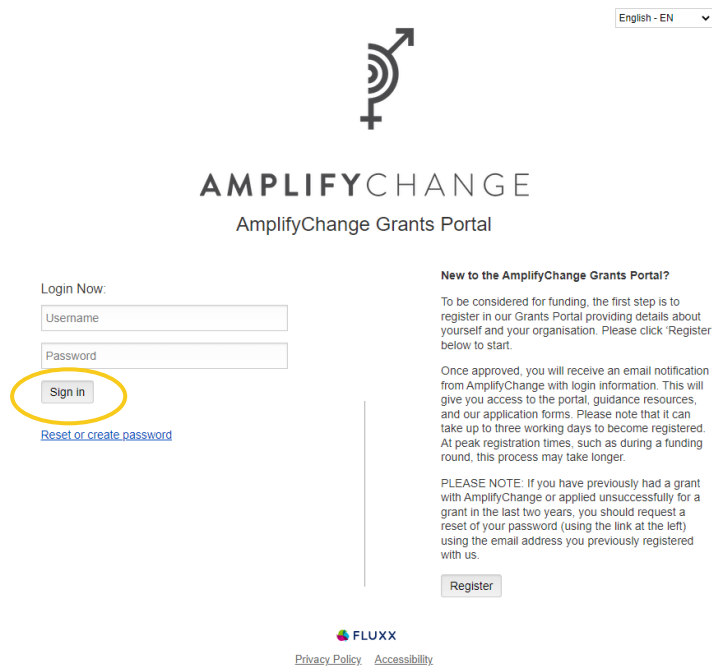


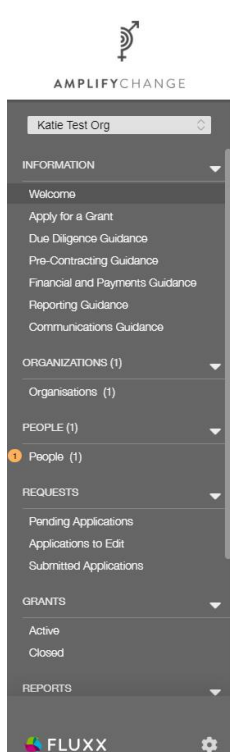


How to update your profile in Fluxx (AmplifyChange Grants Portal)

1. Go to https://amplifychange.fluxx.io/user_sessions/new and enter your username (email that you registered with) and password. Click 'Sign In'.



2. You will land on this page, which is the welcome page for the Grants Portal. On the left side of the webpage, you will see the navigator bar which will send you to the different sections of the Grants Portal.



Welcome to the AmplifyChange Grants Portal!

Here, you will be able to manage your applications and active projects.

On the navigation bar to the left, you will see a list of pages that will help you navigate the Grants Portal system, our application process, and our processes through the grant life cycle.

To get you started, read our guide on [How to Use the Portal](#). [LINK] You can also consult our [Frequently Asked Questions \(FAQs\)](#) [LINK]

For further support on how to use our Grants Portal, email enquire@amplifychange.org

Latest News

Strengthening Round will be opening on November 22!

You can access the funding round guidance and eligibility criteria on [our website](#) as well as the How to Apply section of the Grants Portal.



- To update your organisational profile, click on 'Organisations'. Then, click on 'Edit' at the top right hand corner of the screen.

The screenshot shows the AMPLIFYCHANGE interface. On the left is a navigation menu with categories: INFORMATION, ORGANIZATIONS (1), PEOPLE (1), REQUESTS, GRANTS, and REPORTS. The 'Organisations (1)' category is highlighted with a yellow circle. The main content area displays the profile for 'Katie Test Org' with details like location (Dodoma, Tanzania) and primary contact (Katie N). At the top right of the profile page, an 'Edit' button is circled in yellow. Below the profile information is a 'Table Of Contents' section with links for 'Information About Your Organisation' and 'Organisation's Documents'. The 'Information About Your Organisation' section contains a form with fields for full name, abbreviation, address, town/city, country, state/province, and postal code.

- You will now be able to add and edit information in your organisational profile. **Please ensure that all of the sections have been completed.** This is especially important to complete before a funding call opens to ensure you have all of the information about your organisation correct and ready to submit.

This screenshot shows the 'Key Contacts' and 'Work of the Organisation' sections of the form. The 'Key Contacts' section includes a dropdown for 'Primary Contact' (set to 'Katie N') and text input fields for the 'Name of Executive Director (or Equivalent)', 'Email of Executive Director (or Equivalent)', 'Name of Board Chair', and 'Email of Board Chair'. The 'Work of the Organisation' section features a large text area for 'What is the core mission of the organisation?' with a character count of 1000. Below this is a section for 'What are the key areas of SRHR work that you work, or plan to work, in?' with several checkboxes for different areas of work. The final section is 'Which countries do you work in?' with a list of countries on the left and a search box on the right showing 'Tanzania' and 'Togo' selected. At the bottom of the form are 'Cancel', 'Save', and 'Save and Close' buttons.



