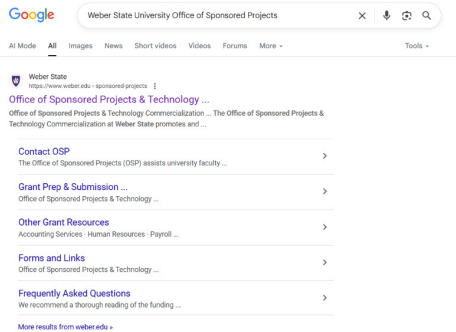


PIVOT SIGN-IN GUIDE

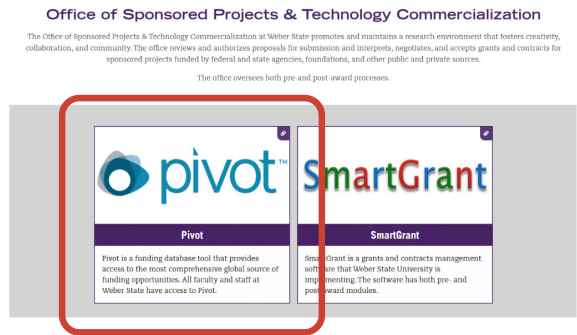
Signing up for Pivot is the first step in finding funding for your project or research. Below is a guide for registering to use Pivot, which is available for all university faculty and staff.

Step 1



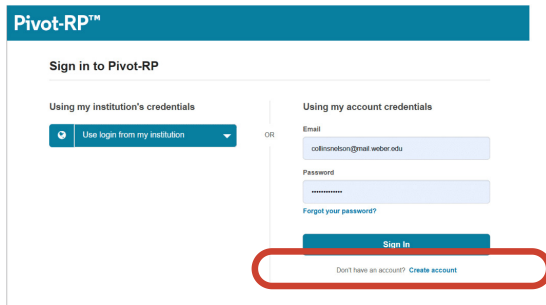
First, open up your preferred internet browser and go to www.weber.edu/sponsored-projects. You can also search for the Office of Sponsored Projects on Google.

Step 2



Then, scroll down and click on "Pivot" on the page. This will take you to the login screen.

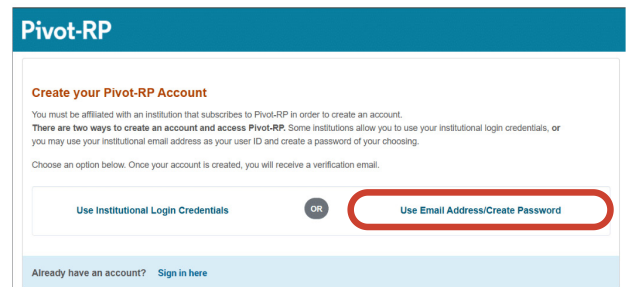
Step 3



Click the "Create Account" link under the "Sign In" fillable boxes.

WARNING! DO NOT CLICK the "Use login from my institution." This will create an error, and you will not find Weber State on the list of institutions. Instead, create your account manually.

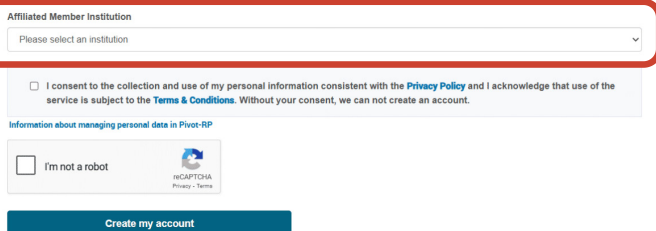
Step 4



Click "Use Email Address/Create Password" on the right side of the screen.

DO NOT CLICK the "Use Institutional Login Credentials" button on the left. CASS and Pivot do not function properly together.

Step 5



Fill in the requested information below. Please use your Weber State email address for consistency.

Be sure to click the dropdown menu and select **Weber State University** as your **Affiliated Member Institution**.

Final Notes

Once you have filled in all of the requested information, click **Create My Account** to finish creating the login profile.

From here, Pivot will send an email to the address that you provided. To complete your account setup, click the link Pivot sent and proceed with claiming your profile. Once your profile is claimed, spend some time filling in the more detailed areas of your profile. This will help you receive accurate funding information.

