**Creating Your New InfoEd Profile (Faculty/Staff)**

1. Make sure you do this in a USF computer
2. Go to: <https://spin.infoedglobal.com/Home/Search>
3. In the upper right of the screen, go to the **Sign In** link
4. In the lower part of the Login section, go to **Need to create a new profile?**
5. Fill out the information required:
	1. First name
	2. Last name
	3. Email address
	4. Username
6. Click the **Save** icon
7. Go to your email for further instructions on how to set up a password.
8. The USF Account Administrator will receive an email notification of new profiles that need to be validated.
9. Once the USF Account Administrator validates your profile, it should be available to you within 24 hours. The Account Administrator will notify you when it is ready.

**After InfoEd Profile is Validated:**

**Recommended additional steps:**

1. Go to: <https://spin.infoedglobal.com/Home/Search>
2. In the upper right of the screen, go to the **Sign In** link
3. Sign in with the username and password selected
4. Go to the **Preferences** tab, and click in any of the following sub-tabs choosing the option that suits you better:
	1. Applicant Location
	2. Applicant Type
	3. Project Type
	4. Project Location
	5. Citizenship
	6. Sponsor Type
5. Click **Save and Exit**
6. These preferences can be changed anytime and we recommend update them every time you are looking for a new fund opportunity.

**Additional Help**

1. After you sign in with your username and password
2. In the upper right and click in the dropdown menu **Help** and go to **Training Videos**
3. These are short 1-3 minutes training videos with important tips and information

**Start Guide by InfoEd:** [SPIN Quick Start Guide](file:///%5C%5Cjade%5CProvost%5COCG%5COCG%20Pre%20Award%20Process%5CGrant%20Info%20by%20Funder%5CInfoEd%5CTool%20Kit%202014%5CSPIN%20Quick%20Start%20Guide%20July%202014.pdf)