

How to Complete your Fluxx Registration

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



Associated Students UCSB Grants Portal

The screenshot shows the login and registration interface. 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.

- 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

The screenshot shows the registration form titled "Primary Contact Info". It contains several input fields: "Create Username", "First Name", "Middle Initial", "Last Name", "Suffix", "Pronouns", "Phone Number", "Extension (if needed)", "E-mail", and "Classification". At the bottom, there 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 log-in, you will see additional instructions.

- a. If you are completing a funding request or grant application as an individual (for example, if you are applying for Community Financial Fund), click on “Apply for Funding” and scroll down to the appropriate application.

- b. If you need to connect your profile to an organization to represent that org for a funding request (such as for Finance and Business Committee or Coastal Fund), click on “User Profile” under “People” on the left side of the screen. In your user record, then scroll down to “Connect to Organization Request.” Click on the blue plus sign on the right side, enter your organization’s information, and click “Save.” You may also edit or add information to your profile by clicking the “Edit” button in the upper right-hand corner.

Contact Information

Prefix:

First Name:

Middle Initial:

Last Name:

Suffix:

Pronouns:

Email:

Contact Phone:

Phone Extension:

Classification: Undergraduate Student

Connect To Organization Request

Organization Connection Request

Please fill out the form below and click Save

Organization Name

Organization Acronym

Organization Email

Organization Type

Save

- c. After submitting the “Connect to Organization” request, you may click on “Apply for Funding” from the left-hand side menu and fill out an application for the \$250 Startup Funds or a funding request from F&B for your organization.

The screenshot shows the ASUCSB website interface. On the left, a dark grey navigation menu is visible with the ASUCSB logo at the top. The menu items include: All, INFORMATION (Instructions, Apply for Funding), ORGANIZATIONS (Organization Profile), PEOPLE (1) (User Profile (1)), FUNDING REQUESTS (7) (Draft Applications (1), Returned for Edits, Submitted Applications (6)), APPROVED FUNDING REQUESTS (3) (Active Approvals (2), Closed (1)), and REPORTS (1) (Reports Due, Reports Returned For Edit, Submitted Reports (1)). The 'Apply for Funding' item under INFORMATION is highlighted. The main content area has a green background and features the ASUCSB Finance and Business Committee logo, which depicts a muscular arm flexing with dollar signs and lightbulbs. Below the logo, there is text explaining the committee's role and a link to the website. Two buttons are present: 'Apply for Funding from Finance and Business Committee' and 'Apply for the Finance and Business \$250 Startup Funds'.

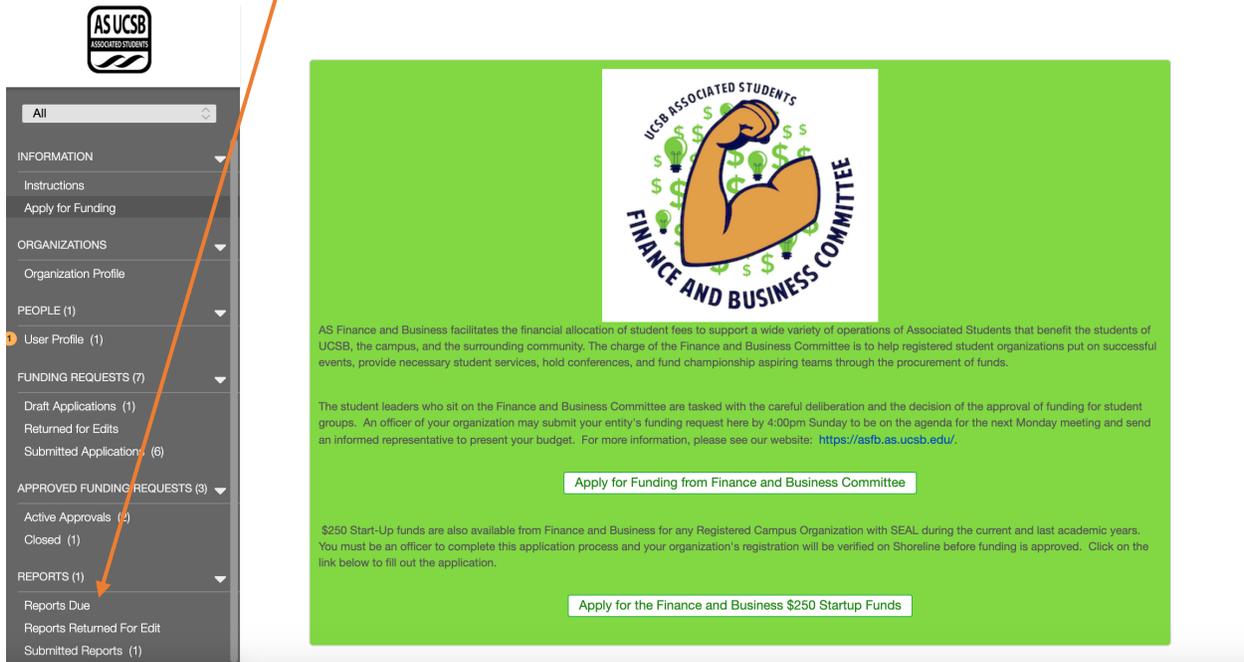
- 6) Please note that you must still send a knowledgeable representative to the next Finance and Business Committee meeting to present your funding request. If your request has been received by Sunday, 4pm, your request will be on the agenda for the next Monday meeting (unless it is a UCSB holiday).

