

Help Guide – How to Submit Your URFO Letter of Intent

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Logging In To InfoEd

URL: infoed.utoledo.edu

This will take you to the tower login page. Log in using your normal UTAD username and password.

To Find an LOI Proposal You Have Already Started

Depending on how many proposals and other ty6Tc@hlyp034s1Tf2.22950TD077T31Tf1.53010TD0Tc0003620TD0Tc08y11Depen

To Start a New LOI Proposal

1. In the Left Menu, click "Proposals"
2. In the resulting content pane, under the heading "Create New", click the "Proposal" button.
3. A new window

4. Submit for Review – This screen has 3 sections. Because the LOI is a very simple proposal, the first section is unnecessary, and the page automatically places you on the second section entitled “Assemble Application.”
 - a. Click the “Build” button to generate a single document from the eForm and the