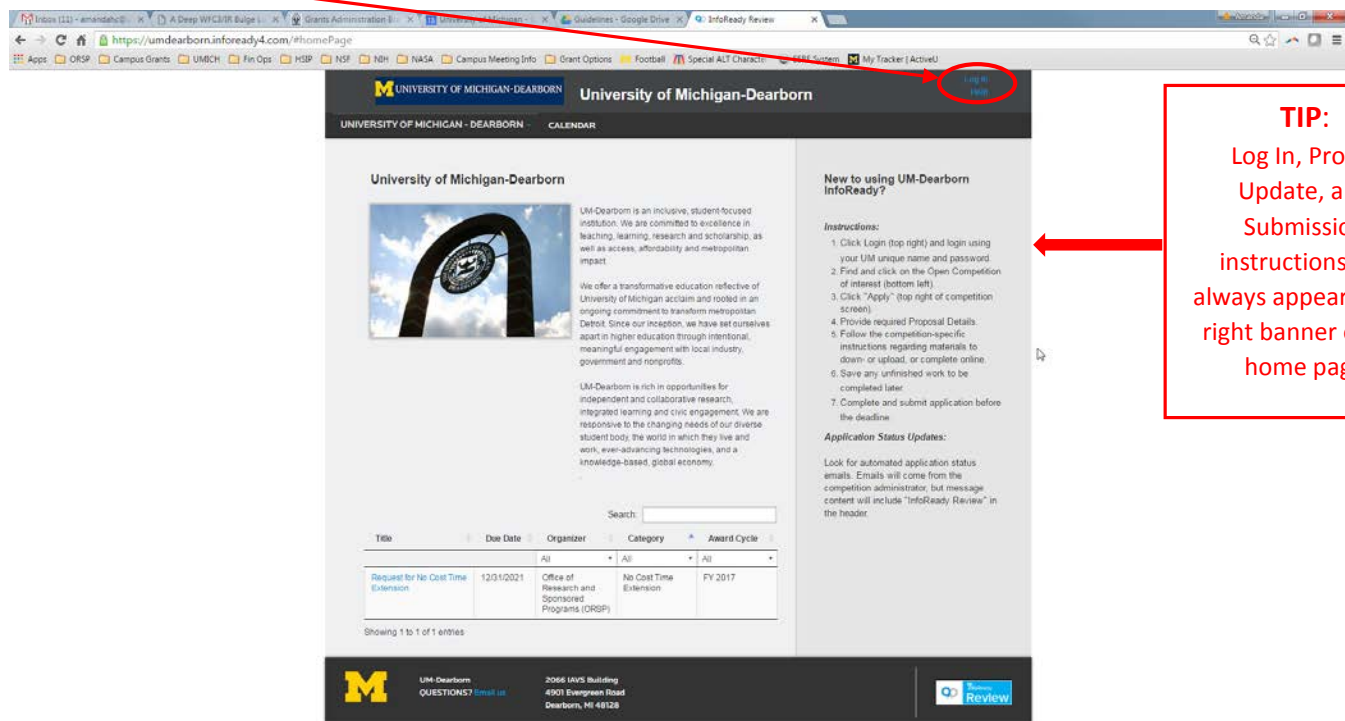


InfoReady User Log In and Setup

Account Log In

- 1) Go to [UM-Dearborn InfoReady homepage](https://umdearborn.infoready4.com) 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

