Inventor Portal User Guide

USA Office of Commercialization and Industry Collaboration (OCIC)

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Purpose: This guide is to (i) guide you through the steps to setup an Inventor Portal Account, and (ii) submit an invention disclosure online through the Inventor Portal.
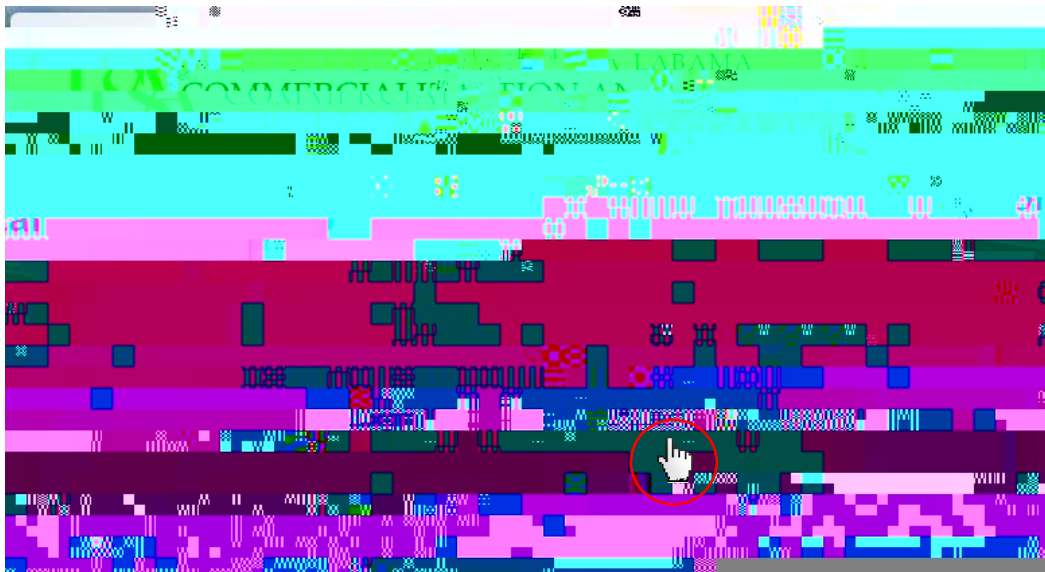
I. Creating an Inventor Portal Account

Step 1: Request a new user account as follows:

1. Visit www.southalabama.edu/ocic
2. Select the "Submit Invention Disclosure" icon

3. Select the "Request Account" button. An email will be automatically generated and includes a link to complete your account setup.

Step 2: In the "Request New Account" screen, enter your email address and the verification code and click "Submit." You will then receive an e-mail from OCIC (ott@southalabama.edu) with the subject line of "Inventor Portal Account Request".

In the email you receive with the subject line "Inventor Portal Account Request", click the link to proceed to the Inventor Portal and create s Tlaest",

Step 3: Fill in all of the required in 0 an0 Tc 0 Tw 3.71 04( )

II. Submitting and Invention Disclosure

Step 1: Login to the OCIC Inventor Portal by selecting "Submit Invention Disclosure" icon at our website www.southalabama.edu/ocic. Enter the User Name and Password you created is Section I of this guide and click "Login".
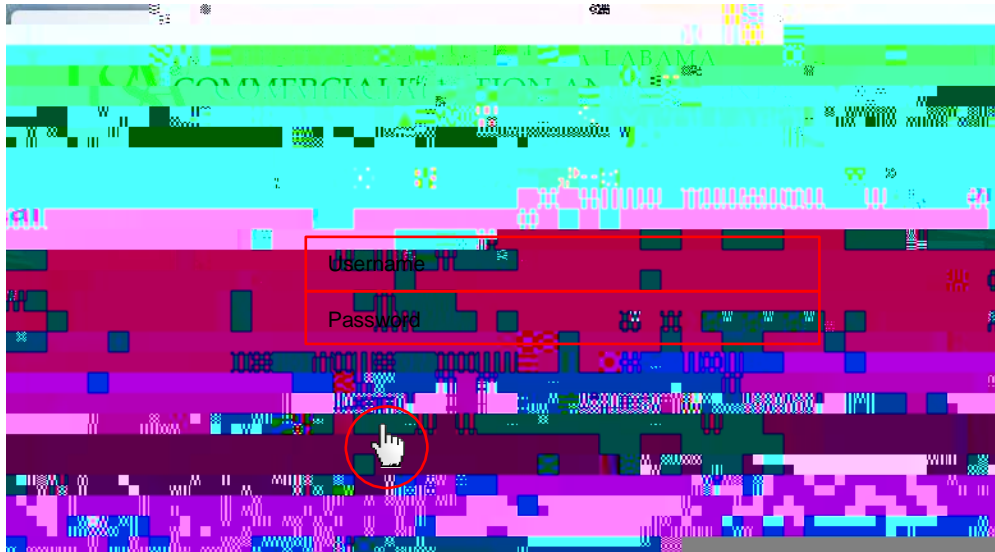
Once logged in, use the menu on the left side of the screen to navigate through the different tabs.

- x **"Dashboard"** tab allows you to see the current activity that has occurred with your disclosures.
- x **"Disclosure"** tab allows you to view the current disclosures on which you are a named inventor.
- x "**Add New Disclosure"** tab allows you to submit a new invention disclosure.
- x **"Edit Profile**" tab allows you to update your account information and change your password if needed.

