



# Fluxx - New Organizations

The State of Colorado is committed to providing equitable access to our services to all Coloradans. Our ongoing accessibility effort works towards being in line with the Web Content Accessibility Guidelines (WCAG) version 2.2, levels A and AA criteria. We welcome comments on how to improve this document's accessibility for users with disabilities and for requests for accommodations to any State of Colorado services. Please contact us at [dcjgms@state.co.us](mailto:dcjgms@state.co.us) or 720-582-4510.

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## Who should use this Job Aid?

This job aid should be used by new users that create a new account with a new organization via the [DCJ Grants Portal Landing Page](#).

- If your organization already has an account, please have a member of your organization add you as a user using the [Add New Fluxx Users](#) job aid.



## Training Video

[Video \(1:44 minutes\)](#)

## Step by Step Instructions

1. Go to <https://dcjgrants.fluxx.io>.

2. Find and click the **Create an account now** button in the lower right corner.

  **COLORADO**  
Division of Criminal Justice  
Department of Public Safety

DCJ Grants Portal

Login (all fields required)


Username

Password

[Forgot Password?](#)

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**New to the DCJ Grants Portal?**

 **FLUXX**

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3. Answer the Eligibility question that appears and click **Submit** (below the question):

  **COLORADO**  
Division of Criminal Justice  
Department of Public Safety

DCJ Grants Portal

Eligibility

Are you seeking a grant on behalf of an organization?

 **FLUXX**

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- a. If you select "No", and "Submit" you will be redirected and will not not be able to proceed. STOP HERE.

- b. DCJ does not provide grants directly to beneficiaries. You must be part of an **eligible** organization that is seeking grant funding on behalf of that organization.

Thank you for your interest in seeking grant funds. DCJ does not provide grants directly to individuals. All grants are issued to eligible organizations throughout the State.

Note:

If you are a victim seeking services please go to the [Office for Victims Programs](#) for more information or contact 303-239-5719.

If you require additional assistance regarding Juvenile Diversion or other Criminal and Juvenile Justice Systems grants, go to the [Office of Adult and Juvenile Justice Assistance](#) or call 303-239-4470.

[Back to login](#)



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- c. If you select “Yes”, and "Submit" you will be redirected to a new page to continue your Registration.

4. Fill in the information (**Bold** fields are required):

- a. First Name
- b. Last Name
- c. Title
- d. Primary Phone
- e. Email



**COLORADO**  
Division of Criminal Justice  
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DCJ Grants Portal

**Bold** fields are required on the form.

**Contact Information**

First Name

Last Name

Title

Primary Phone

Primary Phone Extension

Email

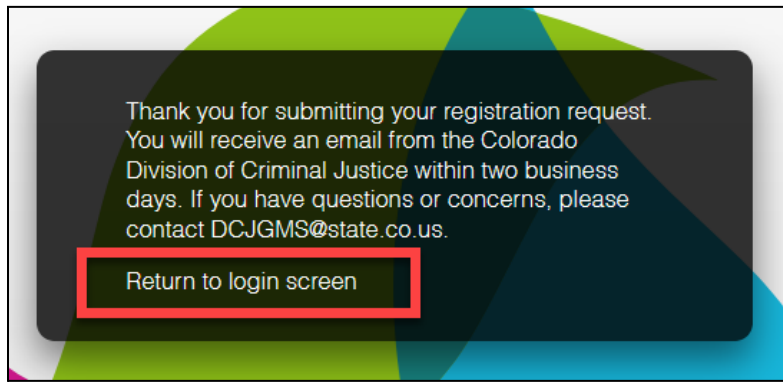
5. Click **Submit Request** when you're done:

**Is your Organization already registered/active in this DCJ Grants Portal?**

**Organization Information**

**Organization Name**

6. When you are done, click the **Submit Request** button. You will see the message below informing you that you will get an email within two business days.



- a. To go back to the Fluxx login page, click **Return to login screen**.
7. DCJ staff will review your submission and look for duplicate users and/or organizations. You will either receive an auto-generated message from Fluxx with your login credentials, or a follow-up email from DCJ staff.

## Need More Help?

- For questions about using Fluxx, please contact [dcjgms@state.co.us](mailto:dcjgms@state.co.us) or 720-582-4510.