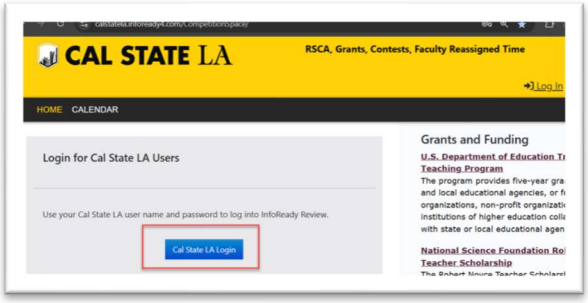
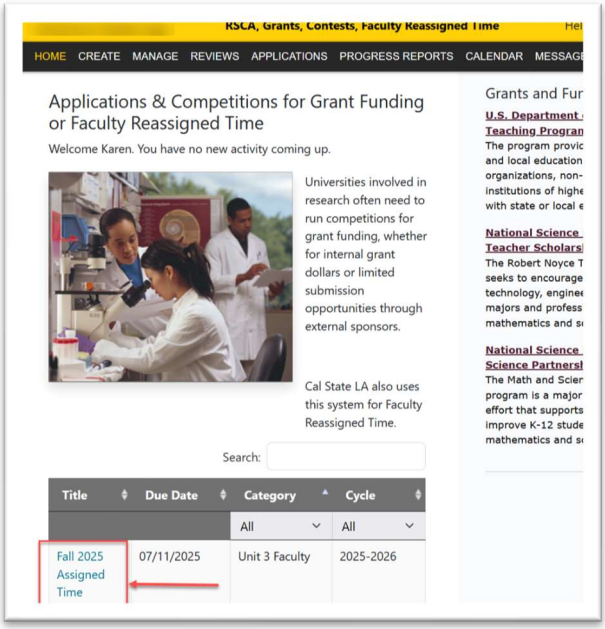
InfoReady Guide

This guide provides, staff, administration, and faculty with step-by-step instructions for completing an assigned time application through InfoReady.

1) Go to https://calstatela.infoready4.com/CompetitionSpace/
    a. Click on Log In
    b. Click on Cal State LA Login

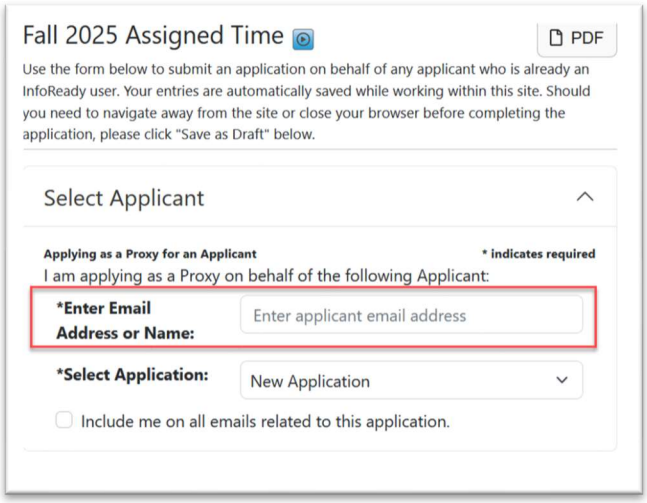


2) Once log in, you will see the available competitions at the bottom



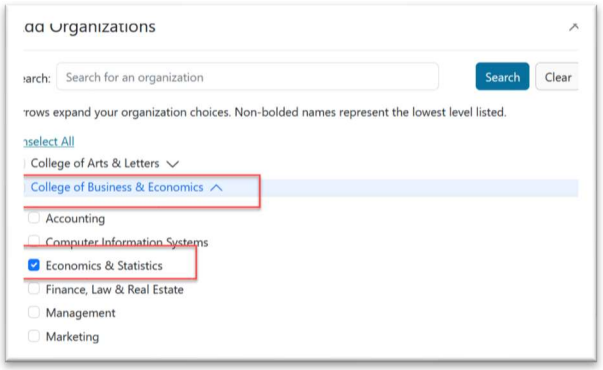
3) Select Fall 2025 Assigned Time

4) The following prompt will appear: You can apply for yourself or apply by Proxy (for someone else). Example below is how to apply by Proxy



5) First, please enter the email address
    a. Auto fields will auto populate
        i. Faculty First Name, Last Name, CIN, Faculty Status, Dept ID and College

6) You will be asked to select your Primary Organization
    a. Primary Organization is your department name (select college drop down box) – Select one that applies (example below)

