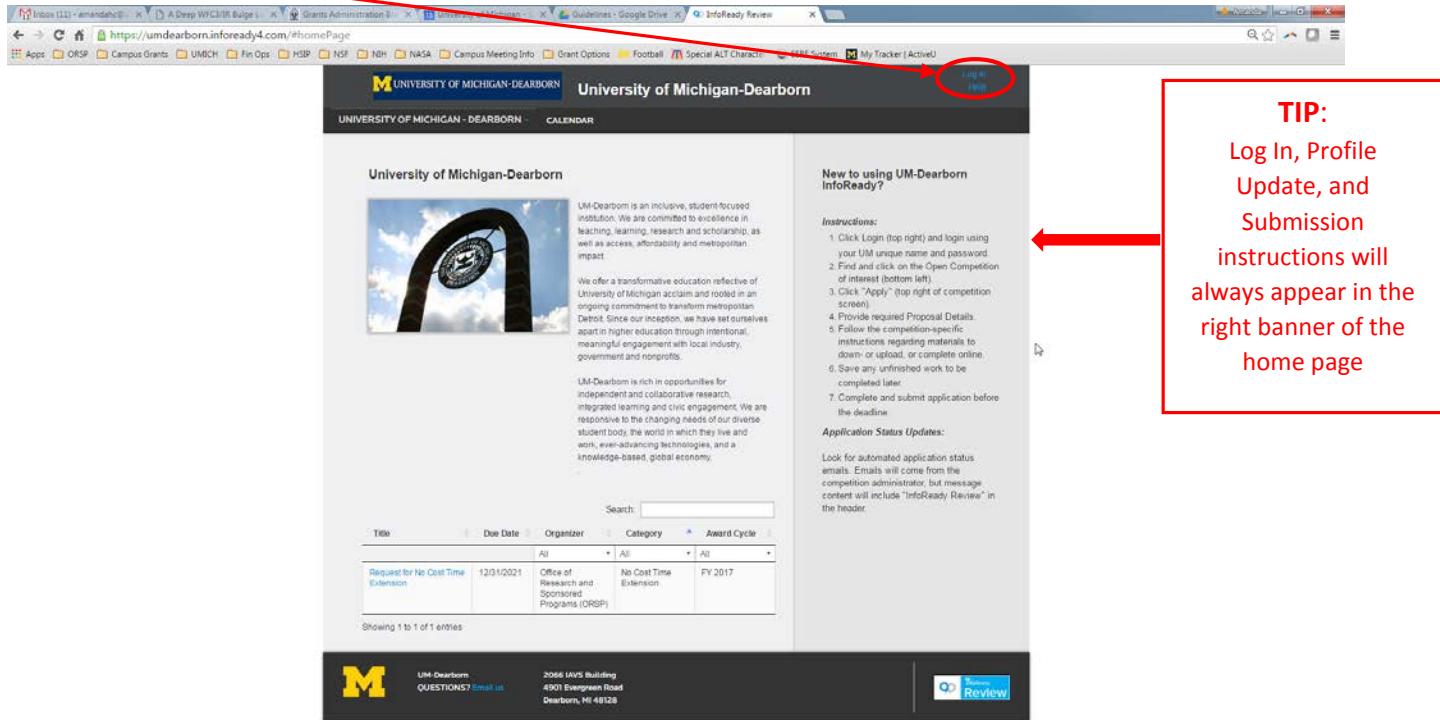


InfoReady User Log In and Setup

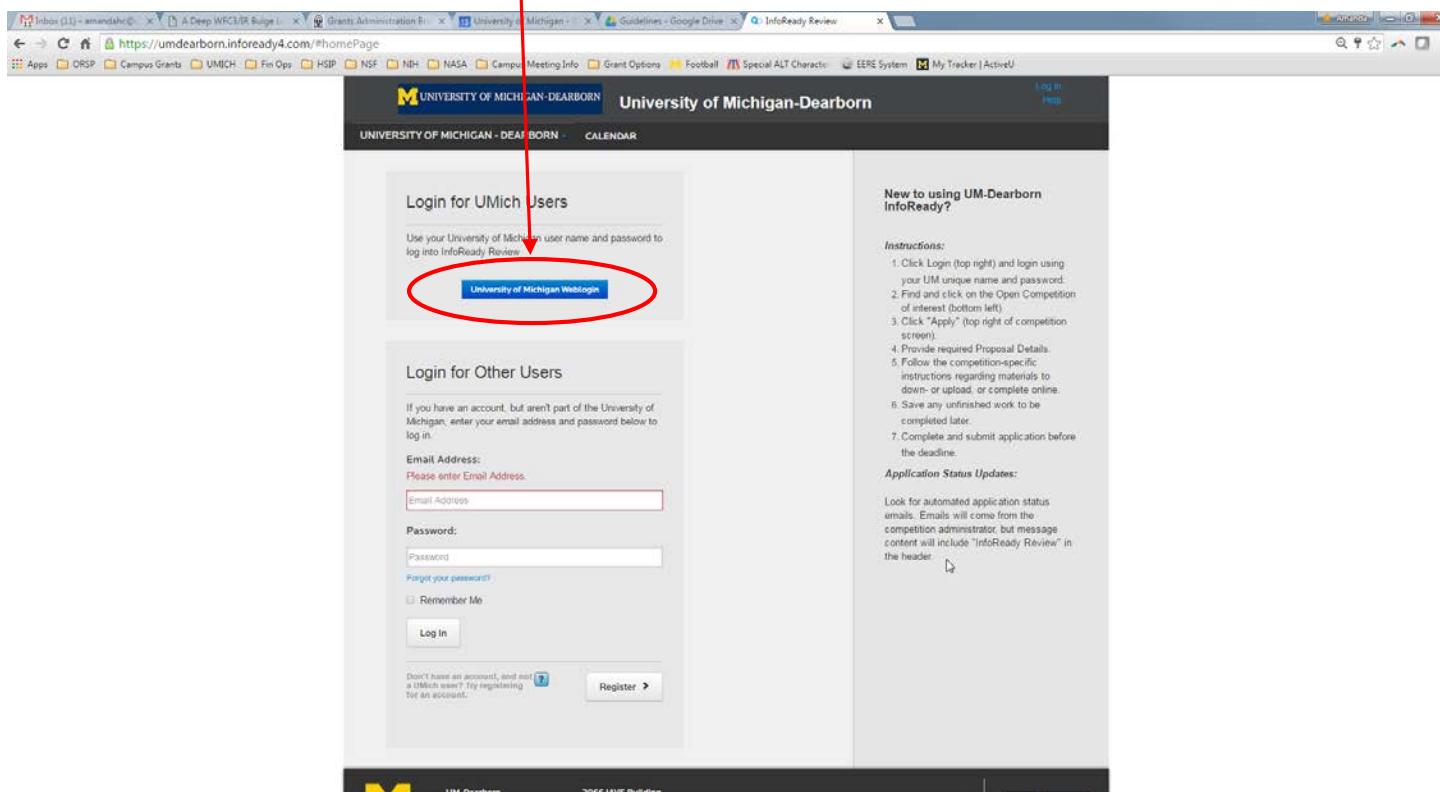
Account Log In

- 1) Go to [UM-Dearborn InfoReady homepage](https://umdearborn.infoready4.com/#HomePage) for application portals and information relating to grant funding offered by the Um-Dearborn Office of Research and Sponsored Programs
- 2) Click **Log In** in the page banner



TIP:
Log In, Profile Update, and Submission instructions will always appear in the right banner of the home page

