How to Create a Free UToledo SPIN Account

To create an account, you must be on campus (the system will match the institution and the IP domain).

Be sure you do not already have an account. If you are not sure, contact Dawn Miller or Rick Francis, to check or re-set your password, if necessary.

1. Go to https://spin.infoedglobal.com/
2. Click "Sign In"
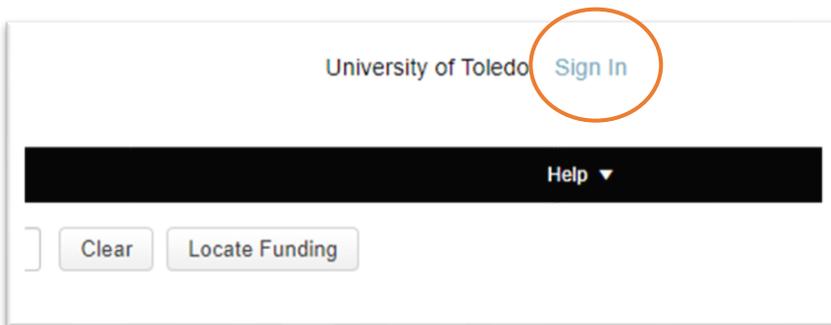
3. Click "Need to create a new profile?"

4. Complete all the fields on the Profile Request page. When entering the "Email address" field, you must use your @utoledo.edu or @rockets.utoledo.edu email address.

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.

Save

Institution	University of Toledo ✕ ▾ ⑦
First name	
Last name	
Email address	
Username	

☐ I'm not a robot
reCAPTCHA
Privacy · Terms

5. Once you click "Save" you will receive a submission confirmation to your email :

Profile Request

Your profile information has been submitted to your institution's SPIN administrator. You will receive an email when your administrator either approves or denies your request.

Return to Main

Your profile has been successfully submitted.

If approved, your account should be generally active within 24 hours.

First name: Grant

Last name: Development

Email: GrantDevelopment@UToledo.edu

Username: GrantDevelopment

6. Once your profile has been approved, you will receive an email to reset your password. Click on "Reset Password" link:

Your profile has been approved

Your recent request for a SPIN profile has been accepted by your institution's SPIN administrator with the username you specified. You username is shown below. Please click the **Set Password** link to set your password.

Username: GrantDevelopment

Password: Reset Password

Click the following link to access SPIN now: https://spin.infoedglobal.com/

7. Complete fields on Reset Password page, then click "Reset."

Reset Password

Please enter a new password and confirm it below. If your SPIN administrator has set up any password policies regarding the strength of institutional passwords, they will be enforced before you can submit your changes.
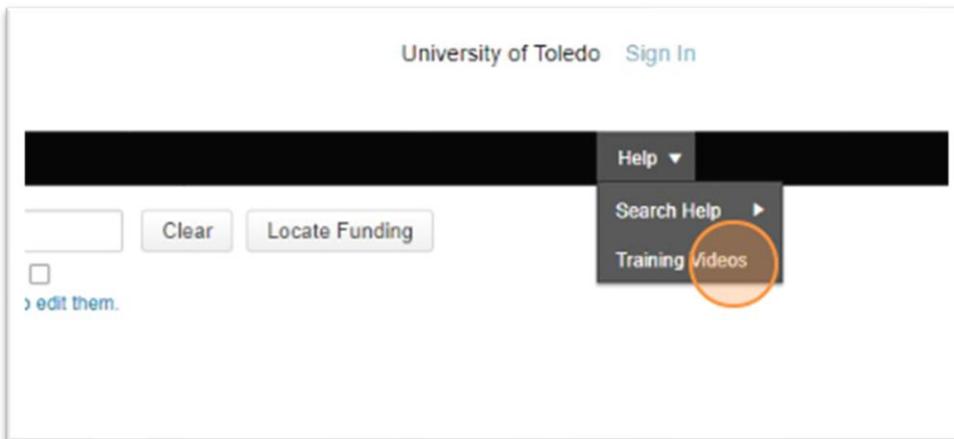
Reset

Password

Confirm password

After your profile is approved, you may use it from any location and you may change the preferred email address. If you have a SPIN profile with another institution, you will still want to create a UToledo account.

Most of the search functions are intuitive, and the rest are easily learned with the short (about one minute) training videos.

Go to "Help" dropdown menu, scroll down to "Training Videos" to find training videos.

University of Toledo Sign In

Help ▼

Search Help ▶

Clear Locate Funding

Training Videos

☐

) edit them.

Training Videos

1. Introduction	9. Sorting Search Results	17. Bookmarking Programs in SPIN
2. Engaging with SPIN Anonymously	10. Viewing a Program in SPIN	18. Managing your Bookmarked Programs
3. Signing into SPIN using SPIN credentials	11. E-mailing Programs to Others	19. Conducting an InfoEd Keyword Search - Explorer tab
4. Signing into SPIN using insitutional credentials	12. Configuring the Preview Pane in SPIN	20. Conducting an InfoEd Keyword Search - Searcher tab
5. Exploring the Primary SPIN tabs	13. Creating a Report in SPIN	21. Conducting an Advanced Search
6. Conducting a Basic Search	14. Saving Searches	22. Accessing Public SPIN Searches
7. Configuring your Preferences Filters	15. Managing Saved Searches	23. Accessing Public Bookmarks
8. Viewing Search Results	16. Managing SMARTS Funding Alerts	