

MacArthur Foundation Grants Portal Guide

Updated 12-16-2016

For optimum functionality, use Chrome as your browser. Click here to download: <https://www.google.com/chrome/>

Portal login page: <https://macfound.fluxx.io> For assistance email GMShelp@macfound.org

CREATING A PASSWORD

When accessing the site for the first time, click “Reset or create password” link on the left side of the login page, then follow the steps in the next box below.

MacArthur Foundation

Welcome to the MacArthur Foundation Grants Portal

Login Now:

Sign in

[Reset or create password](#)

The John D. and Catherine T. Mac supports creative people and effe committed to building a more just, peaceful world. In addition to sele: MacArthur Fellows, the Foundation human rights, advance global con security, make cities better places how technology is affecting childre

MacArthur develops grantmaking designed to meet very specific go encourage you to closely read infi each program to determine wheth falls within MacArthur’s grantmakir

1. Enter your email address. Your email address is your user ID.
2. Click “Submit”.

CREATE OR FORGOT
PASSWORD/LOGIN

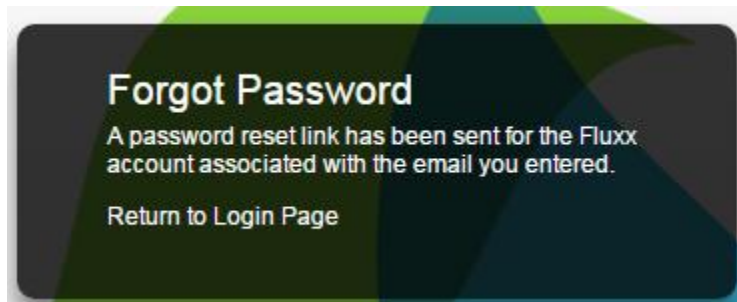
Email

Cancel

Submit

You will see a note confirming that a password reset link was sent to the email address you entered.

If you do not receive the link from the MacArthur Foundation Online Portal after a few minutes, please check your junk/spam folder.



1. From the password reset email, copy and paste the link into a newly opened Chrome browser window.

NOTE: this link expires after one use.

2. You will then be prompted to enter and confirm your new password.

Password requirements are listed on the next page under troubleshooting tips.

3. Once finished, click **"Set Password and Log In"** and you will be logged into the portal.

Password Reset



The MacArthur Foundation - Online Portal

Today, 7:12 PM

You

Here's a link to reset your password: https://macfound.fluxx.io/reset_password/2LN0CIDFcsZ5SfEAa2X

Your login is:

XXXX@XXmail.com

A screenshot of a web form titled "SET YOUR PASSWORD". It contains two input fields: "Password" and "Password confirmation". Both fields have a red box around them with the number "2" next to it. Below the fields is a button labeled "Set Password and Log in" with a red box around it and the number "3" next to it. The background features a dark, abstract geometric pattern with shades of green and blue.

