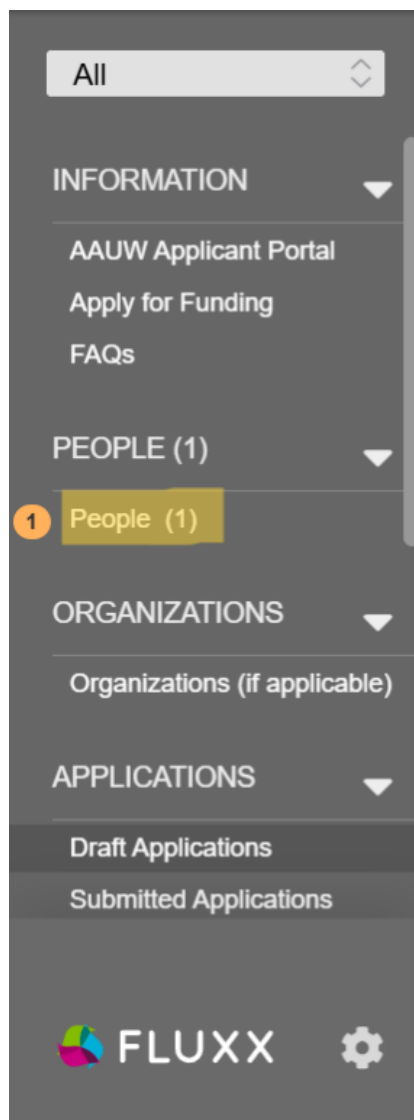




To Access Your Account

1. Click “Forgot Password?” (beneath the login fields on the left).
2. Enter the email address associated with your award.
3. You will receive an email from do-not-reply.grants07-us-east-1@fluxx.io with instructions to create your new password and log in to your account.
4. Once you have logged in, please navigate to the “People” section on the portal menu and ensure that your Contact and Additional Information is updated. Completion of this information is required for your application to be considered complete.



5. Click “Edit” in the top right-hand corner.

The screenshot shows the AAUW Applicant Portal interface. On the left is a navigation sidebar with the AAUW logo and a search bar. The sidebar contains sections for INFORMATION (AAUW Applicant Portal, Apply for Funding, FAQs), PEOPLE (1) (People (1)), ORGANIZATIONS (Organizations (if applicable)), and APPLICATIONS (2) (Draft Applications (1), Submitted Applications (1)). At the bottom of the sidebar is the FLUXX logo and a settings gear icon. The main content area features a search bar at the top, followed by a profile card for 'Test Account' with fields for Email and Phone. Below this is a 'Table of Contents' section with a link to 'Contact Information'. A note states 'Required fields are in bold'. The 'Contact Information' section contains a form with the following fields: Prefix (empty), Legal First Name (Test), Middle Initial (empty), Legal Last Name (Account), Preferred First Name (Test), and Other Last Name (empty). At the bottom of the page, there are navigation arrows and a page indicator '1 - 1 of 1'. In the top right corner of the main content area, there is a yellow 'Edit' button and a printer icon.

6. Respond to the questions in the “Additional Information” section according to your circumstances.

7. Click “Save” or “Save and Close”.

This is a close-up view of the 'Contact Information' form. The form is titled 'Contact Information' and includes the following fields: Prefix (empty), Legal First Name (Test), Middle Initial (empty), Legal Last Name (Account), Preferred First Name (Test), and Other Last Name (empty). Below the form, there are three buttons: 'Cancel', 'Save', and 'Save and Close'. The 'Save' button is green, and the 'Save and Close' button is yellow. A note above the form states 'Required fields are in bold'.

8. Under the “Apply for Funding” section of your portal, you should now be able to begin an application for the Liberatory Leadership Lab.

It may take your application portal a few moments to register your new responses. If you have saved your responses and your “Apply for Funding” page has not updated, try logging out of your portal account and logging back in.