



Registration Guide

2024-2025

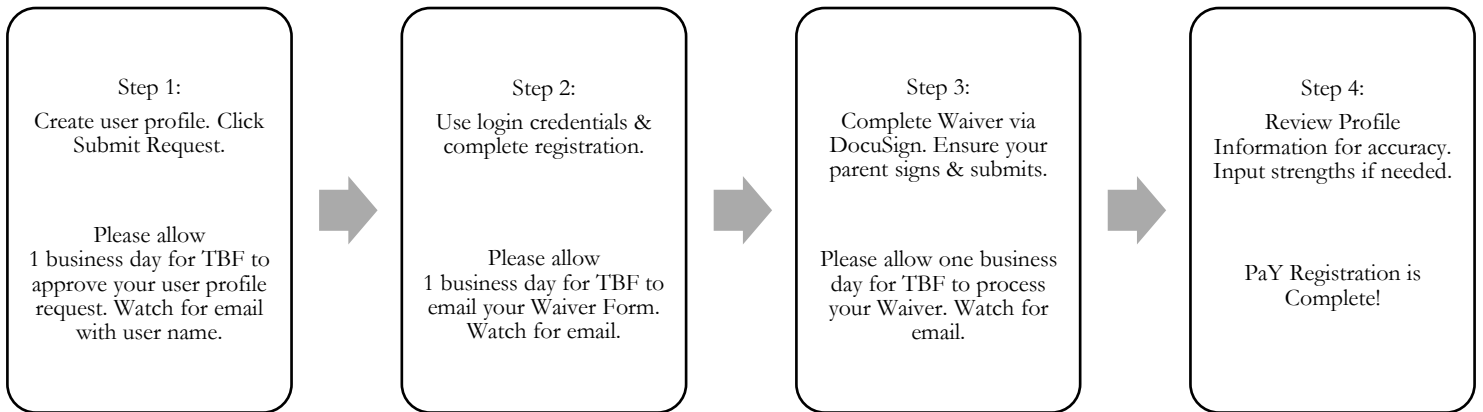
Provided is the multi-step process for completing the PaY Student/Advisor Registration. Successful registration is required for your active participation in the PaY Program.

The Barry Portal is best viewed utilizing the Google Chrome web browser. Mobile not supported.

New PaY Students & Advisors: Start at Step 1
(This process will take 15-20 minutes with approval from TBF staff)

Returning PaY Students & Advisors: Start at Step 2
(This process will take 5-10 minutes with approval from TBF staff)

Multi-Step Process



Read on for step-by-step directions & a FAQ Guide.

Please contact The Barry Foundation with any questions at 701.356.7800.

Creating your User Profile

Step 1

Create your user profile within the Barry Portal by clicking the following link:
<https://thebarryfoundation.fluxx.io/apply/pay>

Your profile requires these fields:

- High School (Drop Down)
 - Re-enter High School Name
 - First and Last Name
 - Home Address
 - Email
 - Mobile Phone Number
 - Date of Birth
 - Gender
 - Strengths
 - Parent/Guardian Contact Information
- *Students must list their parent/legal guardian

Click "Submit Request" to submit your user registration. The Barry Foundation will approve your user profile request within 1 business day.

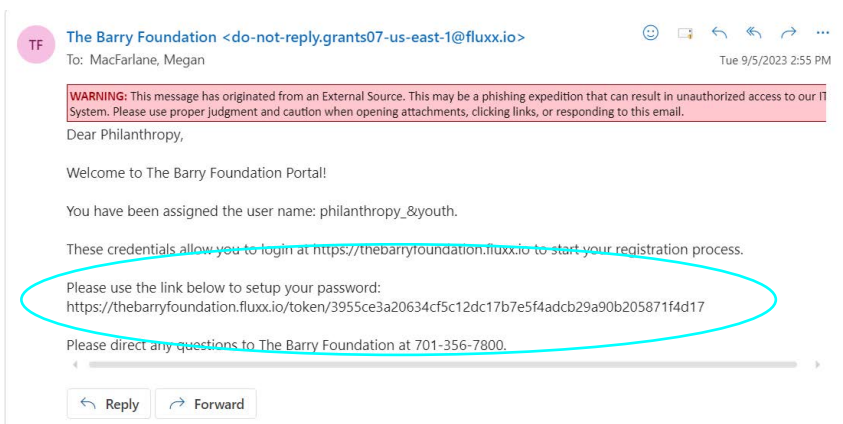
*This does not fulfill your registration for PaY. You are not done!

Step 2

Look for an email from The Barry Foundation (@Fluxx.io) containing your user name & a link to setup your password. Select the second link in this email to create a password.

Record your username/password in a place you can easily access it. Use it year after year.

The email you receive will look like this:



The password setup will look like this:

Password Setup

Create a password for user [redacted]@gmail.com

Password

- Minimum 8 characters
- Password cannot contain include your login
- Maximum 2 repeated characters in a row
- Password not reused from last 2 changes
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number

Confirm Password

Set Password

Please contact The Barry Foundation with any questions at 701.356.7800.

Completing your PaY Registration

To login to the Barry Portal, please use this link: <https://thebarryfoundation.fluxx.io/>

Step 2 continued

Enter your user name (included in email from Fluxx) & your password. Click Sign-In.

