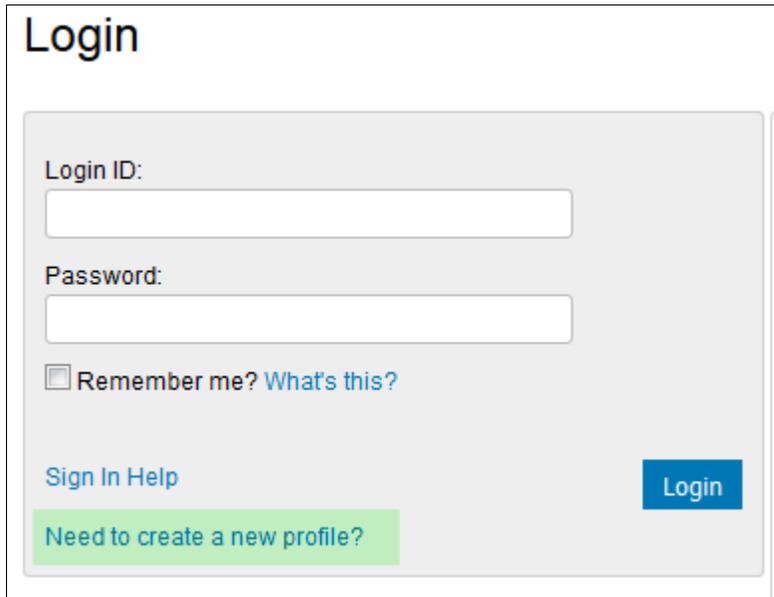


## Create new profile

1. Navigate to <https://spin.infoedglobal.com>

Click "Need to create a new profile"

(If connection is detected as being from an on-campus location, click "Sign In" on the preceding page)



2. Complete the highlighted fields

Save

### Create Profile

Please enter your information to create a new profile. After clicking, **Save**, you will receive an email confirming the submission of your request to your institution's SPIN administrator.

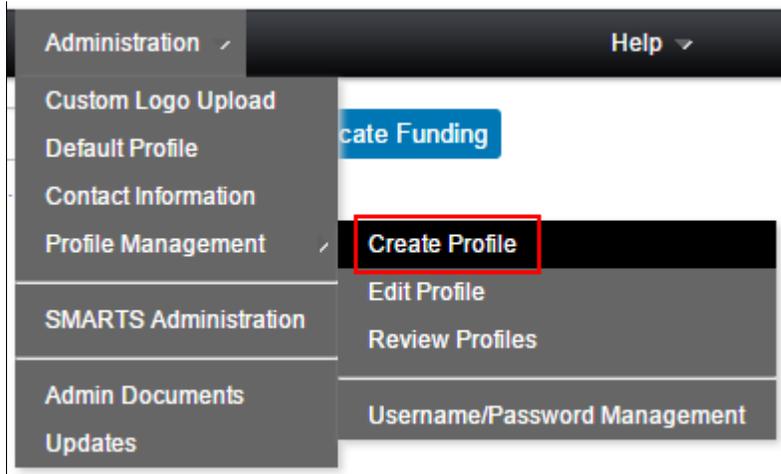
Save



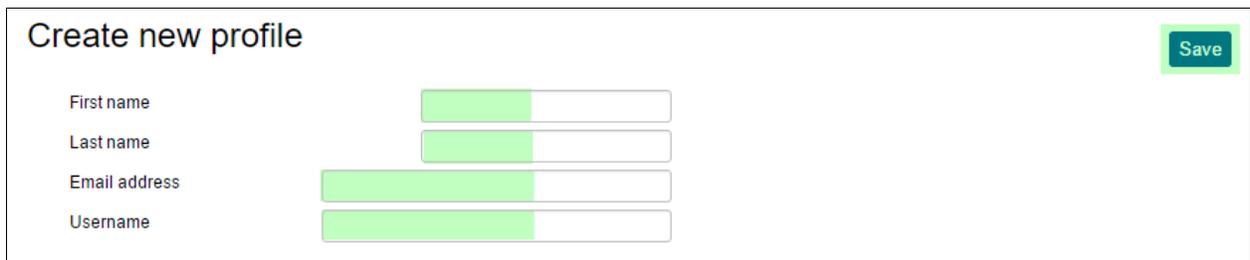
3. Please note new accounts must first be validated by the SPIN Administrator before use.

## Create new profile (SPIN Administrators only)

1. Login. Navigate to Administration > Profile Management > Create Profile



2. Complete the highlighted fields  
Save

A screenshot of a web form titled 'Create new profile'. The form contains four input fields: 'First name', 'Last name', 'Email address', and 'Username'. Each input field has a green highlight on its left side, indicating where to enter information. A green 'Save' button is located in the top right corner of the form.

3. The new user receives an email to setup their password.  
The account is then ready to use.