InfoReady Review New User Quick Guide
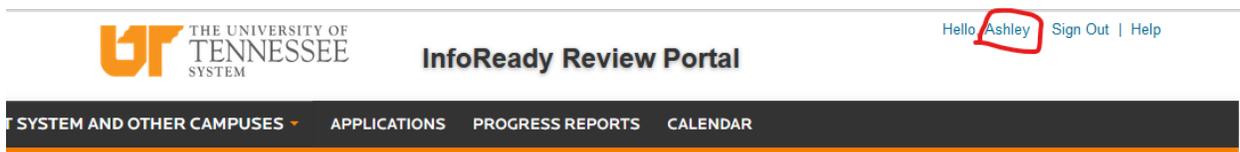
1. Go to https://tennessee.infoready4.com/#system

2. Click the blue "Log In" link in the upper righthand corner of the webpage.
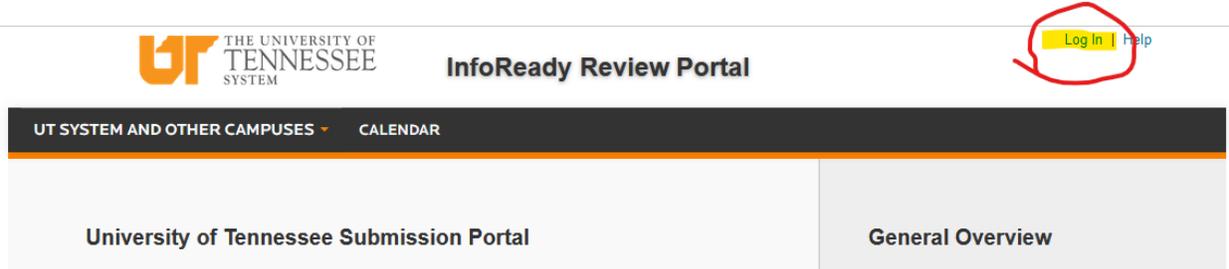
3. Click on the blue University of Tennessee Login button.
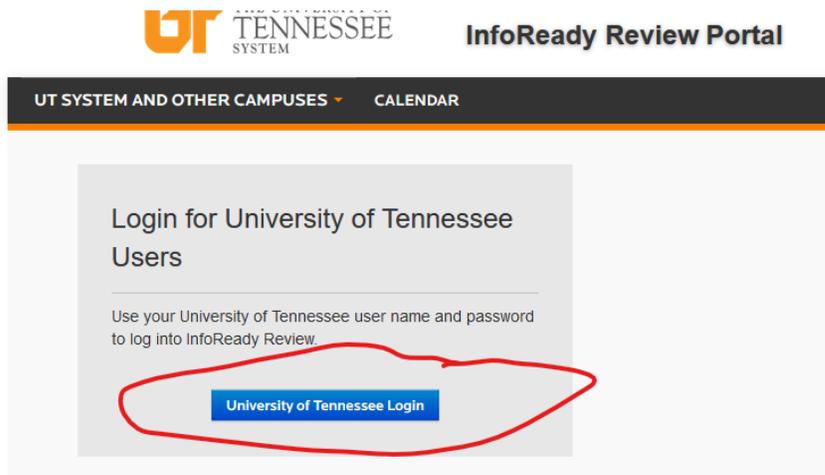
4. Log in with your UTC ID and Password.

5. Click on your name in the upper righthand corner of the webpage to go to your User Profile.

6. Click Add Primary Organization.

7. Click the dropdown arrow next to "University of Tennessee System", then the dropdown arrow next to "University of Tennessee, Chattanooga". Scroll down until you find your primary College. Click that dropdown arrow and check the box next to the appropriate department.

8. Click "Save & Close". This should return you to the User Profile.

9. Click "Save Changes" at the bottom of the profile

You're now ready to apply to an open opportunity in InfoReady Review!