Upon successful login, ensure the “PaY Student Portal” is selected on the right side of the screen & click “Click Here to Register for PaY.”

Welcome to the Barry Portal!

Please follow the steps below. Should you have any questions, please contact The Barry Foundation at 701.356.7800.

- **Register for PaY!**

You need to register for PaY every year, even if you are a returning PaY student. Registration is a multi-day process so be sure to check incoming emails and complete each task in a timely manner! Your user name will remain consistent.

[Click Here to Register for PaY!](#)

- **Confirm your contact information.**

After you've successfully registered for PaY, you'll receive an email asking you to confirm your contact information. If everything looks correct, no further action is required. If you see something that doesn't look right, click on "Your PaY Profile" on the left hand side of this screen to "Edit" your information.

- **Collaborate with you PaY Committee to complete PaY Reports:**

Interim Report, Step 1: Committee Focus Area
Interim Report, Step 2: Site Visit Requests
Final Report: Grant Recommendations

Complete the following:

- Conflict & Confidentiality Agreement

PaY Conflict of Interest Disclosure:

Examples of what you might have to say:
I volunteer at Churches United.
My mom works at Ronald McDonald House Charities.
My grandpa sits on the board of CCRI.

I am committed to attending regular meetings and events, multiple site visits, and participating in my school's inspire.lead.share activity. I will ensure that I am proactively engaged to make a positive impact within my PaY committee and my community.

I have read the above expectations as a PaY Philanthropy & Youth participant and agree to abide by its terms. By typing your full name, you indicate your acceptance of the terms therein.

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Select Save on the bottom left of the screen.

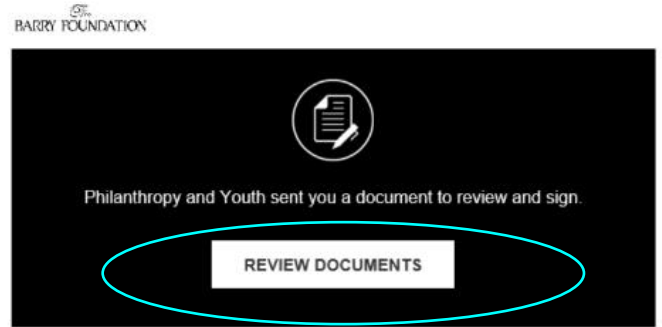
Once finished, select Submit at the bottom.

If you click save & are not finished editing, select edit in the top right.

Please contact The Barry Foundation with any questions at 701.356.7800.

Step 3

DocuSign will email you a waiver with subject line: "Please Sign: PaY Waiver of Liability" to complete and sign (parent/legal guardian signature needed if a minor). Select "Continue" on the window that opens in your browser.



Philanthropy and Youth
bf@barryfoundation.org

Hello!

We are so excited to have your student participate in the Philanthropy and Youth (PaY) program for the upcoming 2020-2021 academic year. PaY is a program of The Barry Foundation designed to introduce local high school students to the importance of leadership and service through mentoring. Now in its 14th year, PaY uses high school

Read the following:

- Participation agreement
- Code of Conduct
- PaY Waiver of Liability
- Model Release



Click sign on the yellow box and provide your digital signature. Select the Date of Birth box and add your Date of Birth.

GREATEST EXTENT ALLOWED BY LAW.

SIGNED:  _____
PRINT NAME: Skylar Stoner

DATE: 8/31/2020
DATE OF BIRTH (M/D/YYYY):

Step 4

If the PaY participant is under the age of 18, a parent/legal guardian would have received a link to sign their portion within DocuSign.

Ensure your parent/guardian signs, prints their name, and describes their relation to you.

Congratulations! You are officially registered for Philanthropy and Youth. Be sure to review your profile information (address/contact info/etc.). If you did not input strengths, be sure to complete the Strengths Assessment and update accordingly.

Frequently Asked Questions:

I forgot my user name or password? How do I know what it is?

Your user name is traditionally your first name_last name (I.e. john_smith). Your user name was sent to you in the original email from The Barry Portal (see above – bottom of page 2). PaY Advisors can also look you up in their Portal to identify your user name. Passwords are created by the user and can be reset by selecting 'Reset or create password' on the login screen. If you do not receive a reset password link via email, please contact The Barry Foundation

The DocuSign Link won't let my parent/guardian sign their portion of their waiver. What do I do?

Your parent/guardian would have received their own link to sign their portion of the waiver. They need to sign their portion utilizing this custom link.

I can't complete this on my phone. What do I do?

The Barry Portal is not mobile friendly. We recommend that you utilize a desktop/laptop computer.

I never received an email to complete step 1. How do I proceed?

Please allow 1 business day for review from The Barry Foundation team. If you still did not receive an email, please check your spam/junk folder. If the email is not there still, please reach out to The Barry Foundation team.

How long will registration take to complete and how will I know when I'm done?

Registration for PaY is a multi-step process. It shouldn't take more than 20 minutes for you to complete in total, but each step may have a small lag time. Check your email often for updates and proceed with each step in a timely manner.

**Please contact The Barry Foundation with any questions at 701.356.7800.
Our office is open Monday-Friday 8:30-5:00pm**