



# InfoED SPIN – QUICK START GUIDE

## InfoED SPIN– Quick Start Guide

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

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## 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:



Or select your organization from the list below

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.

Sign In Help

Email address  
dsouzaa@fiu.edu Find account

Select the appropriate user if more than one name is displayed below:  
No profiles matched the input email address

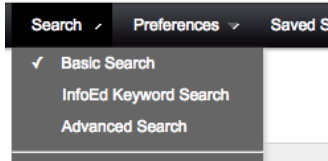
Create new profile

Close

## Available SPIN Search Modes

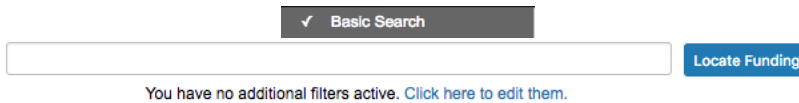
Once you have accessed the SPIN application, there are three separate search modes for you to choose from to include: Basic Search, InfoEd Keyword Search and Advanced Search.

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



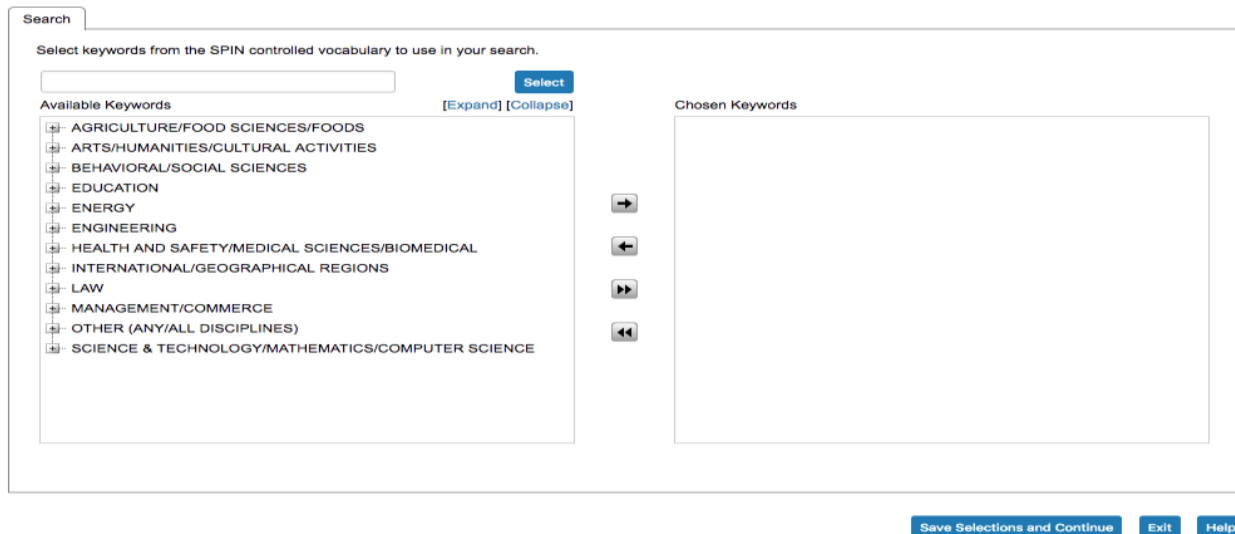
### Basic Search

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.



### 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.

The screenshot shows the 'Advanced Search' interface. At the top, there is a dark grey button with a checkmark and the text 'Advanced Search'. Below this, on the left, is a search logic builder. It starts with a yellow box containing 'AND', a plus sign, a minus sign, a plus sign with a square, and an 'x' icon. Below this are two yellow boxes, each containing 'Full Program' and 'Contains', followed by an empty search input field and an 'x' icon. To the right of the search logic builder is a blue button labeled 'Locate Funding'. Below the search logic builder, there is a message: '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)