- a. If it has been received after this time, the request will be added to the following week’s agenda. Please plan accordingly.

- 7) If your funding request is approved, you will be able to see your request under the “Approved Funding Requests” in the left-hand column.

This screenshot is similar to the one above, showing the ASUCSB website interface. In this view, the 'APPROVED FUNDING REQUESTS (3)' item in the left-hand navigation menu is highlighted. The main content area remains the same, featuring the ASUCSB Finance and Business Committee logo and the two application buttons: 'Apply for Funding from Finance and Business Committee' and 'Apply for the Finance and Business \$250 Startup Funds'.

- 8) A Final Report will be due following your event or funding request. You can find the assigned Final Report in the left-hand column under “Reports Due.” This will be assigned by an Administrator and filled out by you in Fluxx by the due date.
- a. **The Final Report must be completed to be eligible for future funding consideration from Finance and Business Committee.**



ASUCSB
ASSOCIATED STUDENTS

INFORMATION

- Instructions
- Apply for Funding

ORGANIZATIONS

- Organization Profile

PEOPLE (1)

- User Profile (1)

FUNDING REQUESTS (7)

- Draft Applications (1)
- Returned for Edits
- Submitted Applications (6)

APPROVED FUNDING REQUESTS (3)

- Active Approvals (2)
- Closed (1)

REPORTS (1)

- Reports Due
- Reports Returned For Edit
- Submitted Reports (1)

UCSB ASSOCIATED STUDENTS
FINANCE AND BUSINESS COMMITTEE

AS Finance and Business facilitates the financial allocation of student fees to support a wide variety of operations of Associated Students that benefit the students of UCSB, the campus, and the surrounding community. The charge of the Finance and Business Committee is to help registered student organizations put on successful events, provide necessary student services, hold conferences, and fund championship aspiring teams through the procurement of funds.

The student leaders who sit on the Finance and Business Committee are tasked with the careful deliberation and the decision of the approval of funding for student groups. An officer of your organization may submit your entity's funding request here by 4:00pm Sunday to be on the agenda for the next Monday meeting and send an informed representative to present your budget. For more information, please see our website: <https://asfb.as.ucsb.edu/>.

[Apply for Funding from Finance and Business Committee](#)

\$250 Start-Up funds are also available from Finance and Business for any Registered Campus Organization with SEAL during the current and last academic years. You must be an officer to complete this application process and your organization's registration will be verified on Shoreline before funding is approved. Click on the link below to fill out the application.

[Apply for the Finance and Business \\$250 Startup Funds](#)

If you have any tech issues, please email fluxx@as.ucsb.edu for assistance.