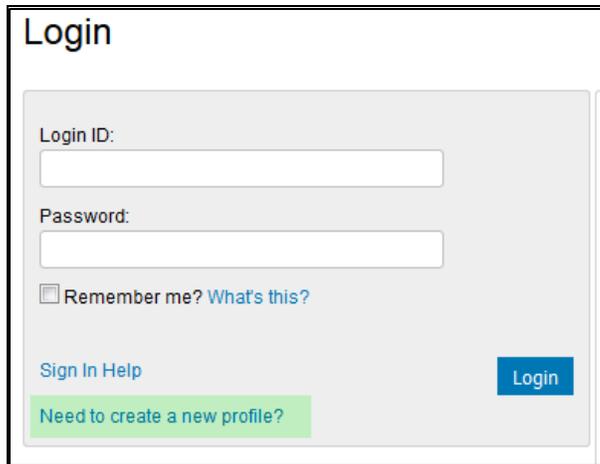


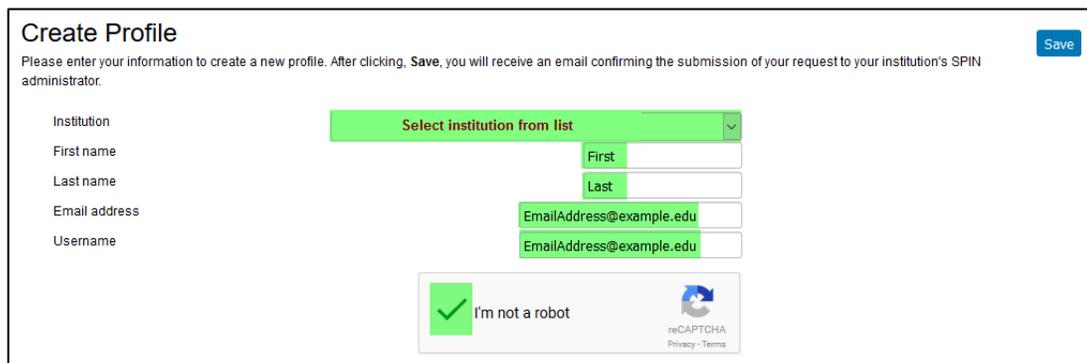
Create new profile

Navigate to <https://spin.infoedglobal.com>

1. Click "Need to create a new profile?"
(If connection is detected as being from an on-campus location, you may need to click "Sign In" on the preceding page)



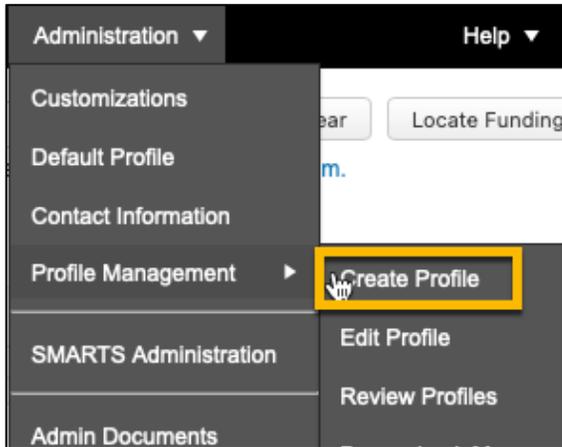
2. Complete the highlighted fields
Click Save



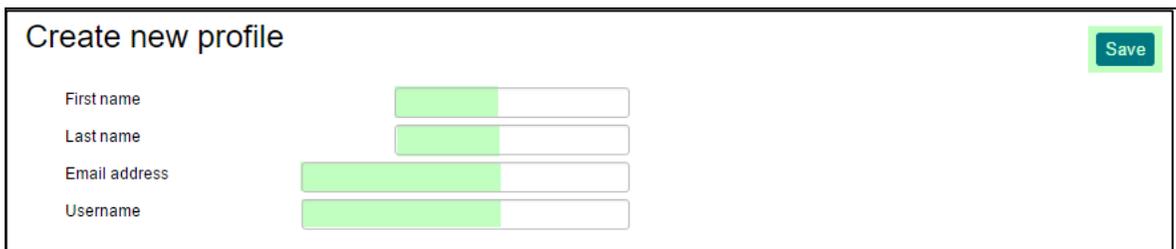
Please note new accounts must first be validated by the SPIN Administrator before use.

Create new profile (SPIN Administrators only)

1. Login
2. Navigate to Administration > Profile Management > Create Profile



3. Complete the highlighted fields
Click Save

A screenshot of a web form titled 'Create new profile'. The form contains four input fields: 'First name', 'Last name', 'Email address', and 'Username'. Each input field has a green highlight on its left side, indicating where to enter data. A green 'Save' button is located in the top right corner of the form.

4. The new user receives an email to setup their password.

Administrators can use the new profile to store saved searches and setup SMART alerts immediately. The user will be able to login once they establish a password.