

FightMND's Grant Management System Manual: Setting up a new user account

Step 1

Enter <https://fightmnd.fluxx.io/> in to your browser



FightMND

Login Now:

Username

Password

[Reset or create password](#)

New to the Grants Portal?

Create Your Organizational Profile

In order to be considered for funding, the first step is for you to introduce yourself and tell us about your organization. Please click on the "Create an account Now" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.

Step 2

On the right-hand column, select "create an account now"

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You will then receive an email notification from the Foundation with login information, which will give you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to our reporting templates.

Step 3

Fill in details of your Administering Organisation. Fields in **bold** are required information, non-bold fields are optional. Grants Office contacts should be that of your research grant management office or equivalent.

Administering Organisation Information

Administering Organisation

Address 1

Address 2

City

Country

State/Province

Postal Code (Zip)

Grants Office E-mail

Grants Office Phone

Tax ID

Step 4

Fill in your primary contact details. Email should be your primary email, this will be the email address that you use to login in future. Your Primary Affiliation is where you conduct your research. Please enter at least 4 areas of expertise. These will be used to help us assign grant reviewers.

Primary Investigator Information

First Name

Last Name

Work Phone

Work Phone Extension

E-mail

PI Primary Affiliation

PI Primary Affiliation Department

Areas of expertise

Antisense oligonucleotides

Step 5

Click submit request to send a request for a new user profile to administrators. Your request will be reviewed and approved by the FightMND team. This may take up to 2 business days.

Step 6

When your request has been approved, you will receive an email with a link inviting you to create a password. This is received from "fightmnd@flux.io", please check your spam folder if you are expecting an approval email. Please add fightmnd@flux.io to your email contacts to ensure you are receiving emails from the system in future.

Contact FightMND's research team (researchgrants@fightmnd.org.au) if you have registered for a new user account and have not received registration approval within 2 business days.



fightmnd@flux.io <do-not-reply@flux.io>

New User Information

To: Mark

Reply-To: researchgrants@fightmnd.org.au

Dear Mark,

Your registration has been approved!

You have been assigned the user name: [REDACTED]@gmail.com. These credentials allow you to login at <https://fightmnd.flux.io>.

Please use the link below to setup your password:

<https://fightmnd.flux.io/token/bd39526cb3e91bae621ed7049b4f13f21456fc18d63b195740>

Thank you

Step 7

Click on the link provided to create a password in the system. Please take note of the password requirements

- Minimum 8 characters
- Password cannot contain your login
- Maximum 2 repeated characters in a row
- Password not reused from last 2 changes
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number



Password Setup

Create a password for user [redacted]@gmail.com

- Minimum 8 characters
- Password cannot contain include your login
- Maximum 2 repeated characters in a row
- Password not reused from last 2 changes
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number

Set Password

[Privacy Policy](#)
[Accessibility](#)

Step 8

Click "Set Password". If password had fulfilled all criteria, screen will refresh to the login screen with "Successfully set password" displayed

Successfully set password.

Login Now:

Sign in

[Reset or create password](#)

Step 9

Use your email address and password to login to the Fluxx system and begin submitting applications for FightMND grants.