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Introduction

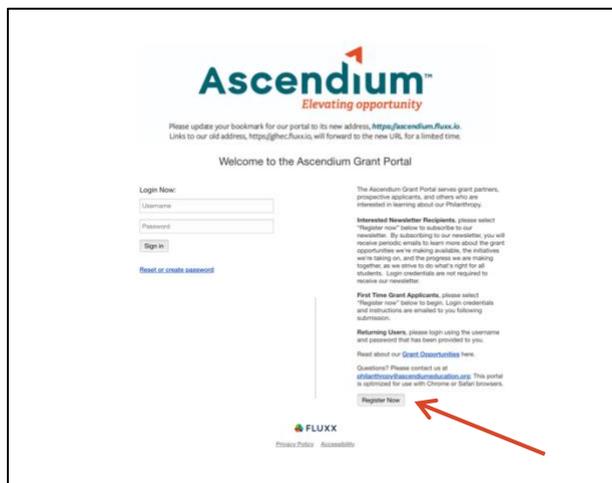
Thanks for your interest in Ascendium Education Philanthropy! We make grants to remove barriers to college access and completion faced by students of color, students from low-income households and first-generation college students. You can learn about our grant opportunities by visiting ascendiumphilanthropy.org or reading our [philanthropy newsletter](#).

When you see a grant opening that looks like a good match, you'll use the Ascendium Grant Portal to apply. This portal is a one-stop digital space for grant milestones, reports, payment information and more. This user guide will help you successfully navigate the site.

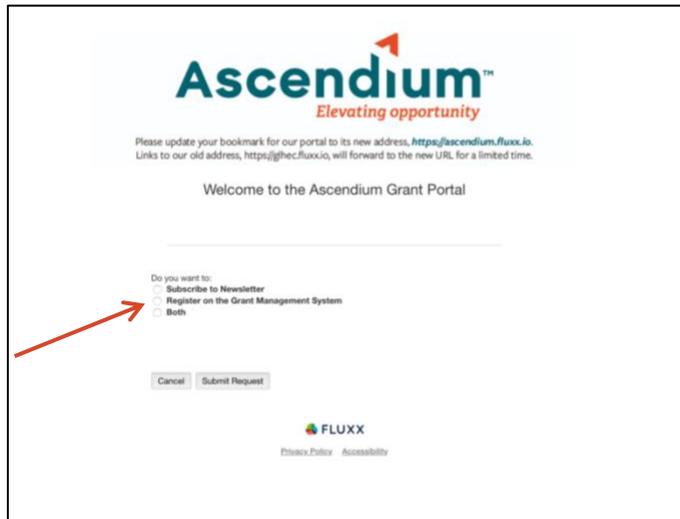
How to Register for an Account

The first step to access the Ascendium Grant Portal is registering for a username and password. We've found that the portal works best when you use a Chrome or Safari web browser.

1. Go to the Grant Portal: <https://ascendium.fluxx.io/>
2. Click the "Register Now" button on the lower right-hand side of the page.



3. Choose “Register on the Grant Management System.” If you’d also like to subscribe to our Education Philanthropy newsletter, please select “Both.”



4. Complete the form, ensuring that all **BOLD** fields are filled in (this information is required). Then click the “Submit Request” button.
5. Please allow two business days for our Grant Management team to set up your new account. When it’s ready, you’ll receive an email confirmation with your username and password.
6. Please add do-not-reply.grants07-us-east-1@fluxx.io to your email safe list so that you receive all automatic notifications from the Ascendium Grant Portal.

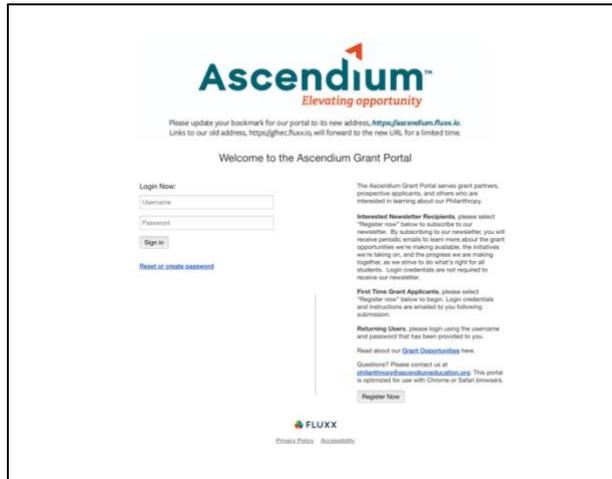
Please Note:

Each person who logs in on behalf of a college, university, foundation or other organization will have an individual user profile. We encourage each organization to designate one person to update or complete forms in the Grant Portal. Only one user at a time can access your grant application or report.

