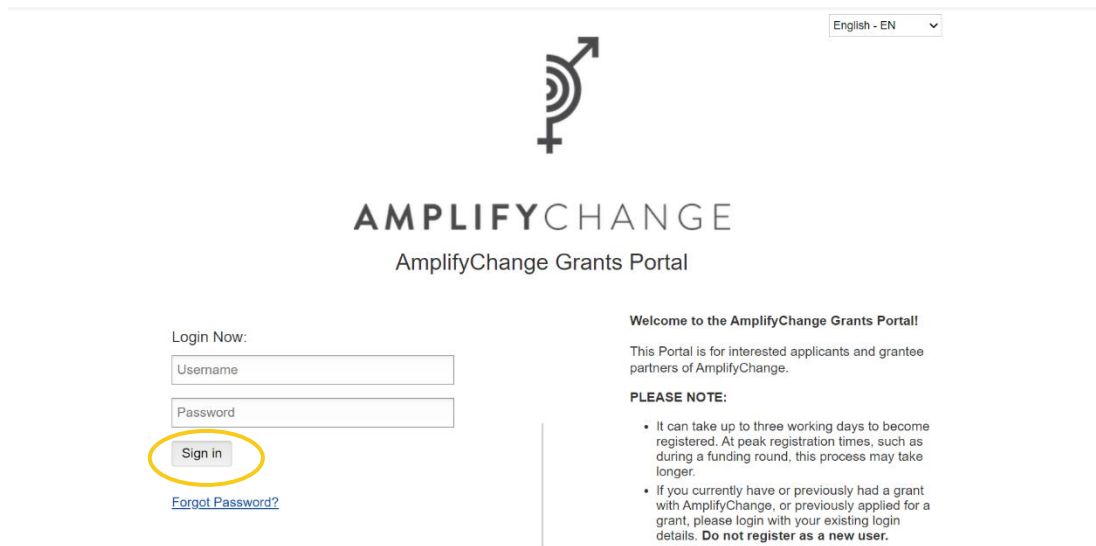


How to update your profile in the Grants Portal

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



English - EN

AMPLIFYCHANGE
AmplifyChange Grants Portal

Login Now:

Username

Password

Sign in

[Forgot Password?](#)

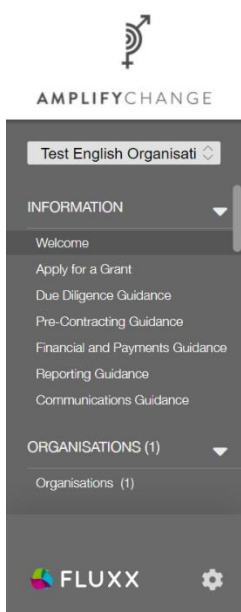
Welcome to the AmplifyChange Grants Portal!

This Portal is for interested applicants and grantee partners of AmplifyChange.

PLEASE NOTE:

- It can take up to three working days to become registered. At peak registration times, such as during a funding round, this process may take longer.
- If you currently have or previously had a grant with AmplifyChange, or previously applied for a grant, please login with your existing login details. **Do not register as a new user.**

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.