- Once you have filled out all of the organisational profile sections, click 'Save and Close'. You can also click 'Save' as you fill out the form to ensure that no information is lost in the event that your browser shuts down.

Key Contacts

Primary Contact:

Name of Executive Director (or Equivalent):

Email of Executive Director (or Equivalent):

Name of Board Chair:

Email of Board Chair:

Work of the Organisation

What is the core mission of the organisation?

Characters left for field: 929

What are the key areas of SRHR work that you work, or plan to work, in?

- Eliminating gender-based violence, including sexual violence, female genital mutilation/cutting (FGM/C) and child marriage
- Addressing the causes of unsafe abortion including decriminalisation of abortion
- Challenging stigma and discrimination, attitudes and laws that undermine human rights, including based on gender or sexual orientation of lesbian, gay, bisexual, transgender and intersex (LGBTI) individuals
- Improving sexual health of young people and girls, including comprehensive sexuality education (CSE), promoting menstrual health and youth-

Which countries do you work in?

Afghanistan Albania Algeria American Samoa Andorra	>	Tanzania Togo
	<	

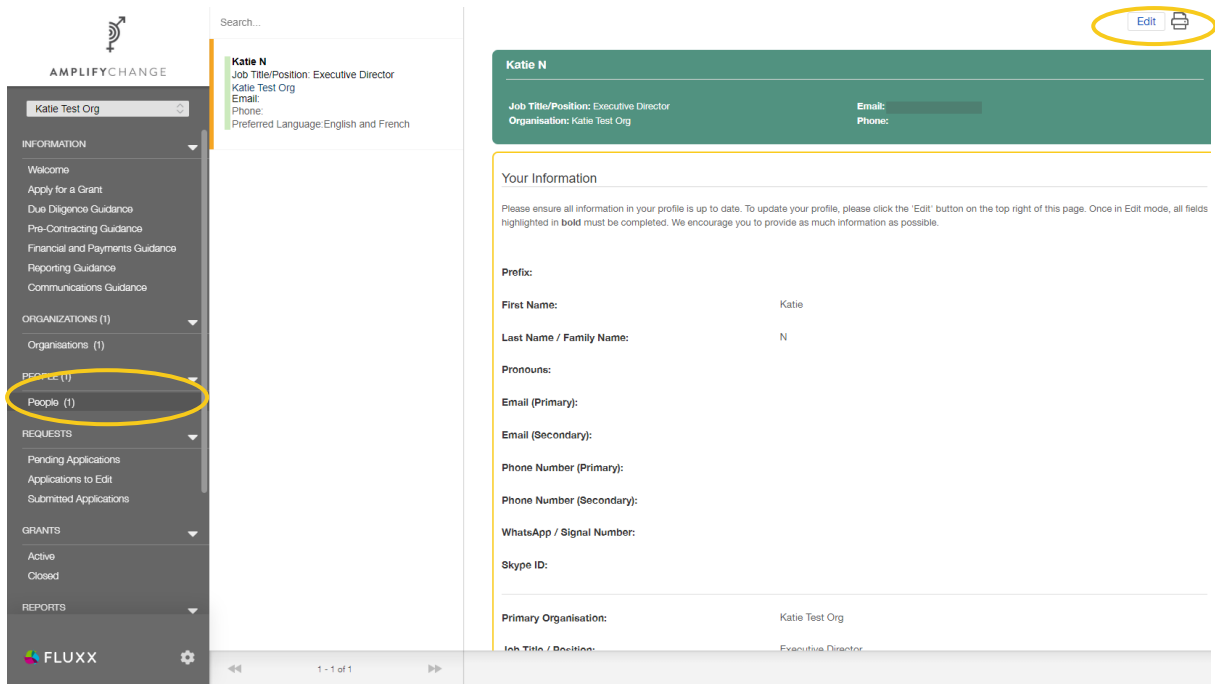
What is the nature of your work?

Communications Research and Policy	>	Advocacy
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Cancel **Save** Save and Close



- You can also update your individual user profile by clicking on 'People' then 'Edit', and filling in the key fields. As before, once you have finished filling in the form, click 'Save and Close'.



- You have now updated your profiles!

You can update the organisational and individual profiles when you need to by following these steps. This is especially important if there is a change in email address, contact information, or other information that will have an effect on how AmplifyChange works with you.