

## Updating InfoReady User Profile to Include Primary and Secondary Organizations

In order to submit applications for CLA grant competitions, it is necessary to have the proper Primary and Secondary Organizations chosen in your InfoReady User Profile. The Primary Organization is Purdue WL; the Secondary Organization is the College of Liberal Arts. To accomplish this, follow the instructions outlined below.

Your User Profile can also be amended to designate a Proxy to complete applications on your behalf. Since application deadlines are hard deadlines, and submissions cannot be taken after the deadline has passed, Mike Hicks, CLA Grants Coordinator, can act as a Proxy and submit applications for you after the deadline. If you have questions, please contact Mike at [mahicks@purdue.edu](mailto:mahicks@purdue.edu) or 765-494-3666.

### **Steps:**

- Access InfoReady at the following URL: <https://purdue.infoready4.com/>
- Click the Log In link at the upper right of the page
- On the webpage that appears, click the blue **Purdue University Login** link
- Authenticate to BoilerKey using your Purdue Career Account Alias and BoilerKey PIN
  - BoilerKey Instructions: <https://>
- On the main InfoReady page, Click on your name at the upper right of the page
  - This takes you to your User Profile page
- In the Primary Organization field, click the Add Primary Organization link, and select Purdue WL
- In the Secondary Organization field, click the Add Secondary Organization link, and then click on the arrow (>) next to Purdue WL
  - Select College of Liberal Arts from the drop-down list by clicking the box next to it
- Make sure all other fields in your User Profile are completed to your satisfaction, then
- Click Save Changes

Once you have completed the steps above, you are ready to complete a competition form and submit an application for the competition of your choice.