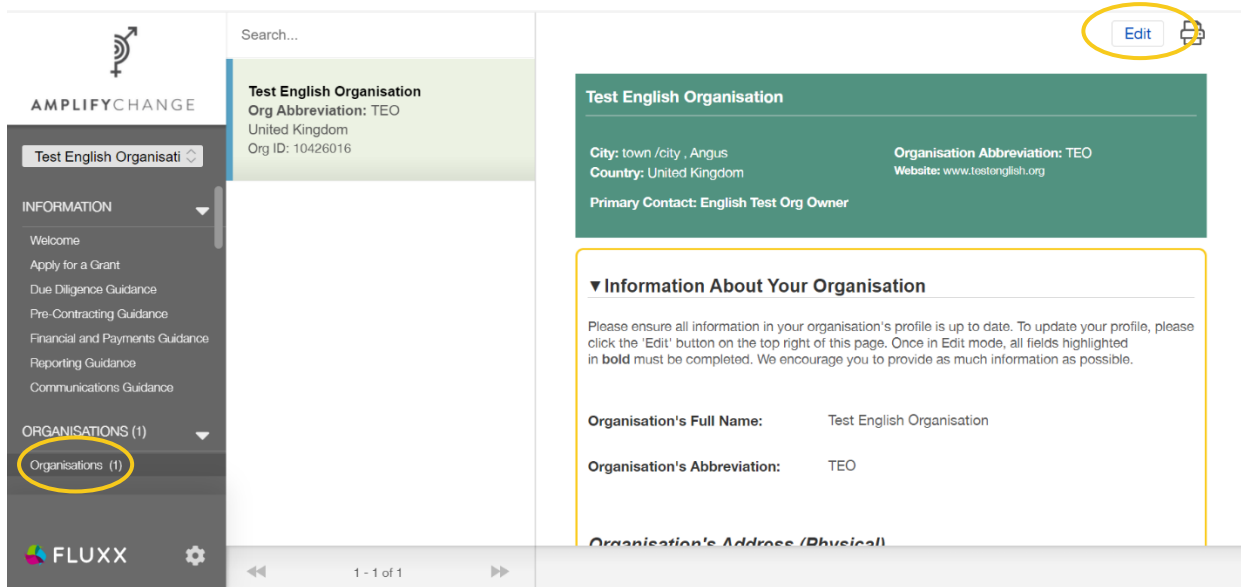


Welcome to the AmplifyChange Grants Portal!

This portal will allow you to manage your AmplifyChange applications and active projects.

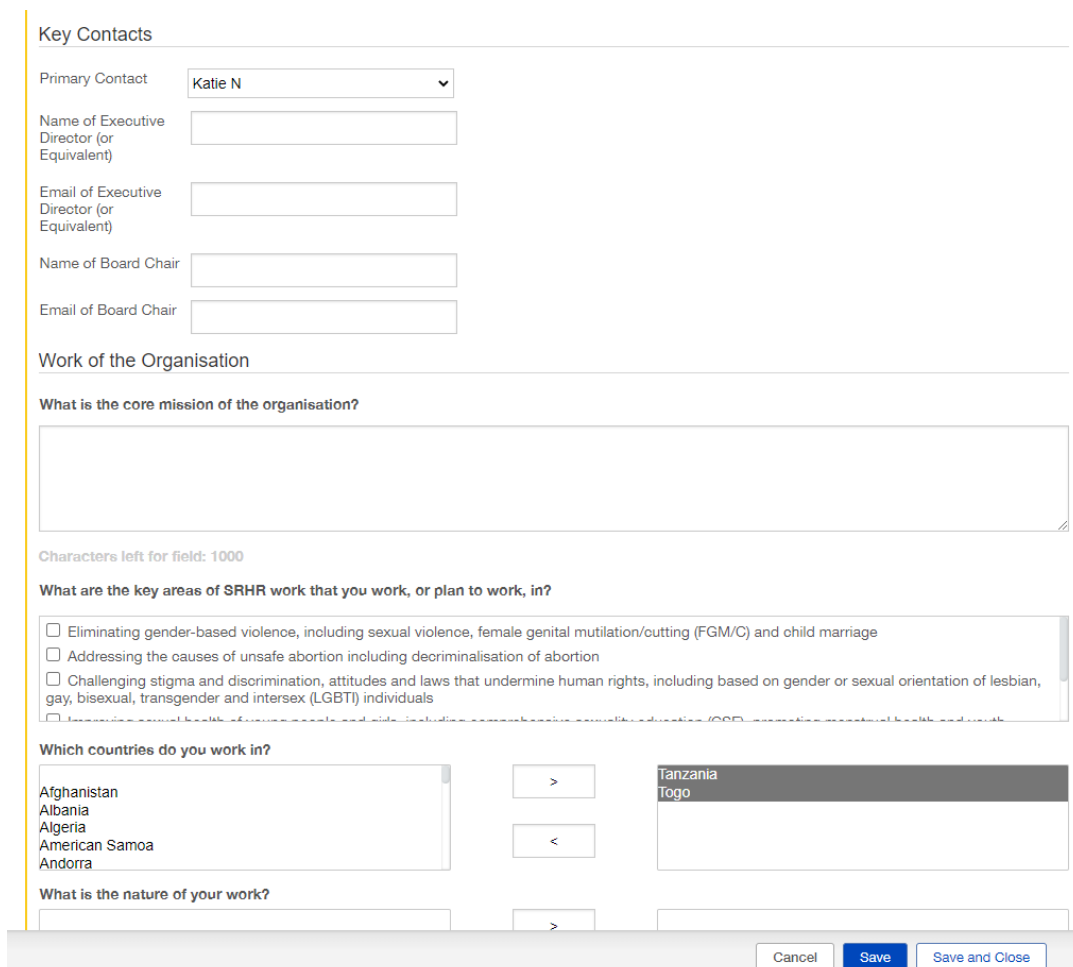
On the navigation bar to the left, you will see a list of pages that will help you navigate the Grants Portal system, our application process, and our processes through the grant life cycle.

