

Grantee Portal Training Manual

How to Log In for the First Time

1. Go to the Alberta Law Foundation Grantee Portal - <https://albertalawfoundation.fluxx.io>
2. Click the “Reset or create password” hyperlink under the “Sign in” button

Alberta **LAW**
FOUNDATION

Alberta Law Foundation Grants Portal

Login Now:

Username

Password

Sign in

[Reset or create password](#)

Submit a Grant Enquiry

Thank you for your interest in submitting a grant enquiry to the Alberta Law Foundation. Prior to submitting your enquiry, please be sure to review the following information to assess your project's alignment with Foundation funding:

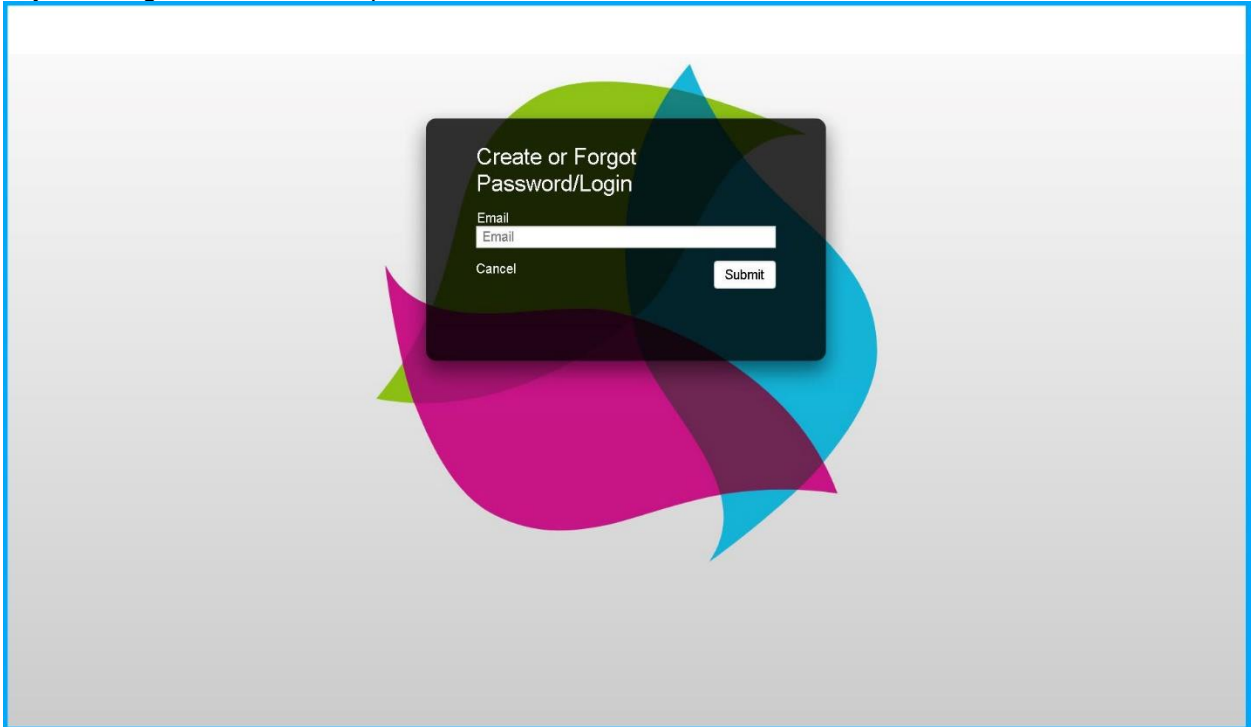
- [The Foundation's Objects](#)
- [The Foundation's Funding Policies and Guidelines](#)
- [Questions to Consider Prior to Submitting a Grant Enquiry](#)

In order for your enquiry to be considered, the first step is to click on the "Send a Grant Enquiry Now" button below to start.

