SPIN Quick Start Guide

Quick Start Guide Contents

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://sping.infoedglobal.com/
2. Click on **'Sign In'**, which is located on the upper, right-hand corner of the screen
3. Select **'Florida International University'** from the drop-down menu under the heading '**Sign in using institutional credentials**' and click continue.
4. You should then be taken to the FIU login page.
5. Enter your FIU *Username* and *Password*

Sign in using institutional credentials

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.
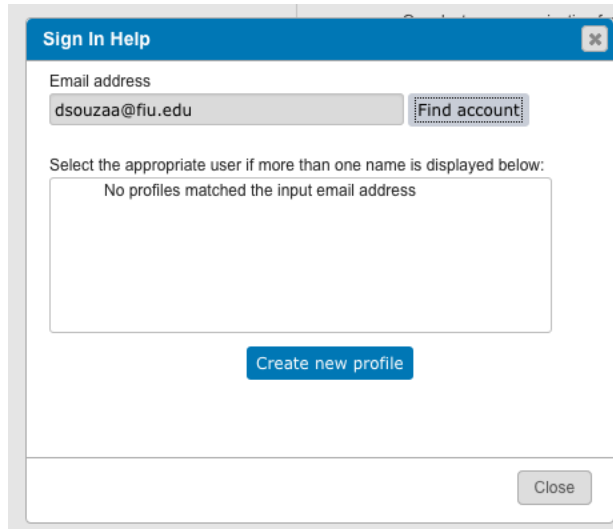
Use a suggested selection:

FIU
FLORIDA
INTERNATIONAL
UNIVERSITY

Or select your organization from the list below

Florida International University ▼

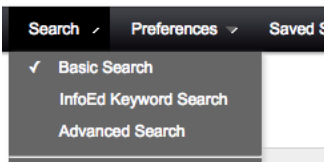Continue   Help

If you have a legacy SPIN account you will be prompted to select the legacy profile and link it to your FIU account upon your first login. Otherwise you can select the option to create a new profile.
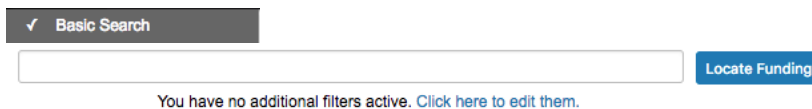

Available SPIN Search Modes

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.

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.