

Accessing SPIN



There are two basic ways to access SPIN:

- **Authenticated Access:** Where SPIN is accessed by logging in to the application with a username and password which can be obtained with the assistance of OSPR. Authenticated users will have the ability to save settings, preferences, and search data.
- **Anonymous Access:** A standard "anonymous" IP-based access where the SPIN application will allow access to users at MSU Texas without a username and password as long as they are accessing from an "on-campus" network. Anonymous users do not have the ability to save settings in the SPIN application.

Authenticated SPIN Access

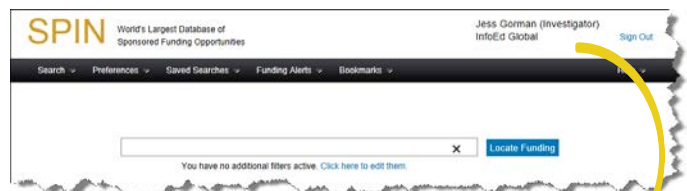
As mentioned above, to access all SPIN features, users must login to the SPIN application with an authorized User Name and Password on a Login Page similar to the one illustrated here.

A screenshot of the SPIN login page. It has a title "Login" and two input fields: "Username" and "Password". There is a "Login" button next to the password field and a "Forgot password?" link below it.

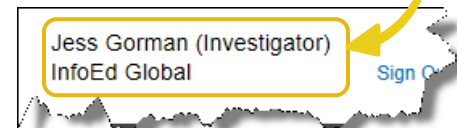
Please Note Visit the login page to create your new SPIN account. You may select whatever username you choose; however, OSPR will only approve user accounts that use an @msutexas.edu email address.

If you need assistance setting up a SPIN account or if your account has not been approved in a timely manner, please contact OSPR.

After your user account is created and approved, use your credentials to log in to SPIN. You will be directed to the InfoEd/SPIN homepage, where you may begin your funding search. An image of the SPIN homepage is pictured below.



As you can see, SPIN is being accessed by an Authenticated Access user which is designated by her User Name inserted into the right side of the page header (circled in gold). Your institution may also be listed below your name.



Anonymous SPIN Access

MSU Texas allows users to access the SPIN application as an anonymous user as long as they are using the "on-campus" network. These users will simply launch an internet browser and go to an Institution-provided URL web address to open SPIN.

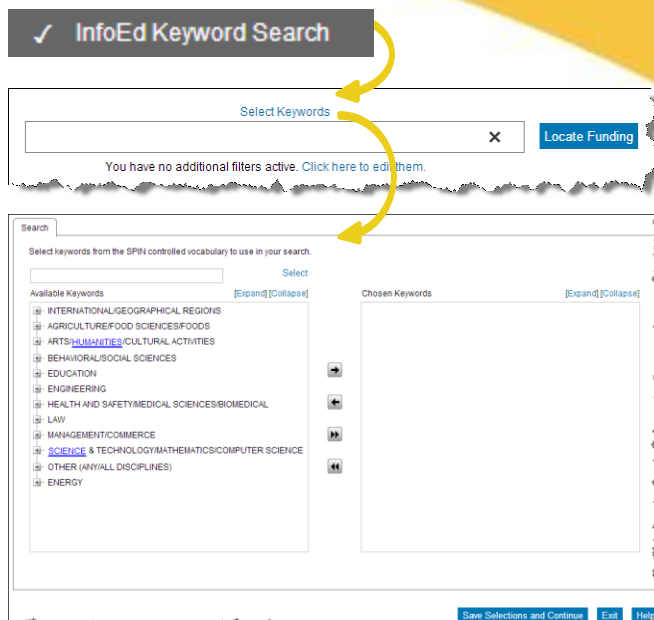
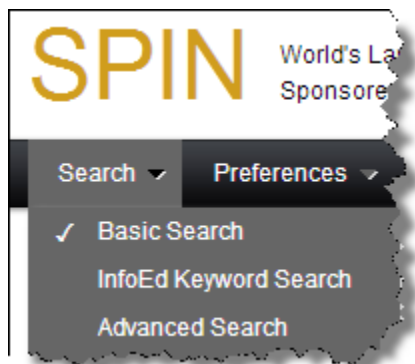


When SPIN is accessed by an Anonymous Access user, there is no user name included in the SPIN Home Page header because the user has not logged on and been authenticated. The header only contains the Institution's name (circled in gold). Also, anonymous users do not have the ability to save their settings, preferences or search data.

Available SPIN Search Modes

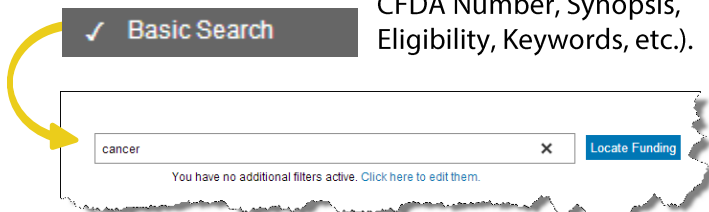
Once you have gained access to the SPIN application, there are three separate search modes for you to choose from: Basic Search, Keyword Search, and Advanced Search.

All of these various search modes can be accessed via the *Search* menu at the top left of the SPIN Home Page Header (as illustrated to the right).



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 – every field is searched (ex. Sponsor Name, Opportunity Title, Funding Opportunity Number, CFDA Number, Synopsis, Eligibility, Keywords, etc.).



When Basic search mode is selected (illustration above), a standard entry textbox appears in the middle of the SPIN Home Page where you can enter your search term(s) to perform a simple SPIN search. As you can see, the above user has entered 'cancer' in the Basic Search box. When *Locate Funding* is clicked, the system will retrieve search results for any SPIN sponsored program record with the word 'cancer' in any field including Opportunity Title, Sponsor Name, Synopsis etc.

Keyword Search

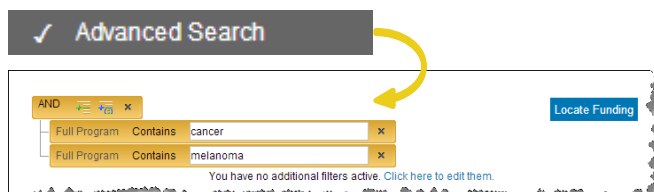
The InfoEd Keyword Search mode operates in a similar manner to the Basic Search except you select from a proprietary list of keywords to perform your search instead of typing in arbitrary word(s) or term(s).

For this mechanism, InfoEd maintains its own proprietary curated list of search terms called the *InfoEd Keyword List* which you can select from to execute your sponsored program 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 and display the selected terms in the SPIN search box. 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 branching logic functions to narrow down your search to retrieve more specific results.



Please Note For more information on this Advanced Search mode and other SPIN functionality, please refer to the InfoEd SPIN User Guide as it is a much more detailed reference.