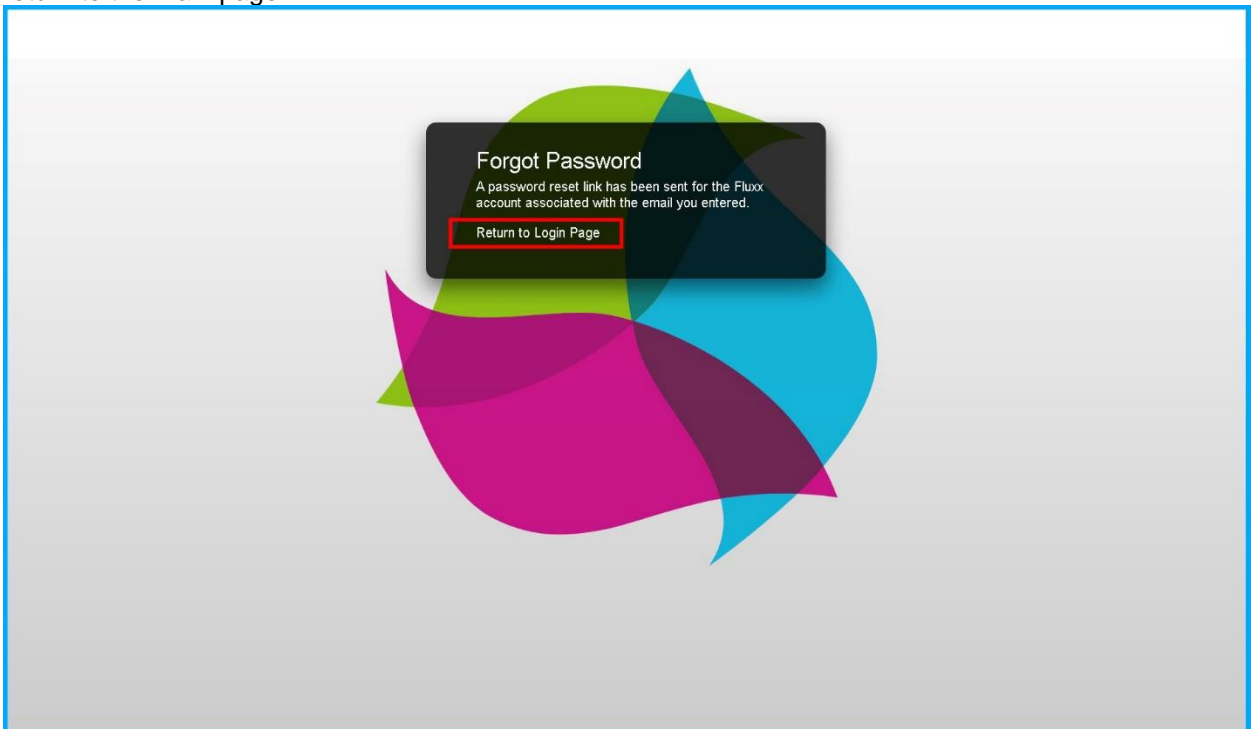
You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the Registration & Enquiry Form.

Following the submission of the Registration and Enquiry Form, you will be contacted by the Alberta Law Foundation Grants Team to further discuss

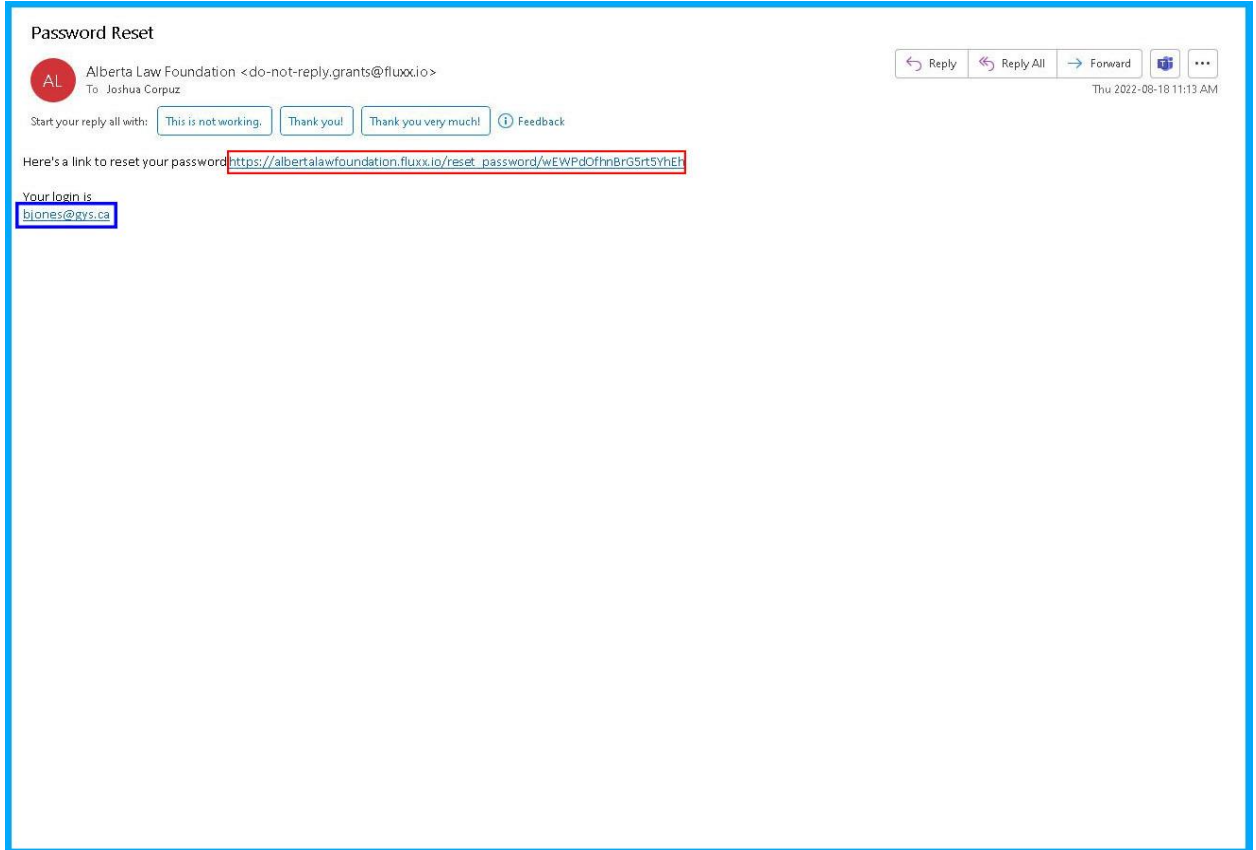
3. If you are a primary contact, enter the email that you use to communicate with the Foundation. If you are a user added by your primary contact, use the email that your primary contact assigned to you during the user creation process.



