

CREATING AN ACCOUNT ON COS

Step 1: Go to the COS main page – <http://www.cos.com>

Step 2: Click the '*New User? Register FREE*' link.

Step 3: Press the [Join] button.

Step 4: Complete the *Create Your Account* form with your personal information and make sure to specify your organization (University of San Francisco). When finished, press the [Create my Account] button to continue.

Step 5: Press the [Create my Profile] button to complete registration.

Step 6: Upon completion, you should automatically log in to COS.

Step 7: Search the database by entering relevant information in the search field (ie: grants for arts and humanities) and pressing [Search COS].

Step 8: Under “Activity Location” choose “more locations” then click on the folder “United States” and then the state “California” and then hit “OK.”