education professionals on a variety of topics.

Only students who have previously applied for and attended a Financial Literacy Basics Workshop during the current quarter are eligible to fill out this grant application. Attendance will be verified before the application will be reviewed. If you are interested in applying for a grant workshop, please visit our website at cff.as.ucsb.edu to learn more.

Fall Quarter Application Window: October 11-22, 2021 until 11:59pm PST.

[Submit a Community Financial Fund Grant Application](#)

- 7) After you fill out the application and attach your essay, click “Save and Close” AND THEN HIT “SUBMIT.” YOU MUST HIT SUBMIT or we will not receive it!