How to Log In

Once you have an account, it's easy to log in to the Ascendium Grant Portal.

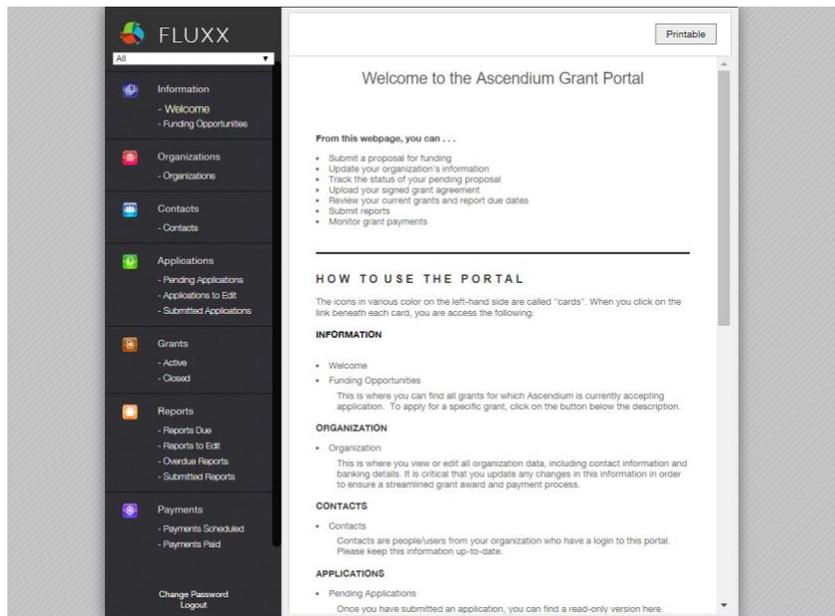
1. Open a Chrome or Safari browser and enter this URL: <https://ascendium.fluxx.io/>
2. Enter your username and password and click the “Sign in” button.



3. If you ever forget your password, click the “Reset or create password” link below the “Sign in” button.

How to Navigate the Grant Portal

Once you sign in, the left (black) sidebar helps you navigate to different parts of the Grant Portal.



Information

- **Welcome**
The Grant Portal opens to a page with useful information about each section of the site. This is a great place to start on your first visit, or whenever you need a quick refresher.
- **Funding Opportunities**
Click here to view a list of current grant opportunities. Click on the button below the desired grant description to start a new application.



Organizations

- A list of all colleges, universities, foundations and other organizations that you are affiliated with through Ascendium Education Philanthropy.



Contacts

- View all registered users at your institution.



Applications

- **In-Progress Applications**

This is where you'll find an application that you're working on but have not yet submitted.

- **Applications to Edit**

If, after you've submitted an application, an Ascendium Program Officer has questions or requests more information, your application will be moved here. You will receive an email from do-not-reply.grants07-us-east-1@fluxx.io if your submitted application needs to be edited.

- **Submitted Applications**

Applications that have been submitted by your organization but have not been approved for funding are kept here. This can include current applications that are being considered or past applications that were declined.



Grants

- **Active**

Active grants are current projects with executed Grant Agreements. Here you'll find a copy of your submitted application and any attached documents. The executed Grant Agreement is also in this section, under "Application Documents" near the bottom of the individual grant page.

- **Closed**

Grants that were executed and are now past their funding period are closed grants.



Reports

- **Reports Due**

This section is for reports related to your active grants that have upcoming due dates. Reports are listed in order of most recent due date.

- **Reports to Edit**

After you've submitted a report, your Ascendium Program Officer might have questions or request more information. Your Program Officer will contact you to let you know that your report is now in this section, and will talk to you about his/her requested changes.

- **Overdue Reports**

If you miss a due date on an active grant report, it will be here. Reports are listed in order of most recent past due date.

- **Submitted Reports**

Here you'll find all reports you have submitted through the Ascendium Grant Portal.



Payments

- **Payments Scheduled**

Active grant payments that have not yet been made will be listed in this section, including the anticipated amount and payment date, as outlined in your Grant Agreement.

