How to Complete your Fluxx Registration

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

AS UCSB
ASSOCIATED STUDENTS

Associated Students UCSB Grants Portal

Login Now:

Username

Password

Sign in

Reset or create password

New User?

Welcome! If you are new to our system, please register here. Note that this will only register you as a user; some of our funding programs also require you to be linked to the organization for which you are requesting funding. Once logged in as a user, you will see instructions explaining how to link to your organization.

Create an account now

FLUXX
Privacy Policy   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

Primary Contact Info

Create Username

First Name

Middle Initial

Last Name

Suffix

Pronouns

Phone Number

Extension (if needed)

E-mail

Classification

Cancel   Submit Request

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:
   a. To connect your profile to an organization to represent that org for a funding request, click on "User Profile" under "People" on the left side of the screen.

   b. In your user record, 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.

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.
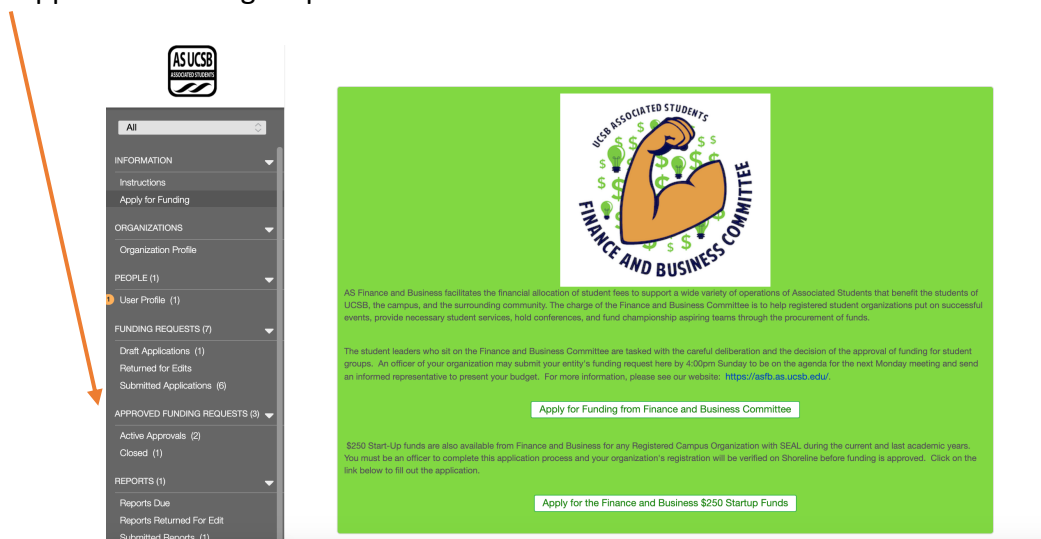

6) Please note that you must still send a knowledgeable representative to the next Finance and Business Committee meeting to present your funding request. If your request has been received by Sunday, 4pm, your request will be on the agenda for the next Monday meeting (unless it is a UCSB holiday).
   a. If it has been received after this time, the request will be added to the following week's agenda. Please plan accordingly.
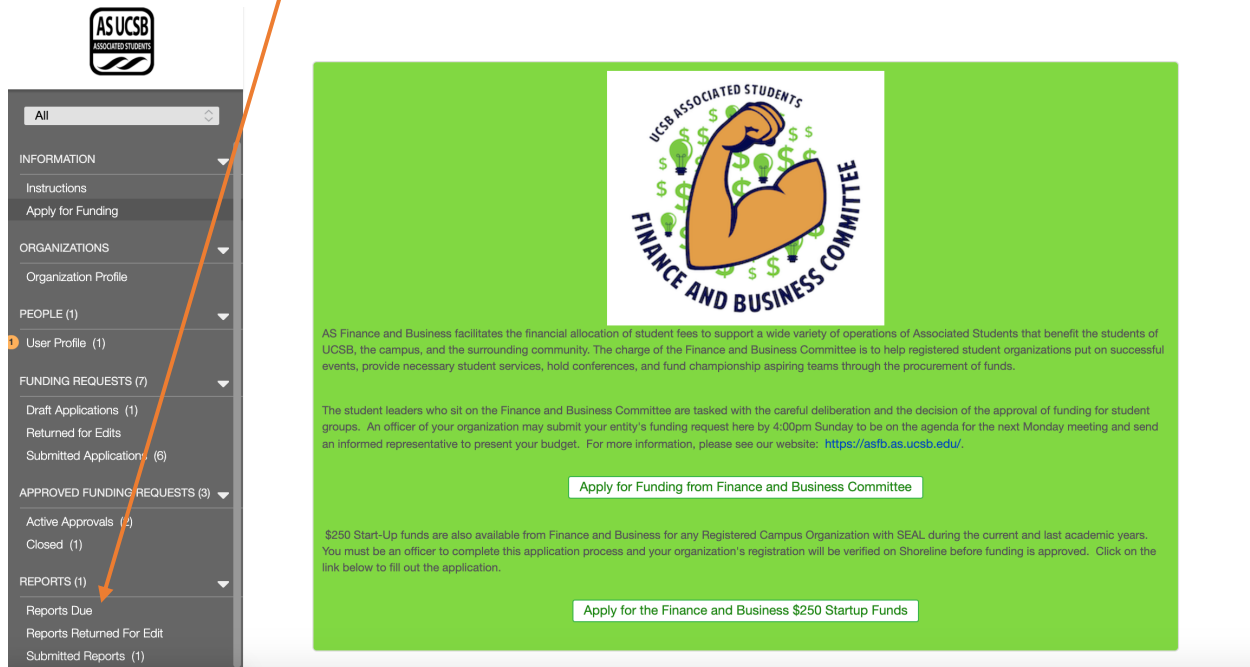
7) If your funding request is approved, you will be able to see your request under the "Approved Funding Requests" in the left-hand column.

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.**

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