

InfoEd Registration Information

Use the following instructions to Register for Genius Profile:

1. <http://www.infoed.org>
2. On the main page, there are two icons on the top right
3. Click the GENIUS icon
4. Click Create A New Profile
5. Highlight institution (use the scroll bar to navigate through the list to select Rowan University)
6. Enter First Name (up to 12 characters), Last Name (up to 18 characters), & Email address
7. Select your department (Rowan University, College of Business, Accounting & Finance, etc)
8. Create a username. It can be up to 20 alphanumeric characters in length, with no spaces. This is the username you have to enter each time you log into your profile)
9. Create a password. It can be up to 20 alphanumeric characters in length, with no spaces. Note: This is the password that you will have to enter each time you log into profile.
10. Re-enter you password
11. **YOUR USERNAME AND PASSWORD ARE CASE SENSITIVE – LOWER CASE ONLY.**
12. Click Submit. The Profile Summary Page will appear.

FILLING OUT YOUR PROFILE SUMMARY PAGE & SETTING UP SMARTS/GENIUS

The GENIUS profile serves two purposes:

- To store your search criteria and match your search against the SPIN database on a daily basis to receive relevant funding opportunities via SMARTS.
- To store your curriculum vitae and provide a searchable resource to identify potential collaborators for research. The Profile Summary Page displays each of the major profile information categories that can be maintained.

On the Profile Summary Page – you can select one or more categories when filling in profile information with your GENIUS profile.

Category/Fields	Description
Investigator Name/Institution Name Field	This is the name of the investigator/faculty member and the institution with which they are affiliated.
Full Profile View	Click Full Profile View to display all of the categories/information you have entered into your GENIUS profile.
Account Status	Account status indicates whether a profile has been validated or is pending validation
Required for GENIUS & SMARTS	General & Keywords categories need to be completed in order to receive SMARTS matches or store curriculum vitae in GENIUS.
Used in SMARTS matching	These categories are used to store curriculum
GENIUS Categories	These categories are used to store curriculum vitae with GENIUS.

A Note About Validation

When you create a GENIUS profile, your Module Administrator (Peggy Schoen) will be notified via e-mail. Your Module Administrator will need to validate your profile before you can begin to receive SMARTS matches or before your profile information can be available in the GENIUS database of investigator profiles.

CATEGORIES REQUIRED FOR GENIUS & SMARTS

In order to receive **SMARTS** matches and/or store curriculum vitae within **GENIUS**, you need to fill out the **General** and **Keywords** categories.

General

The General Information page stores all of the investigator's contact/institution information. It also includes a section for setting up SMARTS to receive e-mail notifications of SPIN program.

To fill out the General category:

1. Click **General** from the Profile Summary Page. The General Information page will appear. You will notice that information that was entered on the **GENIUS** registration form is already filled in under this category. Input only the additional requested information. **Required fields are Name, Department, Email and Citizenship.** (Note: As you enter information, double-click the data entered earlier, or the pre-filled boxes, to ensure accuracy).
2. Enter your Prefix: (Mr. Ms. Dr.) Last, First, MI Suffix in the free text boxes.
3. Select your **Designation** by clicking the drop-down arrow and highlighting the appropriate value.
4. **Optional:** Click **Upload/Change Image File** to post/changes your personal photo, within your Genius profile. If you choose, your photo, along with your **GENIUS** profile, will be available in the Genius search database of investigator profiles for potential collaborators to locate you. Click **Delete Image File** to remove your personal photo.
5. Click **Department** to obtain a list of all of the departments within your institution.
6. Choose the department where you hold academic rank as your primary department by checking the box to the left of the appropriate department. Make sure the primary option button is selected. (Note. Only one primary department may be designated. Your primary department was selected when filling out the GENIUS registration page)
7. To choose additional secondary departments with which you are affiliated, click the box to the left of each appropriate department title. (Note: You may choose as many secondary departments as necessary).
8. Click **Save Changes** to return to the General Information Page.
9. Click Change Username to change your username.
10. Enter the new username in the **Enter New Username** text box. Your current username will be listed in the **Current Username** text box.
11. Click **Save Changes** to return to General Information Page.
12. Enter your **Social Security Number** in the free text box (not required) Do not use dashes or spaces.

13. Enter your **Administrative Title** in the free text box if applicable – up to 35 characters.
14. Enter your Appointment Date. This is the appointment date of your current position.
15. Select your Academic Rank by clicking the drop-down arrow and highlighting the appropriate value.
16. Select your Status by clicking the drop down arrow and highlighting the appropriate value.
17. Under Private Profile, select the Yes option button to make your GENIUS profile private. This will prevent your profile from being searchable within the GENIUS database of investigator profiles. Select the No option button to make your GENIUS profile public, enabling your profile information to be visible to investigators at your institution or globally.
18. Enter your e-mail address. You may enter your institution or private e-mail address.
19. Enter your homepage (personal or departmental) in the Homepage free text box – up to 100 characters.
20. Enter your business/school street address in the Address free textbox.
21. Enter up to 18 characters in the City, to select a State, Province or Territory, click the drop-down arrow to highlight the appropriate value and enter up to 12 digits in the Zip free text box.
22. If applicable, enter up to 10 characters in the Mail Stop Code box.
23. Enter to 30 characters in the County text box
24. To select a Country, click the drop-down arrow and highlight the country in which you reside.
25. Enter up to 17 characters in the Phone, Fax, Beeper boxes
26. Enter your date of birth in the Date of Birth (MM/DD/YYYY) box.
27. Click the Citizenship drop-down menu to select the country in which you are a citizen. This will ensure that you receive SMARTS matches relevant to your citizenship. Note: You will automatically receive SMARTS matches of SPIN program which do not have eligibility restrictions with regard to an applicant's citizenship.)
28. Select the appropriate check box(s) that describe your Ethnic/Racial Status.
29. Click the drop-down menus to choose your Gender, Citizenship Status or Disability Status. These fields are optional.
30. The Resource (Laboratory), Resource (Clinic) Resource (Animal) Resource (Computer) Resource (Office) Resource (Other) and Resource (Major Equipment) free text boxes pertain to our Professional Development module. These fields may be left blank for the purposes of SMARTS and Genius.
31. Answer the questions below to receive SMARTS e-mail notifications of relevant funding opportunities.
32. Note: The information entered for the following questions, one through four, determines your user preferences. Review the four questions on the bottom of the General Information page and make changes to the pre-selected option buttons where necessary.

