



Re-setting your password in FLUXX March 2021

PLEASE NOTE: You must sign in using your own name/log-in. CFI and FLUXX follow very strict security guidelines to keep your organization's information safe and confidential. These guidelines prohibit the sharing of usernames or passwords. All users must be registered.

To begin the process, using the **Google Chrome** browser, navigate go to the **Coleman Foundation Grants Management Portal** at <https://colemanfoundation.fluxx.io>

On the left, below the **Sign In** button, click the **Reset or create password** link. This brings you to the next screen where you will enter your email address:

FLUXX will email you within a few minutes with your new **username** and a link to reset a **password**. (If you do not receive that email, please check your junk or spam folder.)

• Password Reset



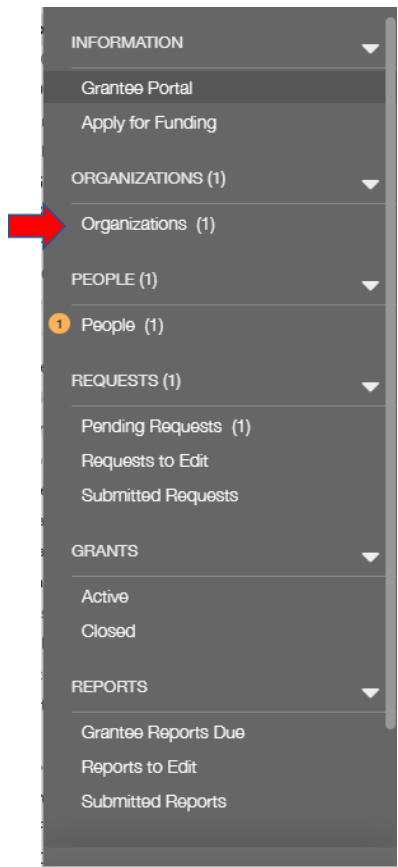
The Coleman Foundation <do-not-reply.grants07-us-east-1@fluxx.io>
To: Eliza Dolittle

Here's a link to reset your password https://colemanfoundation.fluxx.io/reset_password/tGjL8nZDVzE4VXx5CaI

Your login is
Eliza_Test

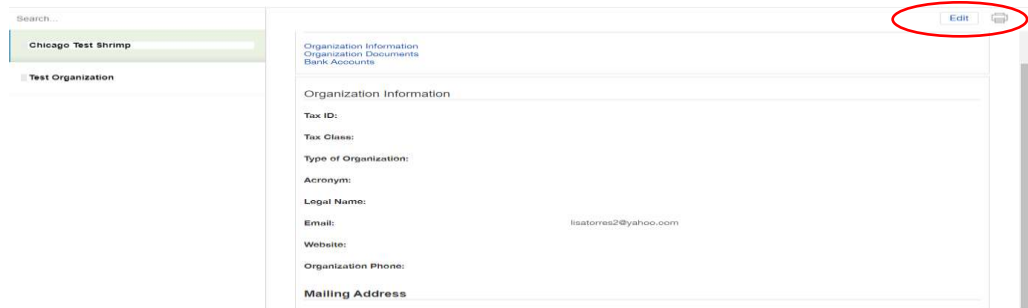
3. LOG-IN WITH YOUR NEW CREDENTIALS

Once you have reset your password, log in with your new credentials. You will see the Welcome Screen. Under ORGANIZATIONS (in the navigation column on the left) click on **Organizations**.



4. UPDATE YOUR ORGANIZATION'S INFORMATION

Your organization will show up in green on the left. Please click the **Edit** button on the upper right corner.



Go to the **Organization Information** section and update the requested fields. When you have finished your changes, **click Save and Close**.

PLEASE NOTE that you can save your progress at any time by clicking Save and Continue. You can also click Save and Close if you need to return later.

If you have any problems, please contact us at grants@colemanfoundation.org