

# SPIN Funding Opportunities: First-Time Users – How to Register

**Step 1** - Access the SPIN Full Search at: <https://spin.infoedglobal.com>

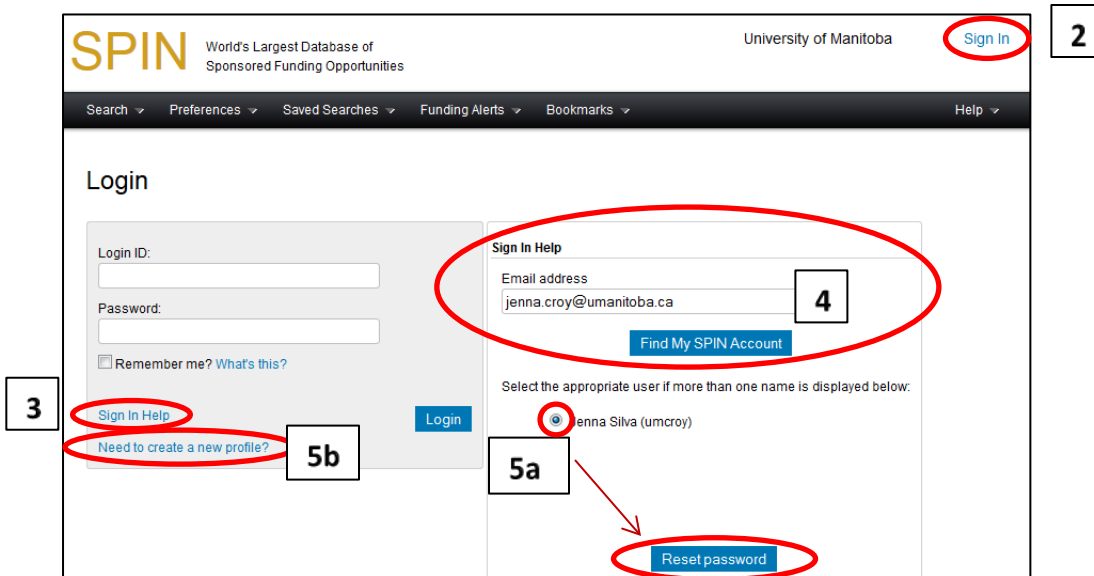
**Step 2** - Click 'Sign In' in the top right.

**Step 3** - Click on 'Sign In Help'.

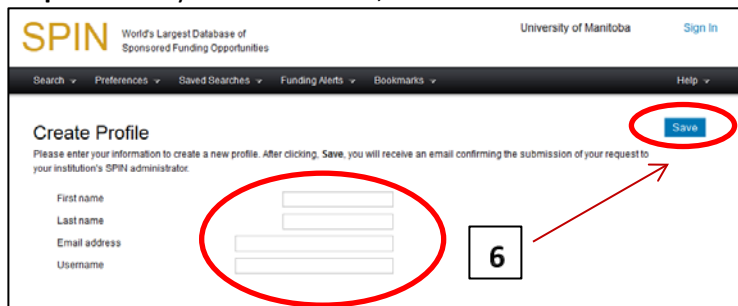
**Step 4** - Enter your UM email Address and click 'Find My SPIN Account'.

**Step 5a** - If your email appears, click the 'radio button' and click 'Reset Password'. Move to **Step 8** to reset your password.

**Step 5b** - If your email does not appear, click on 'Need to create a New Profile'. Move to **Step 6**.



**Step 6** - Enter your information, click 'Save'.



**Step 7** - You will receive a confirmation email stating 'Your profile has been successfully submitted'. Close browser and wait for a profile approval email (should receive within 24 hours).

**Step 8** - You will receive a SPIN email that states 'Your profile has been approved'.

- Click on 'Set Password' link in the email.
- Re-set your password (using 8 characters) and click 'Reset'.

**Step 9** - Using your new password, sign in to SPIN again: <https://spin.infoedglobal.com>

Please refer to the additional instructions in 'SPIN Funding Opportunities: Full Search'.

## For Assistance:

- If you require assistance using SPIN, please contact ORS at: [orsspin@umanitoba.ca](mailto:orsspin@umanitoba.ca)
- There are also Help/Training Videos available on the SPIN website at: <https://spin.infoedglobal.com/Home/TrainingVideos>