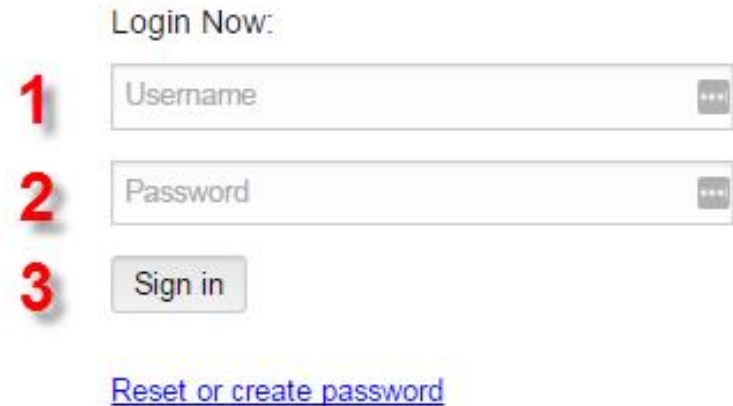
PASSWORD TROUBLESHOOTING TIPS

- Be sure you are using **Chrome**. You will see performance anomalies when using other browsers.
- The Password Reset link may not be clickable depending on your email provider interface. **Copy and paste the link into your browser instead of clicking it from the email message.**
- **Open a new Chrome browser** window to paste the password link into.
- If you use the create/reset password link **more than once**, you will receive a message saying “password reset failed”. This link is for one-time use only to prevent someone from finding it in your inbox and using it to hijack your account. To get another link, go to the landing page and click “Reset or create password” to start the process again.
- Your password must include the following **requirements**:
 - Minimum length: 8 characters
 - Cannot match User ID
 - Cannot contain repeating characters more than twice
 - Cannot be the same password used previously
 - Must contain an uppercase letter, a lowercase letter, and a number
 - After 5 failed attempts to set a password, the system will prevent additional attempts for 30-45 minutes. You must wait for the lockout to expire before trying again.

LOGGING IN

If you have already have a password, go to <https://macfound.fluxx.io>

1. Enter your **User ID** (your email address)
2. Enter your **Password**. This field is case sensitive.
3. Click “**Sign In**”.



The screenshot shows a login interface. At the top, it says "Login Now:". Below this are two input fields: "Username" and "Password", both with "..." icons on the right. A "Sign in" button is positioned below the password field. At the bottom, there is a blue link that says "Reset or create password". To the left of the form, three large red numbers (1, 2, 3) are stacked vertically, corresponding to the steps in the text to the left.

PORTAL HOME PAGE

The first page you see will provide you with some information about the portal. Please read this before using the site.

1. Use the **Navigation Pane** on the left side to move through the portal.
2. The **Viewing Pane** on the right will display information you select.



MacArthur Foundation

1

2

Welcome to the MacArthur Foundation Grants Portal

Please be aware that this system will log you out if your browser is inactive for 30 minutes. This is a security feature to protect your account.

We strongly recommend that you save your work every 20 minutes to prevent loss of data. There is no auto-save functionality.

If you need assistance, please contact your Program Officer or email GMSHelp@macfound.org.

From this portal, you can:

- Review contact information
- Track the status of your requests
- Submit reports
- Monitor payments

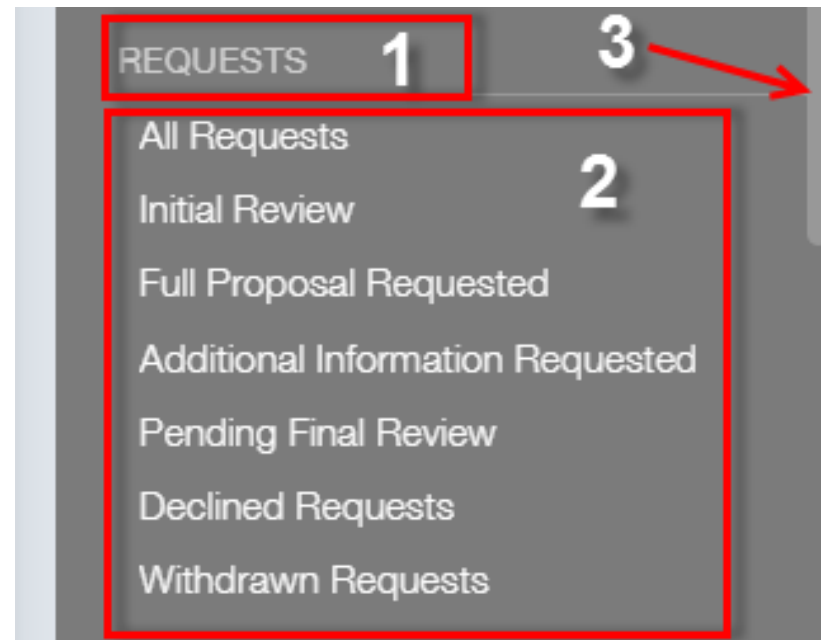
HOW TO USE THIS PORTAL

For optimal performance, please use Chrome as your browser.

When you click the links beneath the colored icons on the left, you can access:

NAVIGATION PANE

1. The **Heading** lists the type of information available.
2. The **Sub-Headings** organize the information in different stages of development.
3. There is a grey **scroll bar** on the right side of the navigation pane. Slide vertically to reveal all selections.