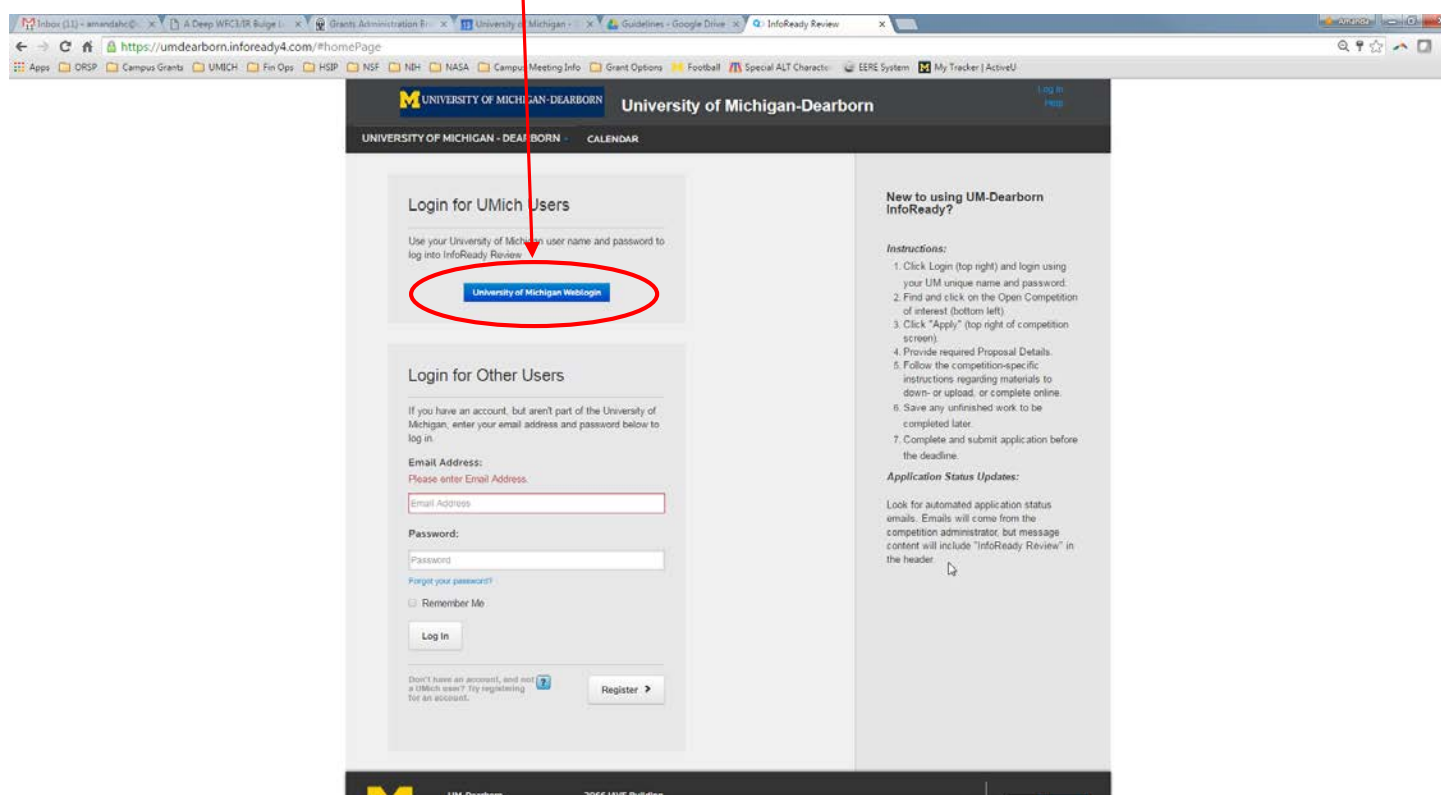


The screenshot shows the UM-Dearborn InfoReady homepage. In the top right corner, there is a banner with a 'Log In' link circled in red. A red arrow points from this link to a red box on the right side of the page. The box contains the following text:

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

The main content area of the page includes a 'New to using UM-Dearborn InfoReady?' section with instructions and application status updates. Below this is a table with columns: Title, Due Date, Organizer, Category, and Award Cycle. The table contains one entry: 'Request for No Cost Time Extension' with a due date of 12/31/2021, organized by the Office of Research and Sponsored Programs (ORSP), categorized as 'No Cost Time Extension', and for 'FY 2017'.

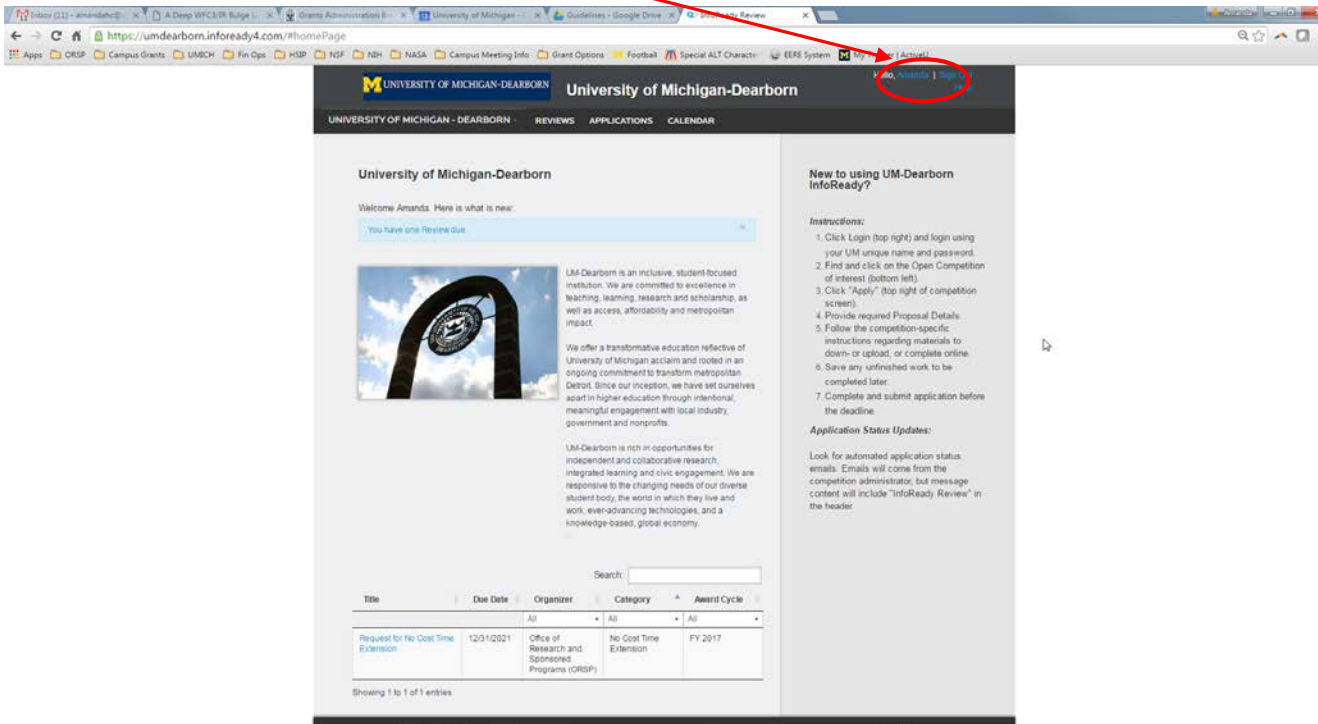
- 3) Click University of **Michigan Weblogin** and log in using your Kerberos authentication User ID and Password