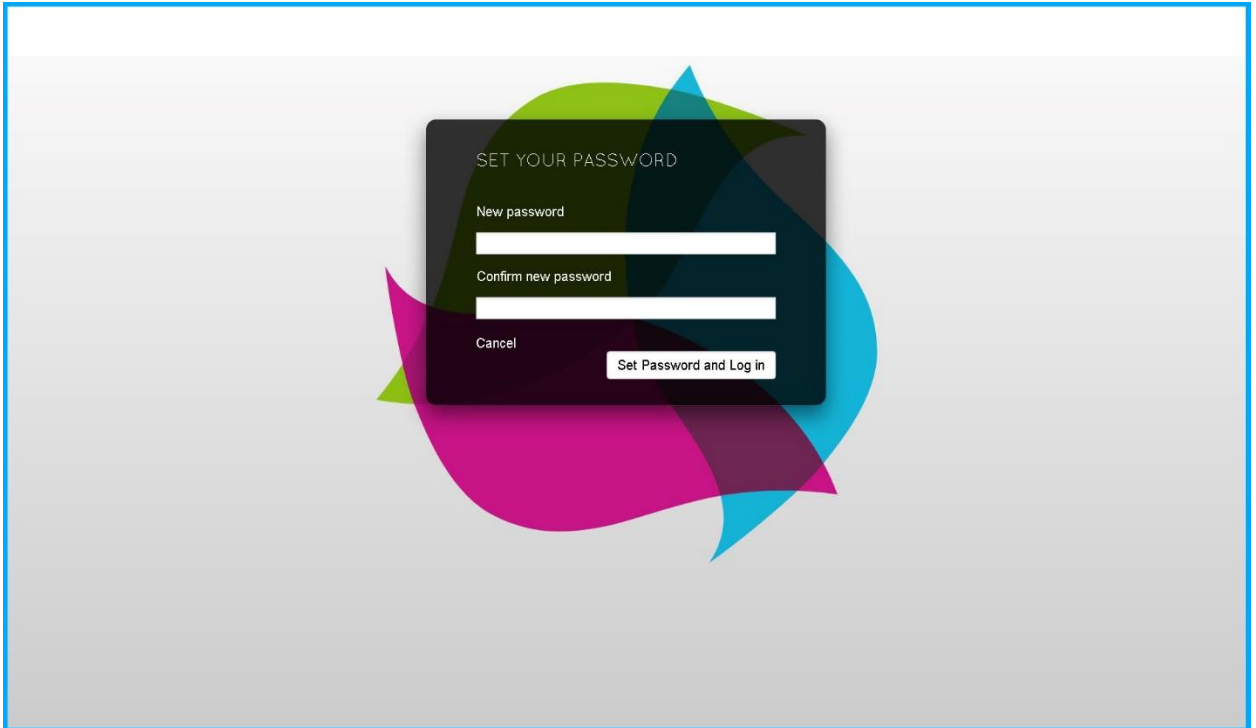
4. After clicking the "Submit" button, you will see the following message and you should receive the password creation email shortly. You can now click on the "Return to Login Page" hyperlink to return to the main page.



5. You should receive an email from the Alberta Law Foundation containing your username (blue box) and a link for creating your password (red box).



6. After clicking on the link, enter your new password and enter it again in the confirm new password field. Remember that your password must:
 - Be at least 8 characters long
 - Have at least one uppercase letter, one lowercase letter, and one special character
 - Not have more than 2 repeating characters in a row (i.e. “aa” is okay but “aaa” is not)

A screenshot of a web form titled "SET YOUR PASSWORD". The form is dark-themed with white text and input fields. It contains two input fields: "New password" and "Confirm new password". Below the input fields are two buttons: "Cancel" and "Set Password and Log in". The form is overlaid on a background with abstract, colorful shapes in shades of green, blue, and pink.

7. After clicking on the “Set Password and Log in” button, you will be successfully logged into the Grantee Portal!

Notes:

- Remember that your username is the same as the email that you entered earlier when creating your password.