REQUESTS 1

3

2

All Requests

Initial Review

Full Proposal Requested

Additional Information Requested

Pending Final Review

Declined Requests

Withdrawn Requests

ACTION BUTTONS

You will find the following buttons in records throughout the portal:

Edit: Click to enter information into an application or report.



Click to print a copy of your application or report.

Edit



REQUEST RECORD

Generic Organization

R-1609-151208 | \$400,000.00

Full Proposal Requested

Proposal Date: 09/07/2016

Program Officer: John Smith

Program Admin: Carrie Finance cshieldfinance@testing.com

Conservation and Sustainable Development

Enhancing resilience of ecosystem services in the Kivu-Rusizi CRAG through community action

Workflow Status

Full Proposal Requested

REQUEST RECORD

Generic Organization

R-1609-151208 | \$400,000.00

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Conservation and Sustainable Development

Enhancing resilience of ecosystem services in the Kivu-Rusizi CRAG through community action

Cancel

ABC

Save

Enhancing resilience of ecosystem services in the Kivu-Rusizi CRAG through community action

Workflow Status

Full Proposal Requested

Submit

Save: Click to save information you have entered.

Cancel: Click to cancel any changes you have made and exit edit mode.

Submit: Once you have saved your record, click to send your application or report to the MacArthur Foundation.

WORKFLOW STATUS & CONTACT

The workflow state for your application or report is indicated in the blue status bar at the top of your record.

Please see the overview on the portal home page for a description of all workflow process states.

The email address of your Grants Manager is highlighted in blue at the top of the record. You can click this link to send a message.



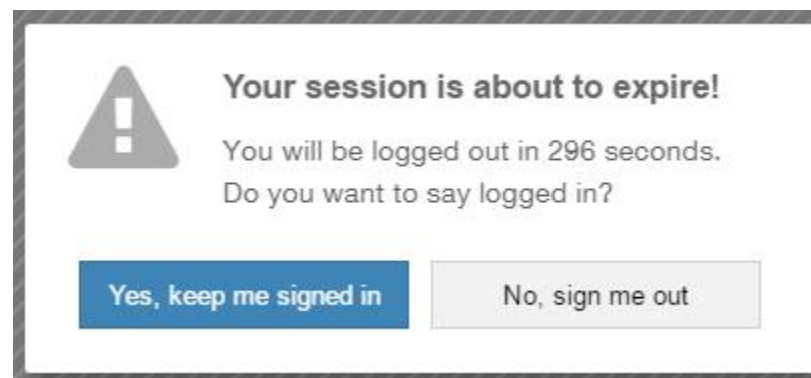
REQUEST RECORD
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Workflow Status: Full Proposal Requested

The screenshot shows a request record for a Generic Organization. The workflow status is 'Full Proposal Requested', highlighted in a blue bar. A red arrow points to this bar. Another red arrow points to the email address 'cshieldfinance@testing.com' in the contact information section.

SESSION TIMEOUT

- There is no auto-save function in this portal. Please **SAVE** frequently to prevent loss of data.
- If your browser is inactive for 30 minutes, the system will log you out. This is a security control to protect your account.
- When your session is about to expire, you will see the warning shown on the right. Select “Yes” to remain logged in. **If you select “No” you will be logged out and will lose any unsaved data.**
- Be sure to **SAVE** your work and **LOG OUT** when you are finished.



