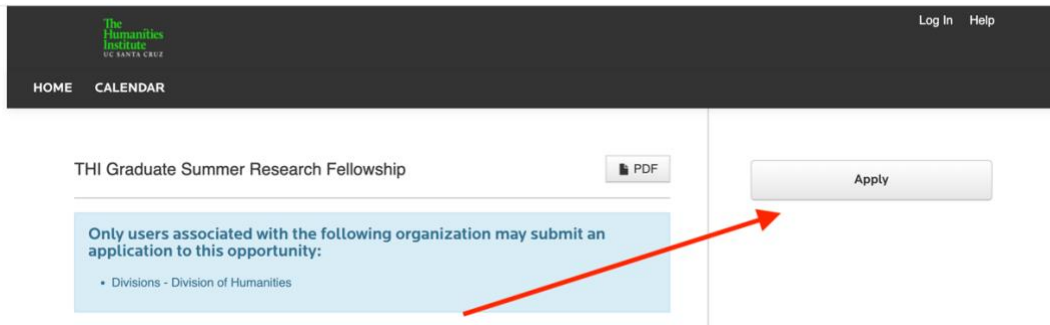


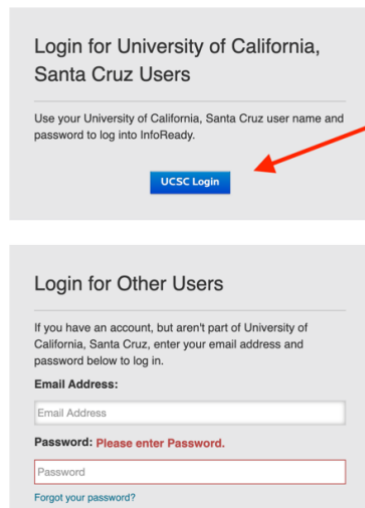
## Using InfoReady for the First Time

*These steps will walk you through the process for setting up your InfoReady account to submit an application to a THI funding opportunity.*

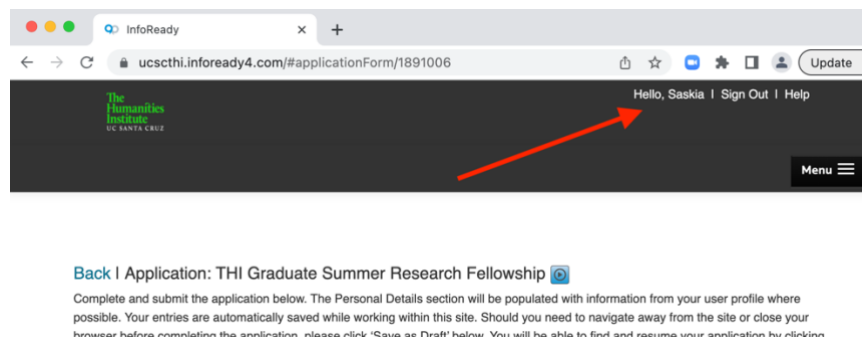
1. Once you click “Apply” on THI’s website, you will be taken to our InfoReady page. You will see information about the call for applications and you need to click “Apply” a second time.



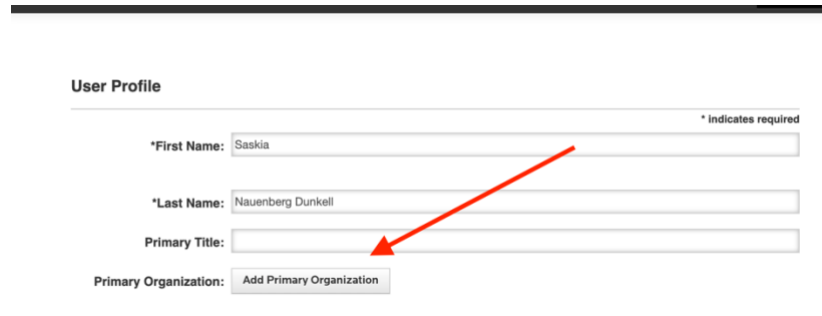
2. This will take you to a screen to login. Please make sure you use the “Login for University of California, Santa Cruz Users.”



3. Once you login, click on your user profile in the top right hand corner.



4. Add a “Primary Organization” to your profile to show that you are eligible for the funding. For example, graduate students should please add their department as their Primary Organization. *\*Note that you only need to do this the first time you use InfoReady (your profile will save for future applications)*



The screenshot shows a 'User Profile' form with the following fields and values:

- \*First Name: Saskia
- \*Last Name: Nauenberg Dunkell
- Primary Title: (empty)
- Primary Organization: Add Primary Organization

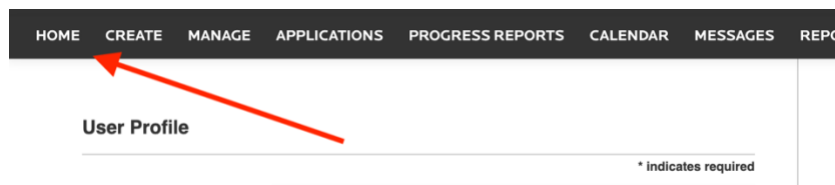
A red arrow points from the 'Primary Title' field to the 'Add Primary Organization' button. A note '\* Indicates required' is visible in the top right corner of the form area.

5. Once you’ve added this, click “save changes” at the bottom of the screen.



The screenshot shows the bottom of the form with two buttons: 'Save Changes' and 'Cancel'. A red arrow points to the 'Save Changes' button.

6. Finally, return to the Home page where you will see the call for application you’d like to apply for.



The screenshot shows a navigation menu with the following items: HOME, CREATE, MANAGE, APPLICATIONS, PROGRESS REPORTS, CALENDAR, MESSAGES, and REPO. Below the menu, the top of the 'User Profile' form is visible, including the title 'User Profile' and the note '\* Indicates required'.

A red arrow points from the 'HOME' menu item to the 'User Profile' form.

You are now ready to submit your application. Wishing you well!