Ascendium Grant Portal:
How to Create and Manage an Account

Introduction

Ascendium uses a platform called the Ascendium Grant Portal to collaborate with prospective applicants and grant partners. Through the portal, they can complete and submit letters of inquiry, grant proposals, Payment Authorization forms, budget reports, and narrative reports. Each user must have their own account to use the portal.

If you have any questions about your account, email Ascendium Grants Management.

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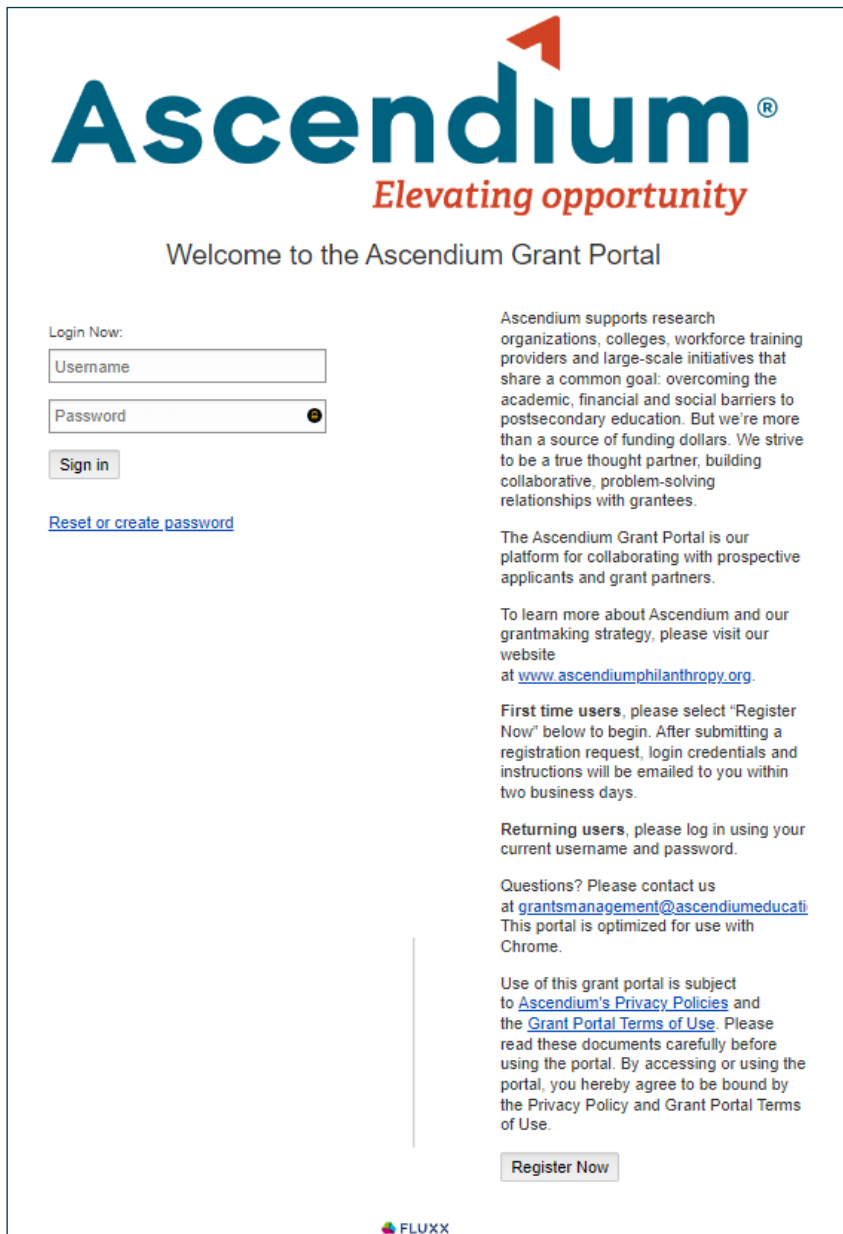
- Create an Account
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Create an Account

Account creation is a two-step process that may take several days. The first step is to register for an account. The second step is to create a password after Ascendium Grants Management reviews your information and emails further instructions.

Register for an Account

1. Access the Ascendium Grant Portal at ascendium.fluxx.io.

   Note: The portal works best with Google Chrome. Some fields may not display or function correctly with other browsers.

2. Click **Register Now**. The Registration page displays.

3. Enter details about your organization and yourself in the Organization Information and Contact Information sections. Provide as much information as possible. All the bolded fields must be completed.

4. Click **Submit Request**. The Thank You page displays, and your registration information is sent to Ascendium Grants Management. It may take up to two business days for you to receive login information.

5. Click **Return to login screen** or close the browser window.

Create a Password

Once Ascendium Grants Management reviews and approves your request, you'll receive an email with login information, including your username. Before accessing the portal, you'll need to create a password.

1. Click the set password link in the email. The Create or Forgot Password/Login page displays.

2. Enter the email address you provided when you registered for an account.

3. Click **Submit**. The Forgot Password page displays, and an email is sent to the email address you provided.

4. Click the reset password link in the email. The Set Your Password page displays.

5. Enter your password twice to confirm it. Your password must be at least 15 characters and contain uppercase and lowercase letters and at least one number.

6. Click **Set Password and Log in**. The Welcome page displays.

   Note: Passwords must be changed every 90 days for security purposes.

Reset Your Password

If you forget your password or are locked out of your account from too many unsuccessful login attempts, you can easily reset your password. If you're locked out of your account, wait five minutes before resetting your password.

1. Access the Ascendium Grant Portal at ascendium.fluxx.io.

2. Click **Reset or create password**. The Create or Forgot Password/Login page displays.

3. Enter the email address you provided when registering for an account.

4. Click **Submit**. The Forgot Password page displays, and an email is sent to the email address you provided.

5. Click the reset password link in the email. The Set Your Password page displays.

6. Enter your password twice to confirm it. Your password must be at least 15 characters and contain uppercase and lowercase letters and at least one number.

7. Click **Set Password and Log in**. The Welcome page displays.