- To 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 web interface. On the left, a sidebar menu has 'Organisations (1)' highlighted with a yellow circle. The main content area shows the profile for 'Test English Organisation'. At the top right of the profile card, an 'Edit' button is circled in yellow. Below the profile card, there is a section titled 'Information About Your Organisation' with a text box containing instructions: 'Please ensure all information in your organisation's profile is up to date. To update your profile, please click the 'Edit' button on the top right of this page. Once in Edit mode, all fields highlighted in bold must be completed. We encourage you to provide as much information as possible.' Below this are fields for 'Organisation's Full Name' (Test English Organisation) and 'Organisation's Abbreviation' (TEO).

- 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.



The screenshot shows the 'Key Contacts' and 'Work of the Organisation' sections of the organisational profile form. The 'Key Contacts' section includes fields for 'Primary Contact' (Katie N), '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 includes a text box for 'What is the core mission of the organisation?' (1000 characters left) and a section for 'What are the key areas of SRHR work that you work, or plan to work, in?' with checkboxes for: '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', and 'Promoting sexual health, reproductive and child-inclusive reproductive health services (SRHR) for women, men, youth and adolescents'. Below this is a section for 'Which countries do you work in?' with a list of countries on the left and 'Tanzania' and 'Togo' selected on the right. The 'What is the nature of your work?' section is partially visible at the bottom. At the bottom right, there 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?

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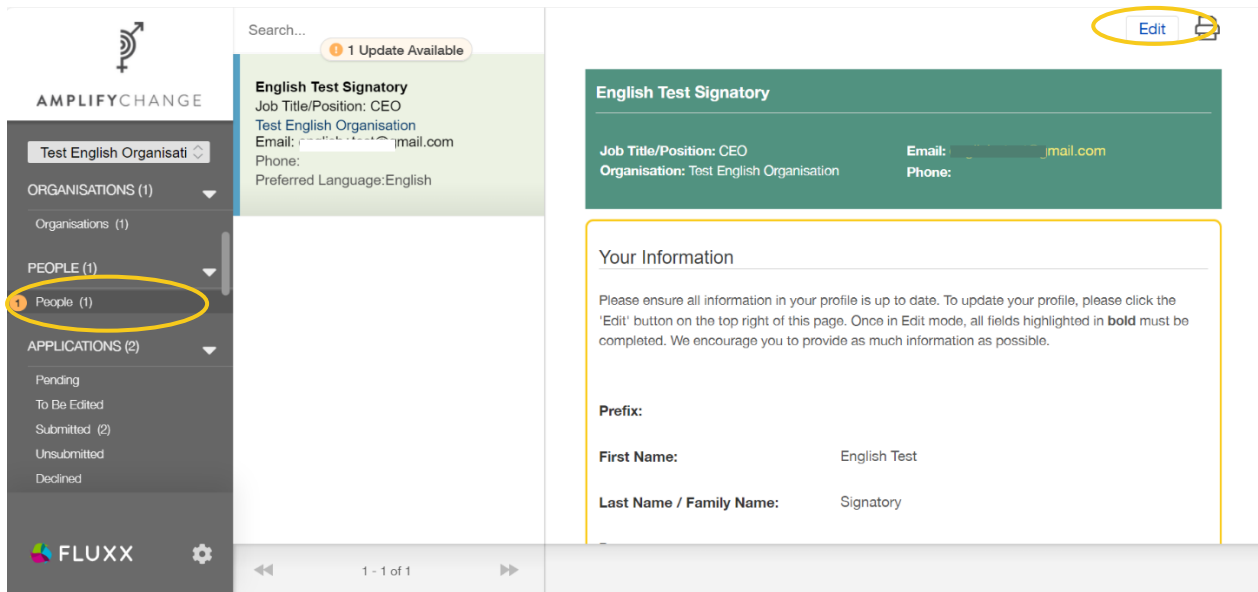
<

What is the nature of your work?

>

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'.



The screenshot shows the AmplifyChange user interface. On the left is a dark sidebar with the 'AMPLIFYCHANGE' logo and a search bar. Below the search bar are three main categories: 'ORGANISATIONS (1)', 'PEOPLE (1)', and 'APPLICATIONS (2)'. The 'PEOPLE (1)' category is highlighted with a yellow circle and contains a sub-item 'People (1)'. The main content area is divided into two columns. The left column shows a list of users, with 'English Test Signatory' selected. The right column shows the profile details for 'English Test Signatory', including Job Title/Position (CEO), Organisation (Test English Organisation), Email, and Phone. An 'Edit' button is circled in yellow in the top right corner. Below the profile information is a 'Your Information' section with a warning message and fields for Prefix, First Name (English Test), and Last Name / Family Name (Signatory). The bottom of the page shows the 'FLUXX' logo and a pagination indicator '1 - 1 of 1'.

- 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.