1. The InfoReady Review link will take you to the homepage below. Click on the "Log In" link in the upper right-hand corner of the screen (highlighted in red below).

2. Click on the box labeled "University of Wyoming Login" in the area of "Login for University of Wyoming Users".

3. Enter your standard UW username and password (credentials) that you use for other UW systems, such as WyoCloud, and click the "Logon" button.

4. After you login you will be returned to the InfoReady home page. To get started, click on the "Pre-Award Spending Request (Preliminary Spending)" (highlighted in red). This will take you to the description page for the form.

5. The screenshot below is an Administrator View, your screen will be slightly different. Click on "Submit Application" to get started.

6. After selecting "Submit Application" you will be directed to the screen below. Please fill out all required information.

7. When your application is filled out please select the "Submit Application" button. If there are any errors the system will ask you to correct them. Your application is unable to be submitted until all errors have been corrected.