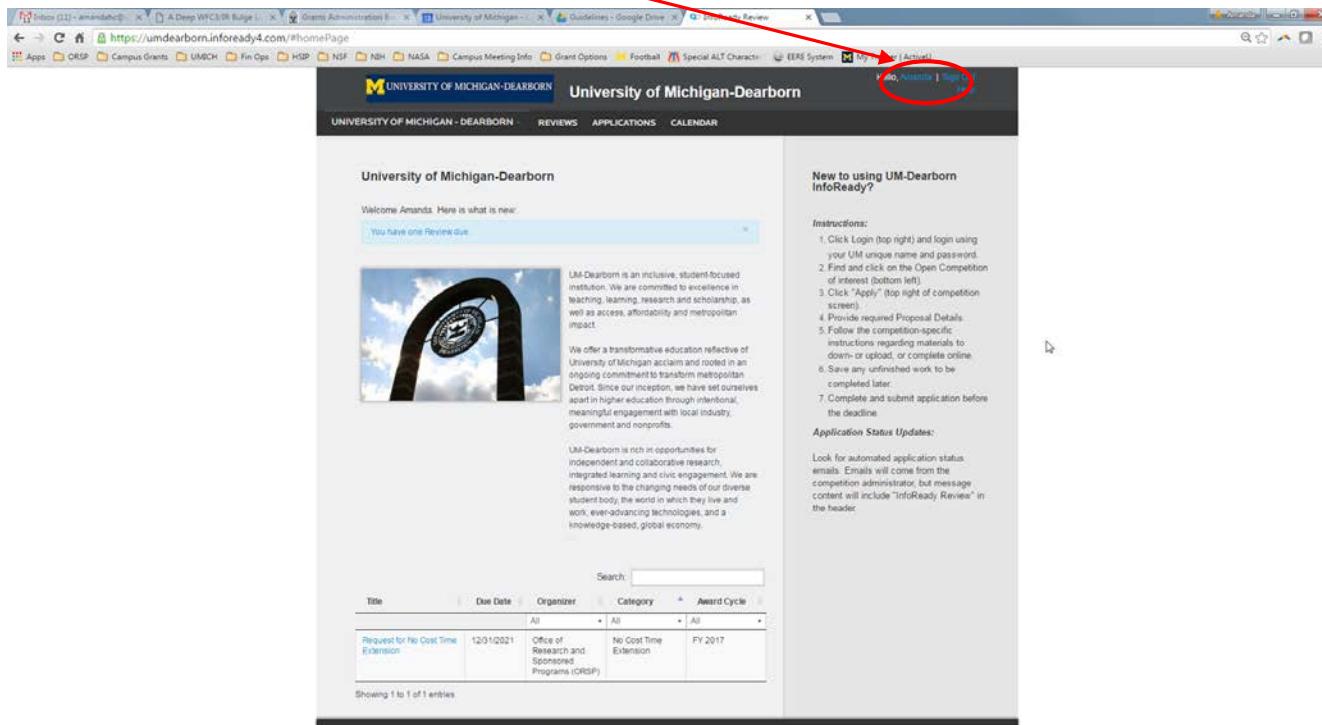
- 3) Click University of Michigan Weblogin and log in using your Kerberos authentication User ID and Password



TIP:
Log In, Profile Update, and Submission instructions will always appear in the right banner of the home page

