Creating and Editing Your Profile

Your *SMARTS* **Profile** information will be used to:

- match and receive e-mails of new funding opportunities from **SPIN** on a daily basis;
- allow potential collaborators to locate you based on your research interests.

Important tips to remember when using InfoEd **Profile**:

- Login using your <u>Novell</u> username and password. If you have login problems, contact kpless@clemson.edu.
- Use MicroSoft Internet Explorer (IE) v6 or higher.
- Always choose "Save" from the InfoEd module, not from the IE browser, before proceeding to next screen.
- Clemson University's Office of Sponsored Programs (CU-OSP) currently supports only the features of InfoEd **Profile** listed in "Quick Reference" instructions.
- VPN is required for off-campus login to InfoEd. Go to http://www.clemson.edu/ccit/hardware_software/software/ to download.
- Always select the "*Exit*" button to log out.

Getting Started

1. From MicroSoft Internet Explorer version 6, enter http://infoed.clemson.edu.
2. Select "**Login**" on the left sidebar.
3. Enter your Novell username and password.
4. Hit the "Enter" key on your keyboard or select the "Login" button.
5. Select "**My Profile**" in the left navigation block.

Filtering Criteria – SMARTS Success

1. Select "**SMARTS**" in the left navigation block.
2. Select "**Preferences**." Answer questions. Select "Save."
3. Select "**Applicant Types**." Select all applicable criteria. Select "Save."
4. Select "**Award Types**." Under "Available Award Types," select appropriate criteria. Select more than one type by holding "Ctrl" key while selecting. Select "Add." Select "Save."
5. Select "**Geographical Restrictions**." "Under "Available Geographical Restrictions," select "No Restrictions," "South Carolina," "U.S. Atlantic," "U.S. East," "U.S. South," and "U.S. Southeast." Select "Add." Select "Save."

6. Select "**Sponsor Types**." Select criteria. Select "Save."
7. Select "**Locations Tenable**." Under "Locations Tenable," select "Any/No Restrictions," "U.S.A. Institutions…," and other regions/institutions where you may carry out research. Select "Save."

Keywords – The Key to SMARTS

1. Select "**Keywords**."
2. Select your keywords by the following method:
   a. type word, or portion of word, in Search box
   b. select "Go" button
   c. hold "Ctrl" key while left clicking keywords
   d. click "Select" button (Note: selected keywords appear in "Selected Keywords" section).
   e. to select an entire category, i.e., "Agriculture", check box beside category title (note: "hierarchical" will now be selected under "*How would you like your SMARTS keywords to match?*")
3. Select "Save."

Customize Your Profile for SMARTS

1. Select "**Edit**" under "**My Profile**."
2. Select "**General**" from the customized categories list to the right of the basic profile data.
3. Select appropriate "Citizenship." (used in SMARTS matching) Select "Save."
4. *Select appropriate "Citizenship Status." Click "Save."
5. *Select "**Other Information**." Enter appropriate information.

*Used for Federal Reporting purposes only when used in conjunction with Proposal Development module.

Complete Your Profile

1. To allow potential collaborators to locate you, enter Research Interests.
2. Complete other categories and fields as needed.
3. Select "Add New" to add information to a category.
4. Select "Save."
5. Select "Exit" to logout.

For Assistance

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