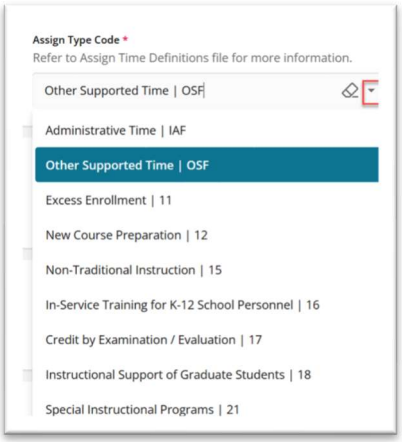


7) Next, you will be asked to enter the email address of your college office Resource Manager: (list below)
    a. College of Arts & Letters: Phyllis Scott- pscott4@calstatela.edu

b. College of Business: Aimee Lim- ALim@cslanet.calstatela.edu
c. College of Education: Becky Tsan- btsan4@calstatela.edu
d. College of Ethic Studies: Tommy Luong- TLuong@cslanet.calstatela.edu
e. College of Engineering, Computer Science and Technology: Chris Lam- Christopher.Lam@calstatela.edu
f. College of Health and Human Services: Tara Herman- THerman@cslanet.calstatela.edu
g. College of Natural and Social Sciences: Tommy Luong - TLuong@cslanet.calstatela.edu
h. Library: Nicole Pasini – npasini@calstatela.edu

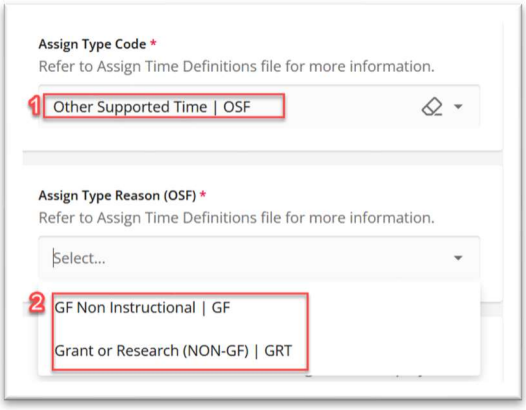
8) Next, please provide a brief summary of the assigned time you will be doing
   a. Example: Faculty Advising Fellows, 3 WTU's

9) Next, select the assigned time code by clicking on the drop-down arrow: please review the assigned time definitions file for more information located at https://www.calstatela.edu/facultyaffairs/assigned-time



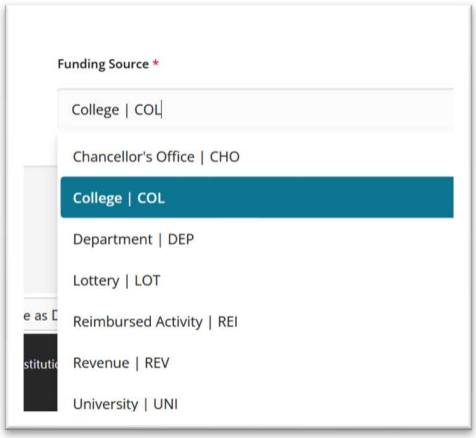
Once you select additional boxes will be asked in accordance with your selection (ex: if OSF is selected, prompt box will appear, see below)

10) Next, an additional prompt will appear based on #9 selection (GF or GRT)



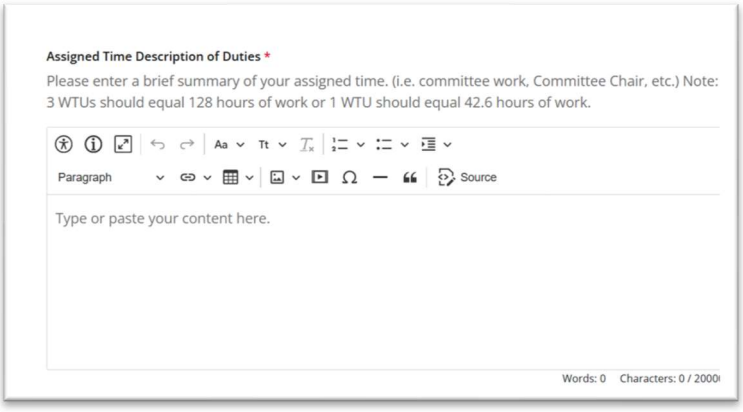
11) Next, enter the number of WTU's you will be reassigned for this project

12) Next, select the drop-down menu and provide the <u>funding source</u> for this assigned time (select one that applies)



13) Click, next

a. The Assigned Time Description of Duties will appear (Required field)



b. Next, will ask if you have any documentation that will help with supporting the request for assigned time
c. Finally, you will be required to fill out the expected outcomes and deliverables for the request

14) Click, Next

15) Next, you will be asked if there is any additional email address that will be required to receive notification of this request

16) Next, select PREVIEW button to review application

17) Once, it is reviewed you can either click on EDIT or **SUBMIT**

Note: Once it has been submitted it will be routed to the Resource Manager for first level review, then College Dean's review, followed by The Office of Faculty Affairs for final review and approval.