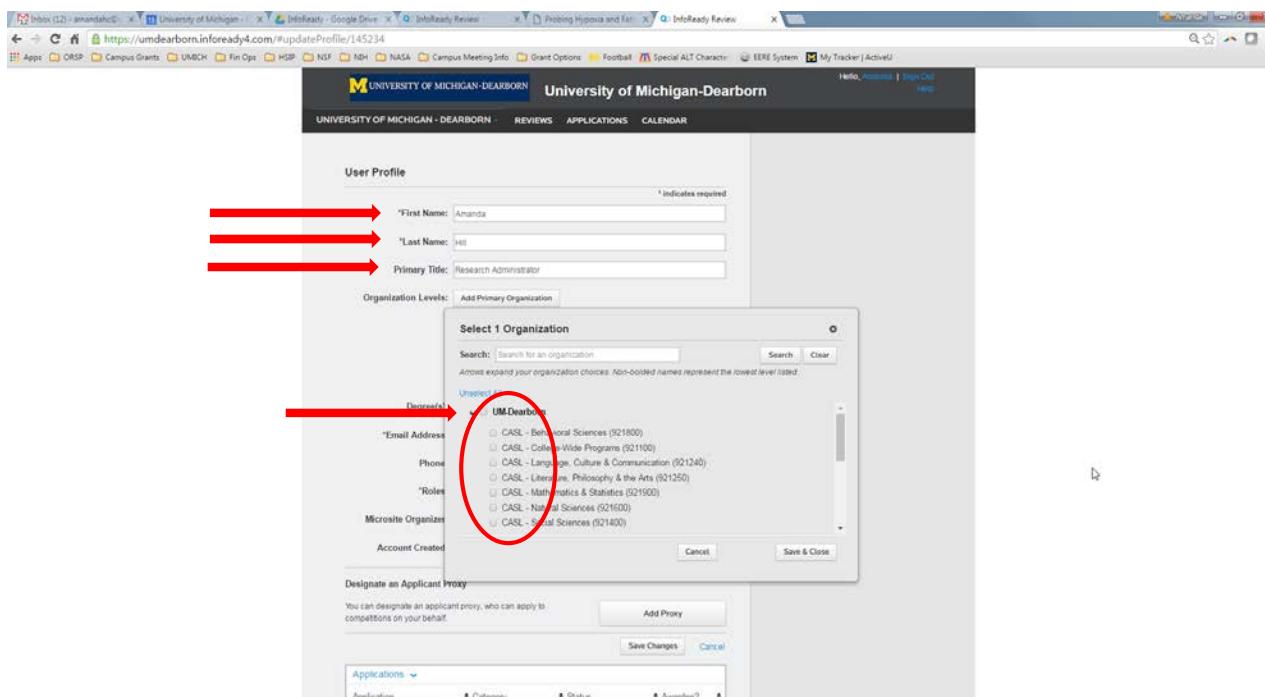
User Set Up

1) Click **your name** in the page banner



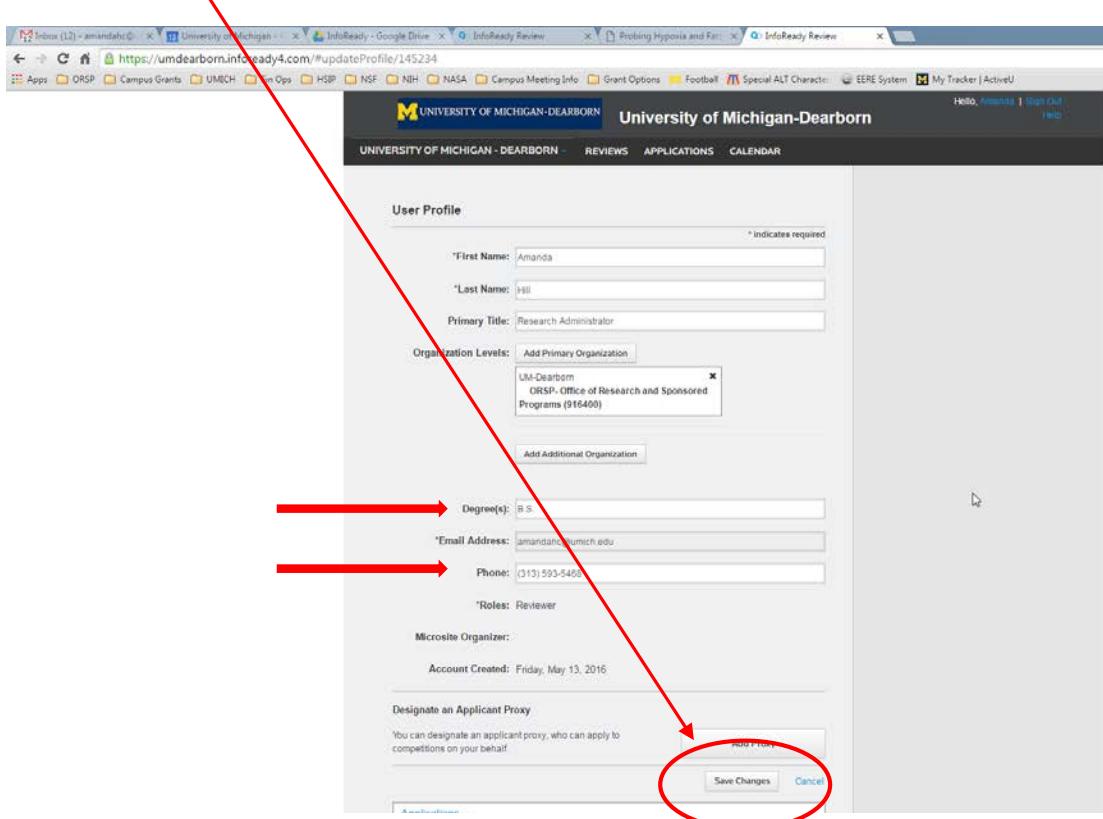
2) Enter the following information

- First and Last Name
- Primary Title – Your current appointment
- Organizational Levels:
 - Primary – Open UM-Dearborn and Select Primary Department Affiliation
 - Additional – Select an additional appointment, if applicable
 - ❖ If you are eligible for EIC grant programs, please select EIC as your additional appointment



- Degree – Highest level of degree obtained
- Phone – Your office phone number

3) Click **Save Changes**



The screenshot shows the 'User Profile' section of the University of Michigan-Dearborn website. The 'Primary Title' is listed as 'Research Administrator'. Under 'Organization Levels', 'UM-Dearborn' and 'ORSP- Office of Research and Sponsored Programs (916400)' are listed. The 'Degree(s)' field contains 'B.S.' and the 'Phone' field contains '(313) 593-5460'. The 'Save Changes' button is highlighted with a red circle.