

Accessing SPINPlus

Follow the steps below to access **SPINPlus**:

1. **Intranet Users:** From your browser, go to your institution's website to access **SPINPlus**.

Internet Users: From your browser, go to www.infoed.org to access **SPINPlus**.
2. Click **Access Info.Office**.
3. Click **Info.Search**.
4. Click **SPIN, GENIUS Search** or **SMARTS/GENIUS**.
5. If required, enter your username and password and click **Login to SPIN Search** or **Login to GENIUS Search**.

SPIN Quick Search

Use **Quick Search** to search the text of **SPIN** programs for a particular word or phrase:

1. Type the word(s) you want to search for in the *Quick Search* for free text box.
2. From the *Find* drop-down menu, select to search **All Words, Any Words, or Exact Phrase**.
3. From the *in Fields...* drop-down menu, select the field(s) from which to look for your words.
4. From the *Return Results, in Database Type...*, and *Sort Order* drop-down menus, select the options you would like.
5. Click **Search**. The **SPIN Search Results** page will appear.

SPIN Advanced Search

Use **Advanced Search** to perform a more detailed search:

1. Click **Advanced Search** at the bottom of the Quick Search screen. The Advanced Search screen will appear.
2. To define your search, select the categories that will narrow down the number of results you want.

Click the hyperlinked category names in blue to make value selections;

Click drop-down menus to select a value(s);

Type a word(s) into the free text fields.

Note: Selecting too many fields may narrow search results by too much.
3. From the **Primary** and **Secondary Sort** drop-down menus, choose the order in which to sort your search results.
4. From the **Return Results** drop-down menu, select the number of results you would like to view per page.
5. Click **Run Search**. The **SPIN Search Results** page will appear where you can view your search results.

For Assistance

Institution Administrator:

Name: _____

Phone: _____

E-mail: _____

InfoEd Technical Support: 1-800-727-6427

Creating Your GENIUS Profile

Follow these steps to enter a **GENIUS Profile** for use when setting up **SMARTS** and entering CV information.

1. Click **Create a New Profile** from the **SMARTS/GENIUS** main page.
2. Highlight your institution and click **Select**. The New Profile Registration page will appear.
3. Enter your first and last name, email address, department affiliation, and a username and password.
4. Click **Submit**. The Profile Summary Page will appear.
5. Enter information into as many categories as needed to satisfy your personal requirements under **GENIUS Categories** on the Profile Summary Page.
6. Click **Log Out** to exit your profile.

Editing a GENIUS Profile

Once you create a **GENIUS** profile, you have control over your profile information and can access your profile at anytime to make changes. To edit your **GENIUS** profile:

1. Click **Edit Existing Profile** from the **SMARTS/GENIUS** main page.
2. Enter your username and password. *Note:* This is the username and password that you assigned yourself when you created your **GENIUS** profile. The Profile Summary Page will appear.
3. Edit information within the appropriate **GENIUS** categories.

Setting Up SMARTS

Use your **GENIUS** profile to match your search criteria against **SPIN** on a daily basis and receive relevant funding opportunities via e-mail with **SMARTS**:

1. Click **General** from the Profile Summary Page, fill out your contact/institution information, and answer the five questions below.

Question 1 allows you to specify whether you would like prospective partners/collaborators, who find you in **GENIUS** searches, to contact you directly or make initial contact with your institutional administrator.

Question 2 allows you to specify whether you want to receive **SMARTS** matches. To receive **SMARTS** matches, make sure **Yes** is selected.

Question 3 allows you to specify how you would like to receive your **SMARTS** matches.

Question 4 allows you to specify whether you want to receive **SMARTS** output of programs only from U.S. sponsors.

Question 5 allows you to specify the format in which you would like to receive your **SMARTS** output: **Full Program** or **Summary Format**.

2. Click **Keywords** to select keywords that *most closely* reflect your research interests.
3. Choose categories under **Used in SMARTS matching** (Applicant Types, Award Types, Geographical Restrictions, Sponsor Types, and Locations Tenable) to tailor search criteria for more targeted **SMARTS** matches.