

InfoReady Review Applicant Log in Information

1. Go to the UTHSC InfoReady Review (IRR) homepage (<https://uthsc.infoready4.com>)
2. Click **"Log In"** in the upper right corner of the screen (in the green area)
 - For UTHSC applicants: (a) Click blue box **"University of Tennessee Health Science Center Login"** (b) Log in using UTHSC Net ID and Password (c) **First time applicants must select their Primary Organization by following the directions in Step #3 below.**
 - For non-UTHSC applicants: (a) In box labeled **"Login for Other Users"** (below blue UTHSC login), click on **"Register"** (located at the bottom of the box), to create an IRR account (b) Fill in required account information, and click *Create Account*. Be sure to enter your *institutional email* (c) After creating your account, log in using the box labeled **"Login for Other Users"** (d) **First time applicants must select their Primary Organization by following the directions in Step #3 below.**
3. **First time applicants must select their Primary Organization before applying to a competition:** After logging in: (a) Click on your name (*Hello, Your Name*) in upper right corner of the screen (in the green area). This will take you to your User Profile. (b) Scroll down to Organizational Levels, and click **"Add Primary Organization"**. (c) Locate and check box next to your affiliation on the drop-down menu (by clicking on arrows, you can drill down to departmental level). (d) Click **"Save and Close"**. (e) Click **"Save Changes"** at the bottom of User Profile page. (f) Click **"Home"** in upper left to get back to home page
4. Once on homepage, click the name of competition you are interested in to apply.

If you have questions regarding how to use InfoReady Review, please e-mail the administrator Lisa Youngentob at lyoungen@uthsc.edu.