The screenshot shows the UM-Dearborn InfoReady login page. A red arrow points from the 'Log In' link in the top right banner of the previous screenshot to a red circle around the 'University of Michigan Weblogin' link. The page has two main login sections: 'Login for UMich Users' and 'Login for Other Users'. The 'Login for UMich Users' section includes a red circle around the 'University of Michigan Weblogin' link. The 'Login for Other Users' section includes fields for 'Email Address' and 'Password', a 'Remember Me' checkbox, and a 'Log In' button. At the bottom of the page, there is a 'Register' button.

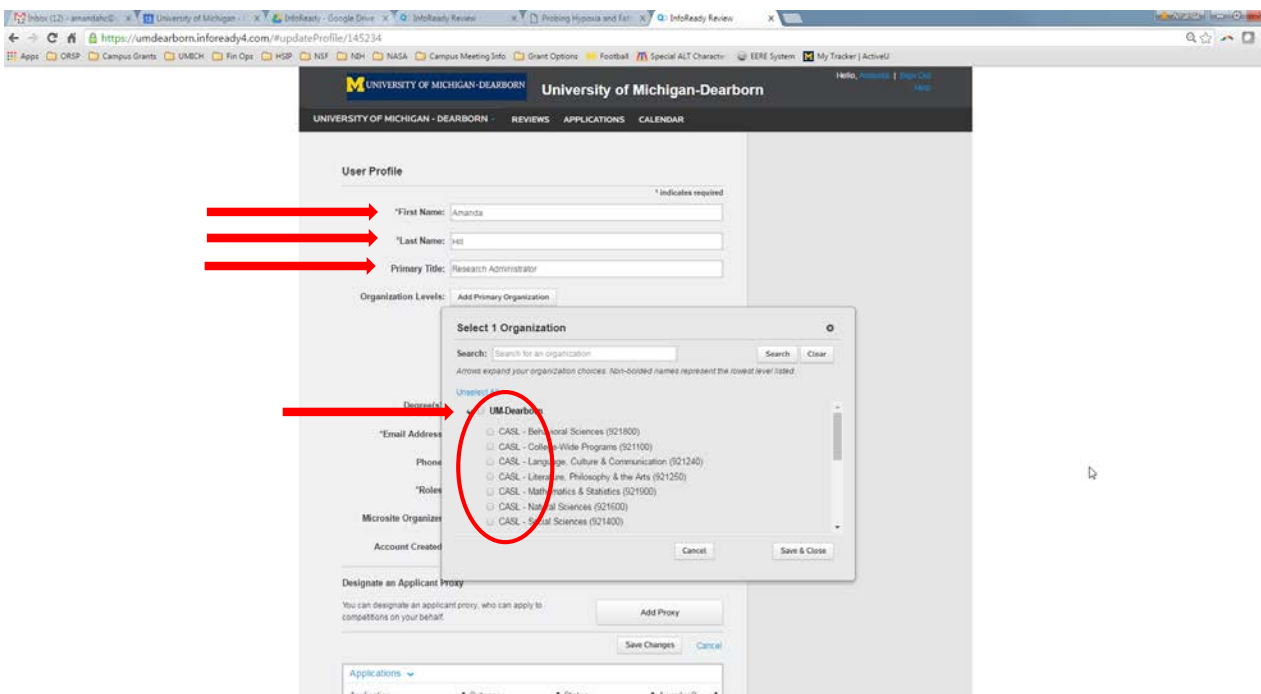
User Set Up

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 displays the 'User Profile' page in the InfoReady system. The form includes the following fields and sections:

- *First Name:** Amanda
- *Last Name:** Hill
- Primary Title:** Research Administrator
- Organization Levels:** Add Primary Organization (UM-Dearborn ORSP, Office of Research and Sponsored Programs (916400))
- Degree(s):** B.S.
- *Email Address:** amandahill@umich.edu
- Phone:** (313) 593-5450
- *Roles:** Reviewer
- Microsite Organizer:**
- Account Created:** Friday, May 13, 2016
- Designate an Applicant Proxy:** You can designate an applicant proxy, who can apply to competitions on your behalf.

At the bottom of the form, there are two buttons: **Save Changes** and **Cancel**. A red circle highlights these buttons, and a red arrow points from the text '3) Click Save Changes' to this circle.