CREATING A PROFILE

USING

SPIN
(Sponsored Programme Information Network)

FUNDING OPPORTUNITY DATABASE
To begin: Go to http://australia.infoed.org/login.asp and select **Get Profile**

**Step 1**: Select your **State** and click **Continue**
Step 2 Select your Institution and click Continue

Step 3 Check the Profile Not Found in List box and click Continue
Step 4 Enter your details and click **SET** to select your **Primary Department**

*Note:* A “primary department” (or Association) must be selected in order to complete the profile creation process.

Step 5 A box labelled **Departments** will pop up for you to select the appropriate department

By either clicking on the appropriate letter A B C D etc and using the pop-down window labelled **locate**

Or by collapsing the **Organisational Structure** tree and checking the appropriate circle

Once you have entered the Primary Department, click **select** to close the window and proceed to complete the rest of the required fields, including USERNAME and PASSWORD sections. When done click **Continue**
**Step 6** Check your details are correct, if not, click on the Back button in explorer to return to any of the previous pages.

Once this summary of your account appears, you are free to exit this screen.

An email will be sent to SPIN administrators asking them to validate your account.

Another email will be sent to your nominated email address, confirming your username and password, and providing a link which you can use to login and update your profile, i.e. Set up your search criteria.