Step 2: To submit a new invention disclosure click on the "Add New Disclosure" tab on the left side of the screen.

Step 3: Enter the title of your disclosure and select "Invention Disclosure" from the "Choose the Type of Disclosure" drop down menu. Click the "Create New Disclosure" button when you have completed this section. Click "Cancel" to return to the Invention Portal "Dashboard" if necessary.

Step 4: Fill in the required information on the Disclosure form. Fields with asterisks are required fields. At the bottom of the form, you can save it as a draft, download it as a PDF or WORD document for your records, and submit it for review.

For Inventions with Multiple Inventors: The name of the inventor submitting the invention disclosure will automatically be added to the "Inventors" section of the disclosure form. If there are co-inventors, <u>first</u> click "Edit" and change your contribution from 100% to a percentage that   cor02 Tw -38.0 Td( )Tj-0.002 002 Tyour contr s24i2 7.-4(c)-7(o)3(ntv.2

Important: Select the access level of each co-inventor, either as an "Administrator" or "View Only". Administrator access will have full control over the disclosure and can edit it. "View Only" access will not have permission to edit the disclosure.
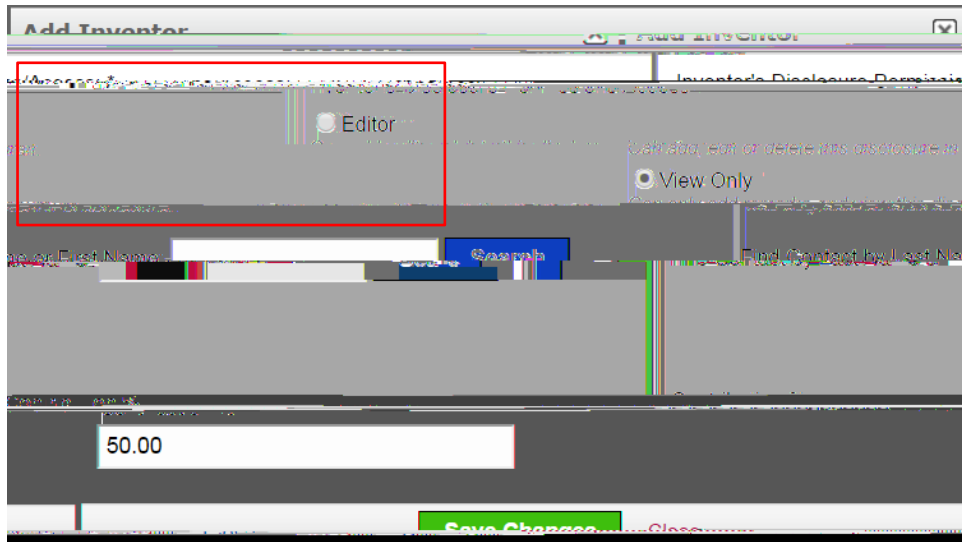
To add a co-inventor, first search to see if the inventor is already in the OCIC Inventor Portal by typing in his or her last name or first name into the search field and clicking "Search". Co- inventors must have an Inventor Portal account to be found with this search function. If you cannot find the inventor, contact that inventor to create an account (See Section I: Creating an Inventor Portal Account). You can save the progress of your disclosure and return later once all co-inventors have created an account. Update the contribution % of the con-inventor to update their contribution. Click "Save Changes" when finished.
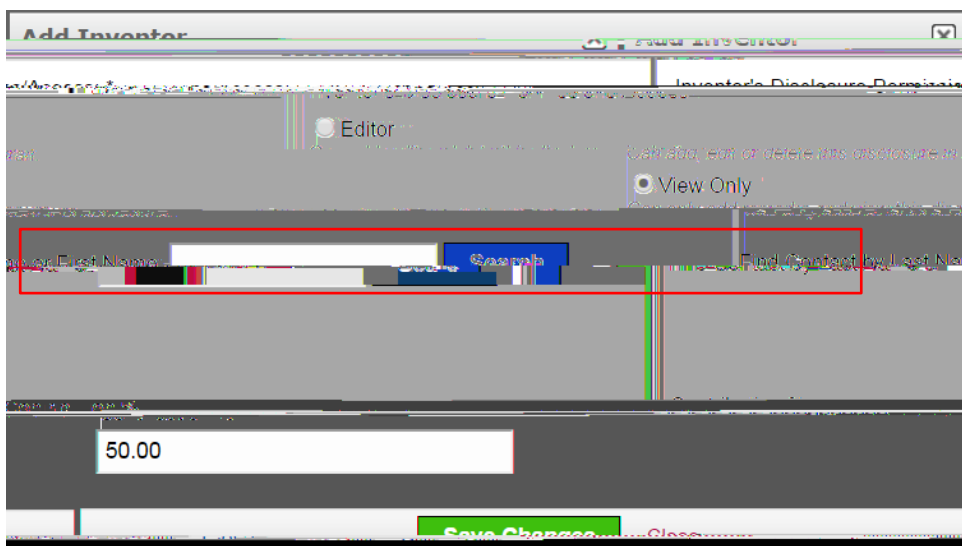
Step 5: To add any documents, use the document uploader under "Documents" section to upload any documents pertinent to the invention disclosure, such as a detailed description of the   invention, data or images, or a copy of a grant application. Acceptable file types are noted on the   page.

Step 6: Click "Submit for Review" when you have completed your disclosure. TdocumClic0.26 0 Td(a)Tj030 Tc 0 Tc 0
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