

## SPIN Quick Start Guide

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### Overview

This Quick Start Guide is a brief reference for accessing SPIN application and its three available Search Modes.

### Accessing SPIN

SPIN is accessed by logging in to the application with a username and password. Authenticated users will have the ability to save settings, preferences, and search data.

To access SPIN, the user will utilize the following steps:

1. Navigate to <https://spin.infoedglobal.com/>
2. Click on '**Sign In**', which is located on the upper, right-hand corner of the screen
3. Enter your *Username*
4. Enter your *Password*

#### Login

Username:

Password:

☐ Remember me?
 [What's this?](#)

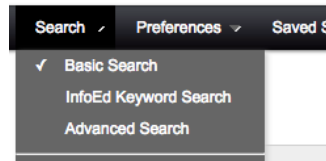
If you have a profile within SPIN, and have forgotten your username, click on [Find My SPIN Account](#) . This link will assist you in retrieving the email address and password associated with your account.

For futher assistance, please contact the SPIN Administrator at [research@fiu.edu](mailto:research@fiu.edu).

## Available SPIN Search Modes



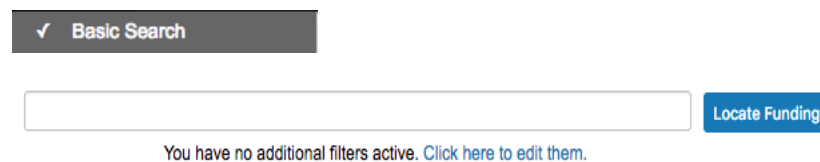
Once you have accessed the SPIN application, there are three separate search modes for you to choose from to include: Basic Search, InfoEd Keyword Search and Advanced Search.



All of these various search modes can be accessed via the **Search** menu at the top left of the SPIN Home Page Header.

## Basic Search

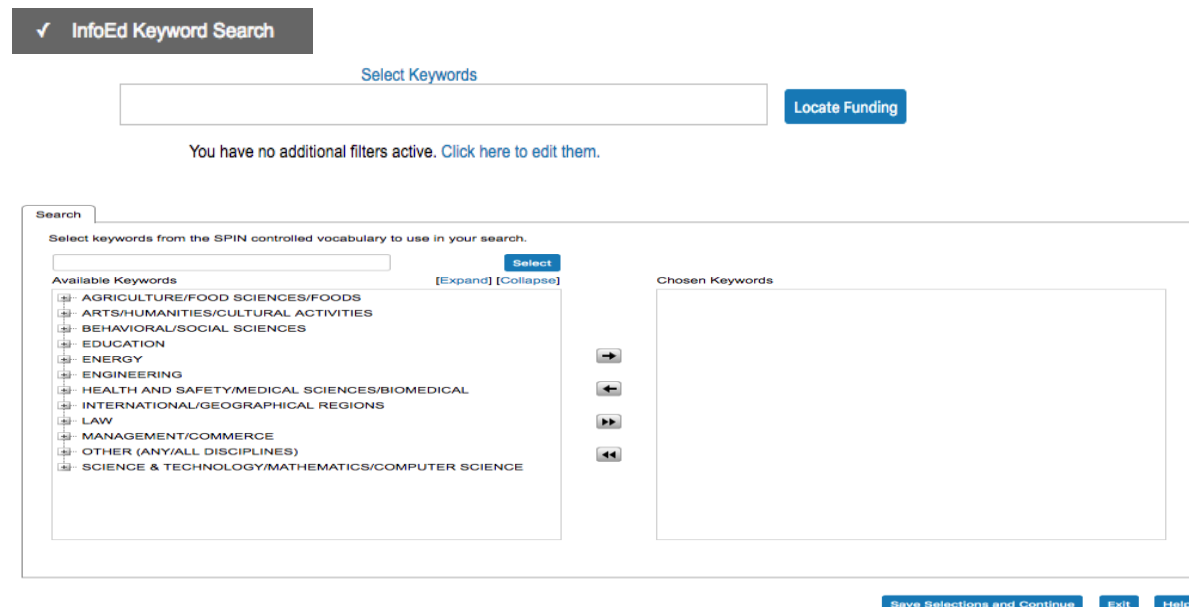
This is the defaulted search mode upon accessing or refreshing the SPIN application. The Basic Search is a way to search for programs using a simple word or term which is then run against the entire SPIN record.



When Basic search mode is selected, a standard entry textbox appears in the middle of the SPIN Home Page where you can enter your search term(s) to perform a simple SPIN search. When **Locate Funding** is clicked, the system will retrieve sponsored program records with the work you entered in the search field.

## InfoEd Keyword Search

The InfoEd Keyword Search mode operates in a similar manner to the Basic Search, except you select from a proprietary list of keywords to perform your search.



A list of proprietary curated lists of search terms called the *InfoEd Keyword List* will appear. You can select from this list to execute your search.

Click on the **Select Keywords link** to select terms from the keyword list. After selecting the terms you want, click **Save Selection and Continue**, which will close the popup.

Click **Locate Funding** to carry out the search.

In this mode, the selected terms are being compared with keyword terms associated with each funding opportunity rather than the full text of the opportunity.

## Advanced Search

Another way to search for results is to use the Advanced Search. This customized search method allows you to tailor your search using advanced **AND/OR logic** to narrow down your search to retrieve more specific results.

✓ Advanced Search

AND
 +
-
x

Full Program Contains

x

Full Program Contains

x

Locate Funding

You have no additional filters active. [Click here to edit them.](#)

## Need More Information?

For more information on the search methods or any other SPIN functionality, please refer to the SPIN User Guide which has more detailed reference or contact [research@fiu.edu](mailto:research@fiu.edu).