- **Payments Paid**

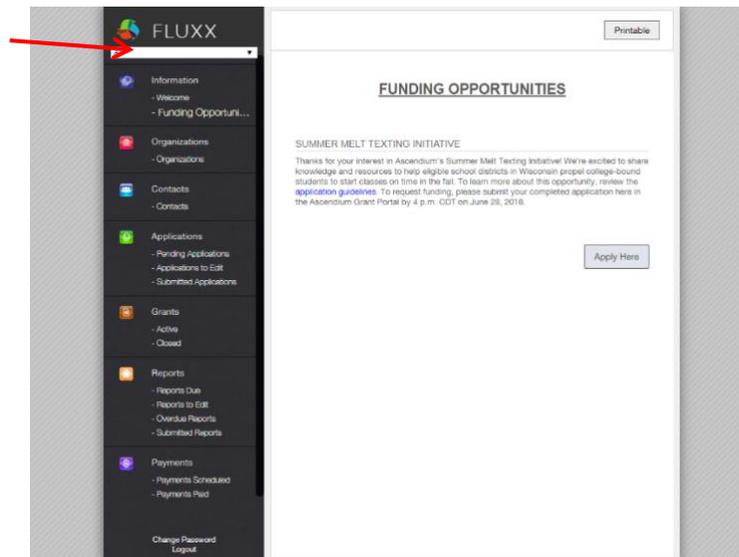
Click [here](#) for a list of amounts paid by Ascendium. You'll also see additional details, such as rescission amounts and comments from your Program Officer.

Please Note:

Please save your work frequently. The Ascendium Grant Portal does not have an auto-save function, and users will be logged out if their browser is inactive for 30 minutes.

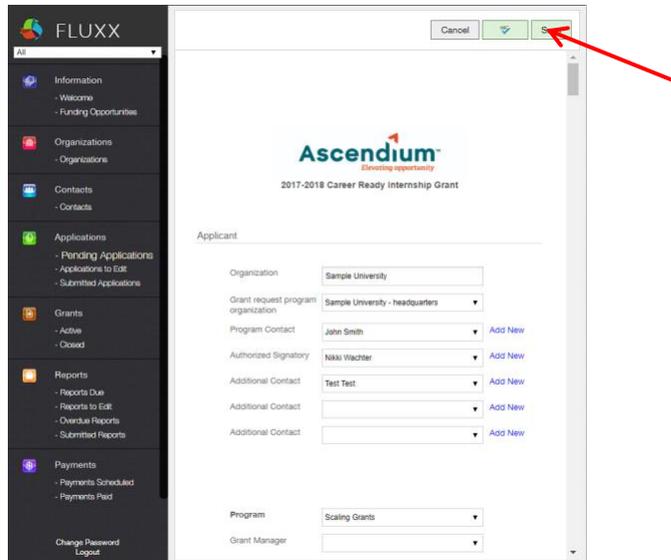
How to Complete an Application

When you're ready to apply for Ascendium funding, log in to the Grant Portal and click on "Funding Opportunities" to view a list of all open grant opportunities.



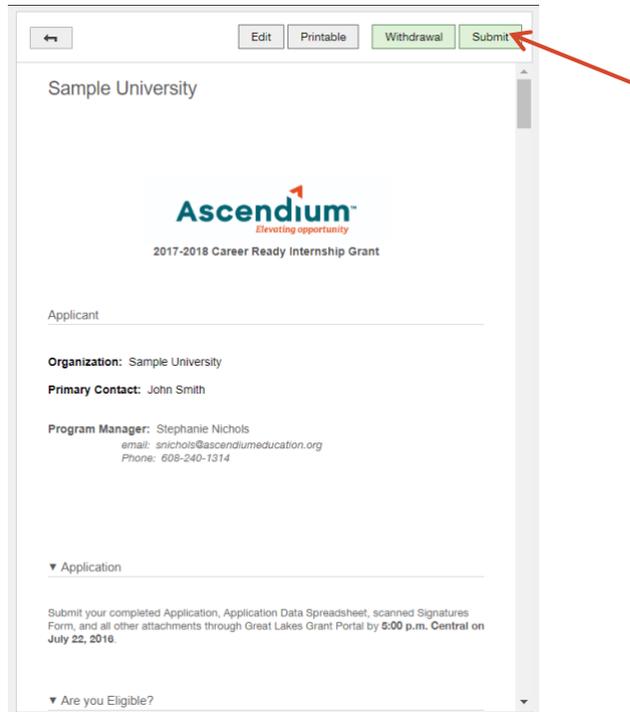
1. Click on the "Apply Here" button to start an application for the grant you're interested in.

