

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 AS UCSB Grants Portal interface. On the left, under "Login Now:", there are input fields for "Username" and "Password", a "Sign in" button, and a link "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

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:

- 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.

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

- 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.

Connect To Organization Request

Add a Connect To Organization Request

Requesting access to

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.

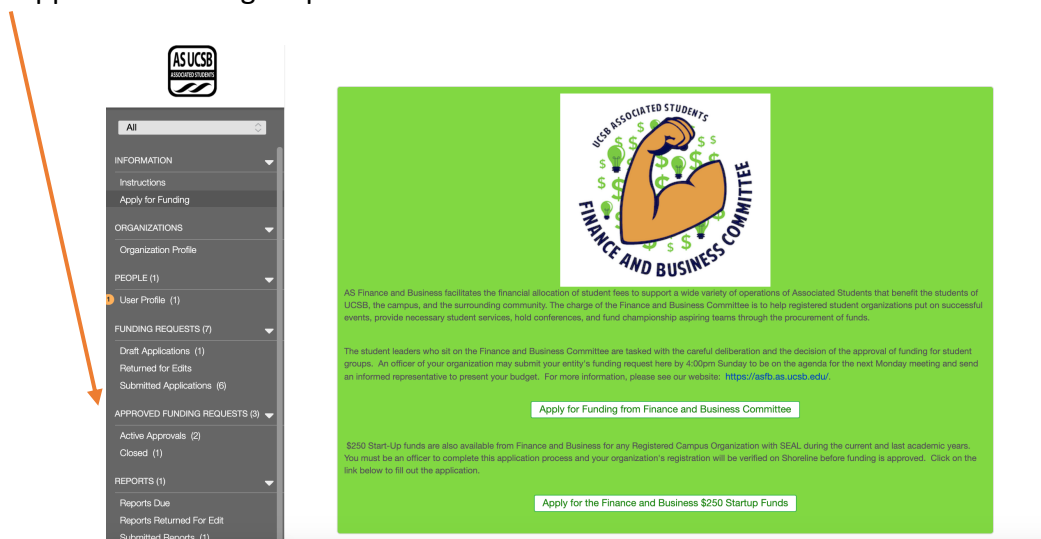


The screenshot shows the ASUCSB website interface. On the left, a dark grey sidebar menu contains various categories: INFORMATION, ORGANIZATIONS, PEOPLE (1), FUNDING REQUESTS (7), and APPROVED FUNDING REQUESTS (3). The 'Apply for Funding' option under INFORMATION is highlighted with an orange arrow. The main content area has a green background and features the 'FINANCE AND BUSINESS COMMITTEE' logo, which depicts a muscular arm flexing with dollar signs and lightbulbs. Below the logo, text describes the committee's role in allocating student fees. Two buttons are visible: 'Apply for Funding from Finance and Business Committee' and 'Apply for the Finance and Business \$250 Startup Funds'. An orange arrow points from the 'Apply for Funding' menu item to the first button.

- 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.

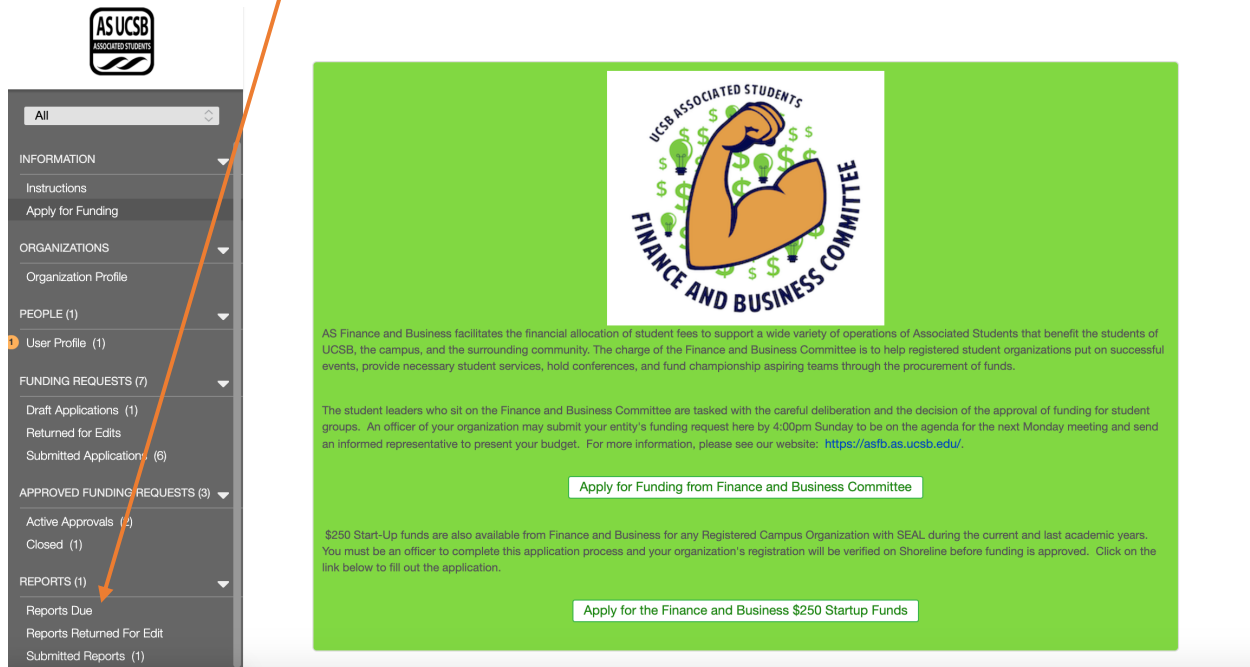
- 7) If your funding request is approved, you will be able to see your request under the “Approved Funding Requests” in the left-hand column.



This screenshot is similar to the one above, showing the ASUCSB website. In the left-hand sidebar menu, the 'APPROVED FUNDING REQUESTS (3)' option is highlighted with an orange arrow. The main content area remains the same, featuring the '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.**



AS UCSB
ASSOCIATED STUDENTS

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 (4)
- 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.