**AmpliFund New User Log-in and Navigation for Grant Recipients**

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| Welcome to the AmpliFund recipient series video focused on AmpliFund new user log-in and navigation for grant recipients. |
| To obtain access to AmpliFund, you will receive one of two emails inviting you to log-in to AmpliFund. Either email will come from no-reply@gotomygrants.com and will contain a link you may click on to set your password and log into AmpliFund. The link within the email you receive will be active for 72 hours. If you miss the window to log-in please reach out to AmpliFund or your funder to obtain another email. If you’ve previously used AmpliFund to manage a grant for the same organization or used the applicant portal, you can use the award activation email to access your account. |
| From the email, click on the invitation link. You will be taken to a screen like the one shown here to set and confirm your password. Your user name will be your email address as listed on this screen. After you click on the submit button and log-in you will be prompted to review and accept the AmpliFund terms and conditions of use. Scroll to the bottom of the terms and conditions and click on I Accept. You will then be logged into AmpliFund. |
| Next, we’ll go through some navigation basics. First, when you log-in you will land on your personalized calendar. On the left side of the screen is the left navigation menu, this will appear throughout your time in AmpliFund and can assist you in navigating to different areas. You can minimize the menu using the caret at the bottom. Next is the User Navigation menu, this drop down includes account options, AmpliFund support, access to the applicant portal, and ability to change your password, etc. Finally the options toolbar displays various icons which will change as you navigate through AmpliFund. The “I” icon will appear on every page and after clicking on it a help and support window will appear. |
| From the Help and Support Window, you can click the link to access the AmpliFund support site, which we will review later in this video or you can submit a support ticket to AmpliFund including any questions or challenges you are having with the system. |
| Next, on the left navigation window you can access the Activity menu. The Activity menu provides you with quick links to various areas of AmpliFund where you may need to take action to report to your funder, such as expenses or achievements. How to use those areas of AmpliFund will be covered in a future video in the series. |
| Under the Administration menu, organizational administrators for your account can access a variety of tools. The License Information section contains information about your organization and is where your account owner is set. The Activity Log allows you to review activity of all users within your account. System Security will be covered in our user set up video. The lists options may be used if your funder has provided specific information about these areas of AmpliFund. |
| The AmpliFund support site contains a number of videos, user guides and instructions that can assist you. There is a separate sign-up process for the site. Click on the link provided here or you can access the link from the “I” icon in AmpliFund. Once you get to the site, you will sign up by entering your information and signing in. You’ll receive an email to set your password. |
| Once you’ve registered and logged into the support site, you’ll land on this main screen. You can use the search bar to type key words or can use the buttons at the bottom to access various areas of the site including videos, user guides or FAQs. |
| Through this recipient series training video you’ve learned how to log into AmpliFund and basic navigation. Should you have additional questions, please reference our support site. Thank yoU! |