- It's a good idea to save your work often. Click the green "Save" button at the top right corner of the page. Be sure to save before you exit a partially completed application.



- To return to an in-progress application, navigate to the "Applications to Edit" section. Select the appropriate application and then click "Edit" to continue where you left off.
- After you have completed all application questions and uploaded additional documents (go to page 15 to learn how to upload documents), click the green "Save" button.

5. Wait for the confirmation message to clear, and then click the green “Submit” button at the top right corner of the page. You will receive an error message if you missed a section of the application.



← Edit Printable Withdrawal **Submit**

Sample University

Ascendium™
Elevating opportunity

2017-2018 Career Ready Internship Grant

Applicant

Organization: Sample University
Primary Contact: John Smith

Program Manager: Stephanie Nichols
email: snichols@ascendiumeducation.org
Phone: 608-240-1314

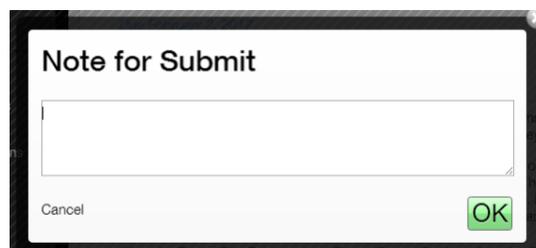
▼ Application

Submit your completed Application, Application Data Spreadsheet, scanned Signatures Form, and all other attachments through Great Lakes Grant Portal by 5:00 p.m. Central on July 22, 2016.

▼ Are you Eligible?

Please Note:

When the “Note for Submit” window pops up, just click the green “OK” button to submit your application. Rather than typing a note here, please email philanthropy@ascendiumeducation.org.

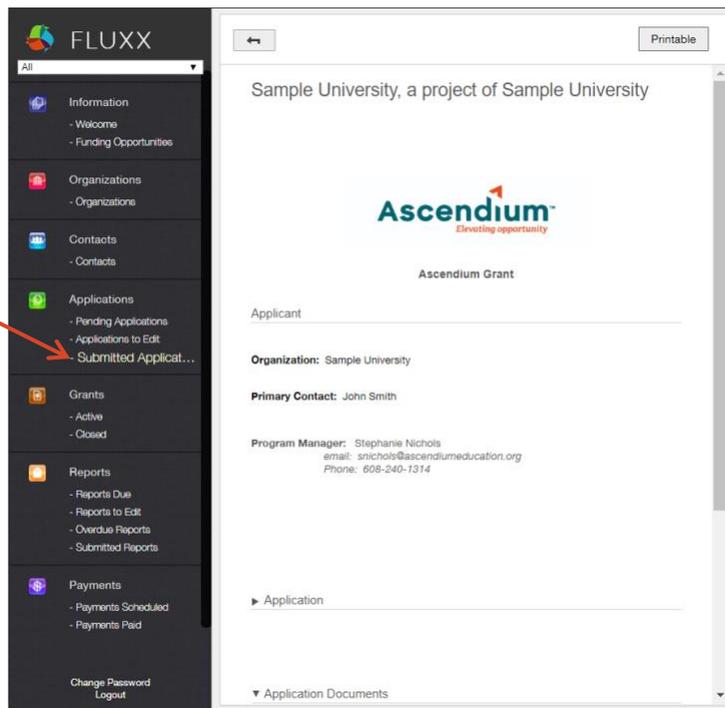


Note for Submit

Text input field

Cancel **OK**

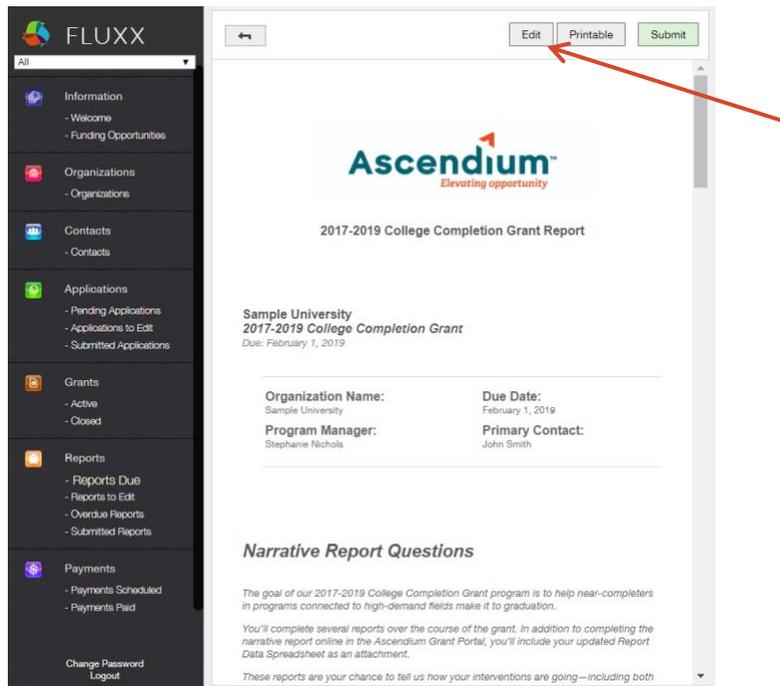
6. Our Grant Management team will check that your application was properly submitted, and you'll get a confirmation email within 24 hours.
7. Once your application is submitted, it will move to the "Submitted Applications" section of the Grant Portal. You can review it, but it can no longer be edited.