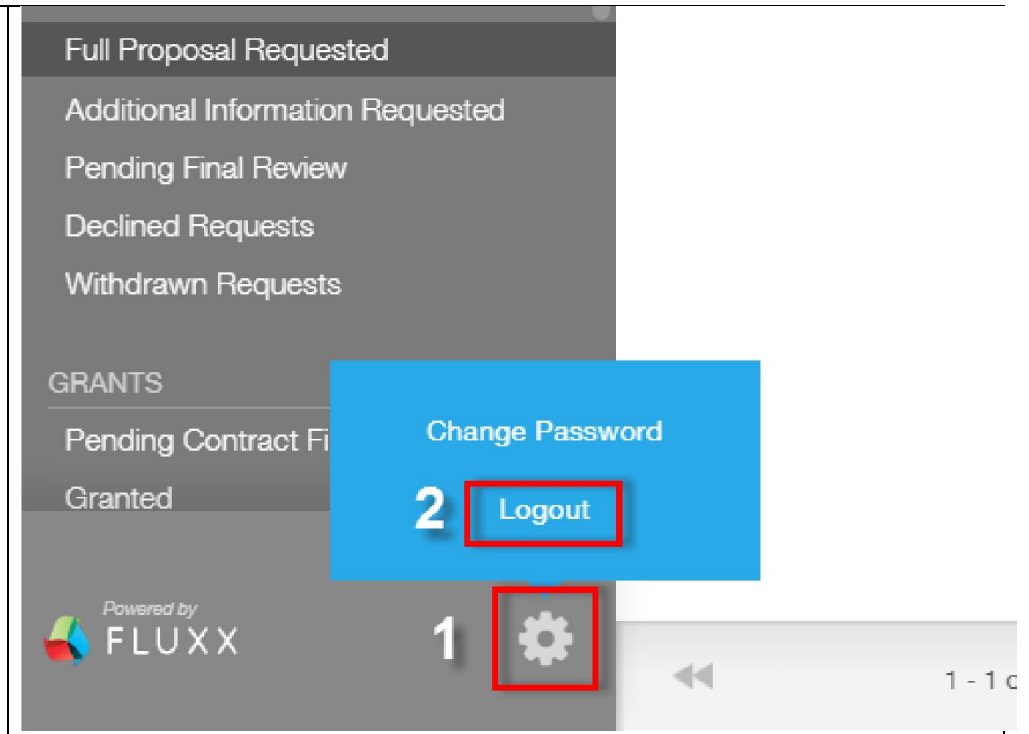
Your session is about to expire!
You will be logged out in 296 seconds.
Do you want to say logged in?

Yes, keep me signed in | No, sign me out

The screenshot shows a warning dialog box with a grey triangle icon containing an exclamation mark. The text reads: 'Your session is about to expire! You will be logged out in 296 seconds. Do you want to say logged in?'. There are two buttons at the bottom: 'Yes, keep me signed in' (blue) and 'No, sign me out' (grey).

TO LOG OUT:

1. Click the **gear symbol** in the bottom left corner.
2. Click **“Logout”**.



NAVIGATION MENU



INFORMATION

- Grantee Portal Information ← Click here for the portal overview page.
- Portal User Guide ← Click here to access printable portal user guides.
- Document Library ← Click here for templates and application and reporting guidelines.

ORGANIZATIONS

- Organizations** ← Click here to view your organization details.

USERS

- People ← Click here to view your contact details.

GRANTEE AFFIDAVIT RECORDS

- Affidavits to Edit
- Completed Affidavits ← Click here to view and respond to requests for new or updated affidavits.

REQUESTS

- All Requests
- Initial Review
- Full Proposal Requested ← Click here to view, edit, and submit your grant requests.
- Additional Information Requested
- Pending Final Review
- Declined Requests
- Withdrawn Requests

NAVIGATION MENU (Continued)

The image shows a vertical navigation menu on the left side of a dashboard. The menu is divided into three main sections: GRANTS, MONITORING REPORTS, and TRANSACTIONS. Each section has a list of items. Red arrows point from text callouts to specific items in the menu.

- GRANTS**
 - Pending Contract Finalization
 - Granted *← Click here to view your approved grants.*
 - Closed Grants
- MONITORING REPORTS**
 - Reports to Submit
 - Submitted Reports *← Click here edit and submit reports, review upcoming deadlines, or view approved reports.*
 - Approved Reports
 - Revision Required
- TRANSACTIONS**
 - Scheduled
 - Paid *← Click here to view scheduled and completed payments.*

At the bottom of the menu, there is a logo for "Powered by FLUXX" and a gear icon. To the right of the menu is a horizontal bar with navigation controls: a double left arrow, the text "1 - 1 of 1", and a double right arrow.