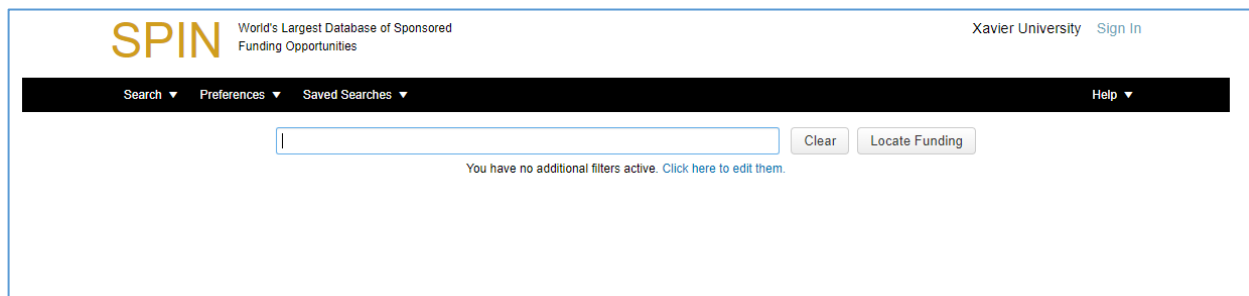


GAINING ACCESS

- 1) Navigate to <https://spin.infoedglobal.com/home/search>
- 2) If your screen looks like this, you can ignore the remaining steps and begin your search by entering keywords in the box. If your screen looks different, see Step 3.

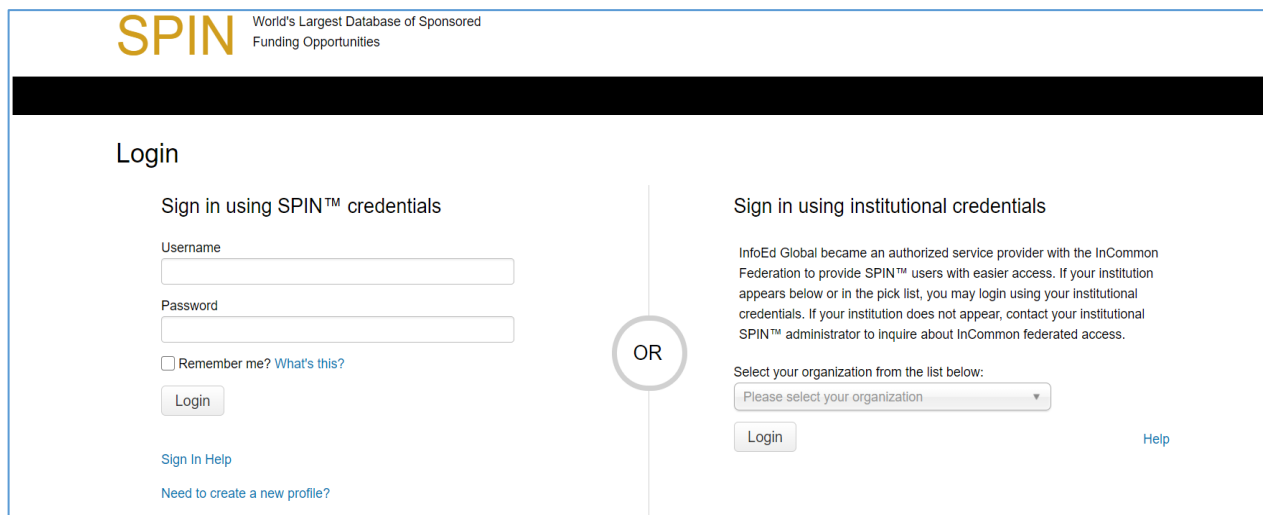
(NOTE: You are accessing the system without a username and password. This is possible when accessing SPIN from an on-campus network. For this type of access, users do not have the ability to save settings in the SPIN application. For ability to save settings, click on “Sign In” in the upper right corner and move on Step 3.)



The screenshot shows the SPIN search interface. At the top, the SPIN logo is on the left, followed by the text "World's Largest Database of Sponsored Funding Opportunities". On the right, it says "Xavier University" and "Sign In". Below this is a black navigation bar with "Search", "Preferences", "Saved Searches", and "Help" (with a dropdown arrow). In the center, there is a search bar with a "Clear" button and a "Locate Funding" button. Below the search bar, it says "You have no additional filters active. [Click here to edit them.](#)"

- 3) If your screen looks like this, click “Need to create a new profile?” in the bottom left and follow the remaining steps below. (Ignore the right side of the screen.)

(NOTE: By creating a username and password, users will have the ability to save settings, preferences, and search data.)



The screenshot shows the SPIN login interface. At the top, the SPIN logo is on the left, followed by the text "World's Largest Database of Sponsored Funding Opportunities". Below this is a black navigation bar. The main content area is titled "Login". On the left, under "Sign in using SPIN™ credentials", there are fields for "Username" and "Password", a "Remember me? [What's this?](#)" checkbox, and a "Login" button. Below these are links for "Sign In Help" and "Need to create a new profile?". In the center, there is a large "OR" in a circle. On the right, under "Sign in using institutional credentials", there is a paragraph of text: "InfoEd Global became an authorized service provider with the InCommon Federation to provide SPIN™ users with easier access. If your institution appears below or in the pick list, you may login using your institutional credentials. If your institution does not appear, contact your institutional SPIN™ administrator to inquire about InCommon federated access." Below this is a "Select your organization from the list below:" section with a dropdown menu showing "Please select your organization" and a "Login" button. A "Help" link is at the bottom right.

- 4) Complete the fields, selecting Xavier University from the drop down list under Institution.
- 5) Save.

Profile Request

Please enter your information to create a new profile. After clicking **Save**, you will receive an email confirming the submission of your request to your institution's SPIN administrator.

Institution

Xavier University

First name

First

Last name


Last


Email address

EmailAddress@example.edu

Username

EmailAddress@example.edu

 I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Save

- 6) The Xavier SPIN Administrator will be notified of your request to access SPIN. New accounts must be validated by the Administrator before use.
- 7) Once validated, you will receive an email to setup your password.
- 8) Your account is then ready to use.