How to Submit a Report

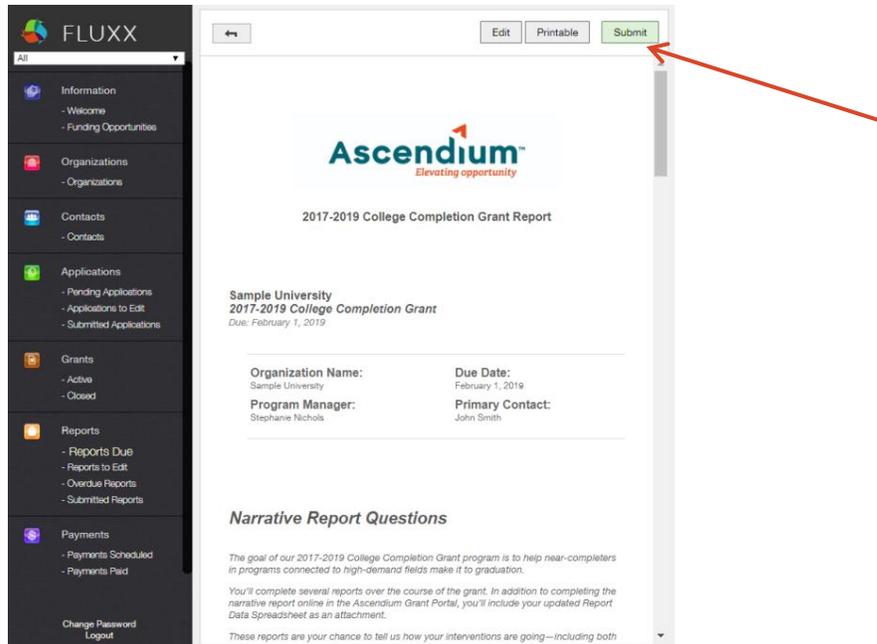
We ask our grant partners to submit progress reports in the Ascendium Grant Portal at certain points in the grant period. To get started, click on “Reports Due” in the “Reports” category.

1. If you are involved with multiple Ascendium grants, you might see several reports listed. To find the report that you would like to complete, please note:
 - The grant name is listed first in bold type.
 - The report due date is on the bottom line.
 - All reports are listed in chronological order by due date.
2. Click on a report to open it. If you want to go back and select a different report, just click the  back arrow button at the top of the report page.
3. In the open report, click the “edit” button at the top right corner of the page.



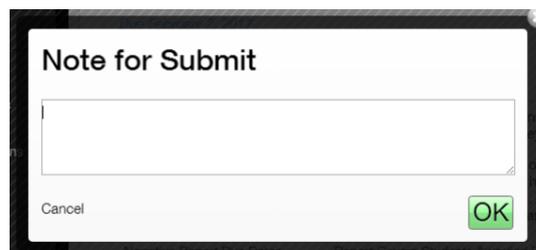
4. It’s a good idea to save your work often. Click the green “Save” button at the top right corner of the page. Be sure to save before you exit a partially completed report.

- After you have answered all report questions and uploaded all additional documents (go to page 15 to learn how to upload documents), you're ready to submit your report. Click the green "submit" button at the top right corner of the page.

