

Sponsored Programs Information Network (SPIN) Directions

Procedures for creating your own Smarts/Genius profile at InfoEd International

1. Browse to: www.infoed.org/genius_live/login.asp
2. Click on Create a New Profile
3. Pick “California State University Dominguez Hills” as your institution.
4. Enter your First Name, Last Name, E-mail, Department (selected from the list), User Name (you make it up), Password (you make it up), & confirm password.
5. Click on “Submit.”
6. You will be transferred to a screen indicating that you have created a profile.
7. As the Smarts/Genius Administrator for CSUDH, Dr. Jim Till will be notified as ask to validate the profile. This may take a business day or two.

Procedures for setting up your automated search for funding opportunities and key words (after being enrolled)

1. Browse to <http://www.infoed.org/GeniusSearch/genius.asp>
2. Select “Edit Profile” & log in using your user name and password.
3. Select “Key Words”
4. Add or delete key words. (Be sure to save changes before exiting this screen.)
5. Return to “Edit Profile”
6. Select “General”
7. At the bottom of the general profile page, select the options you want regarding the automated e-mailing of funding opportunities that will be sent to you. (Be sure to save the changes before exiting.)