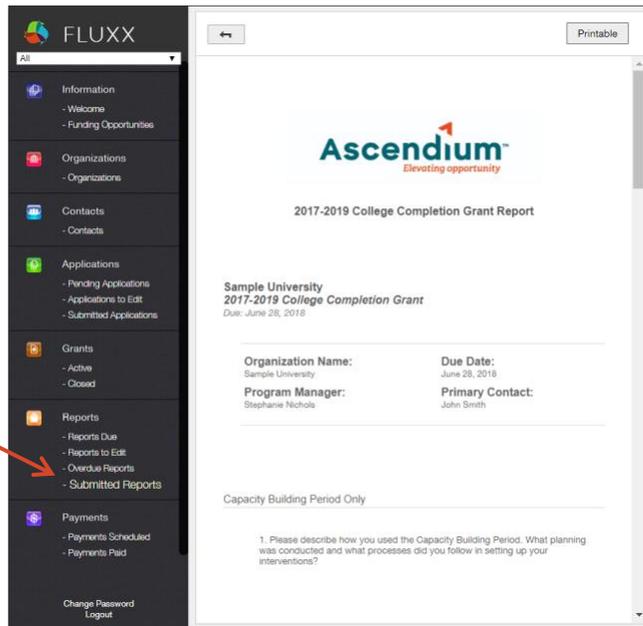


Please Note:

When the "Note for Submit" window pops up, just click the green "OK" button to submit your report. Rather than typing a note here, please email philanthropy@ascendiumeducation.org.



6. Our Grant Management team will check that your report was properly submitted, and you'll get a confirmation email within 24 hours.
7. Once your report is submitted, it will move to the "Submitted Reports" section of the Grant Portal. It can no longer be edited.



How to Attach Documents

Some grant applications and reports require that you submit more information in addition to the questions within the Grant Portal.

1. Go to the “Application Attachments” or “Report Attachments” section near the bottom of the page to find templates and other required documents.
2. Select the template to download by clicking on its name.

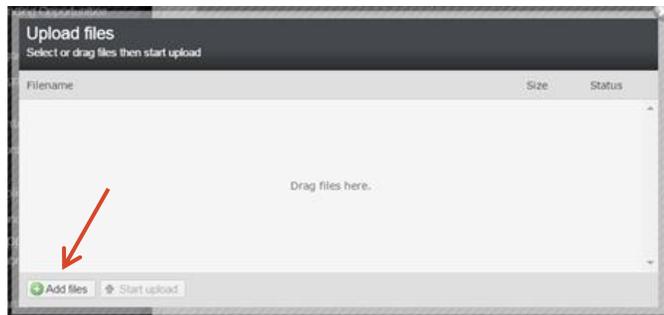


3. After you’ve completed the template or other required documents, go to the “Required Application Documents” or “Required Report Documents” section and click the green plus sign next to the appropriate document name to upload it.



- a. An “Upload Files” window will pop up. Click on the “Add Files” button.
- b. Select the file from the location where it is saved on your computer.
- c. Click the “Start Upload” button in the pop-up window.

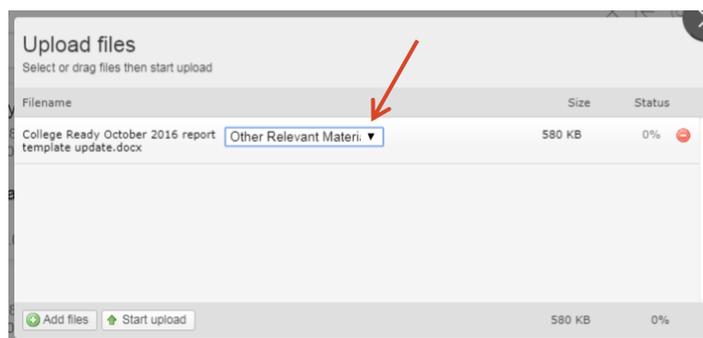
- d. When the file upload is complete, click on the X at the top right of the pop-up window to close it and return to the grant page.



- 4. You might have other documents to upload to your application or report besides those that are listed. Here's how to add them.
 - a. Click the green plus sign at the top right of the "Report Attachments" or "Application Documents" section.



- b. An "Upload Files" window will pop up. Click on the "Add Files" button.
- c. Select the file from the location where it is saved on your computer.
- d. Click on the drop-down box to the right of your filename and select the category that best describes your document or choose "Other Relevant Materials."



- e. Click the "Start Upload" button in the pop-up window.
- f. When the file upload is complete, click on the X at the top right of the pop-up window to close it and return to the grant page.

Contact Us

We're here to help!

Please contact us at philanthropy@ascendiumeducation.org or 866-348-0716.

To reach a specific Program Officer, please visit www.ascendiumphilanthropy.org.