

Guide – Using the Technology Portal

Introduction

In order to provide MSHS faculty with more insight into the technological assets we're managing for them, we're implementing the Technology Portal service provided by Inteum, MSIP's database and work management suite. This provides a way to disclose technologies to MSIP and a way to see any downstream patent and agreement work MSIP does for this technology.

You'll log in with your Mount Sinai credentials when prompted. Please email <u>MSIPinfo@mssm.edu</u> if you have any difficulty using the Technology Portal or have any questions. We'll be happy to schedule a phone call/WebEx to walk through any questions you may have.

Dashboard and Menu Selections



Adding a New Disclosure

Always select Technology Disclosure and include a title accurately describing your technology disclosure.



Inventors and Funding sources

Add inventors and funding sources appropriate to this disclosure.

Add Inventor		
First	Last	
Michael	Tempero	
and the second se		
Add Funding		
Add Funding Sponsor/Source Institution	Investigator	



Saving a draft and Submitting for Review

You can save the draft disclosure and return with additional information. When your disclosure is complete, click *Submit for Review*.



Disclosure Menu

To open a draft disclosure or review the current status of a disclosure, click on Disclosures, shown above.

Select "View" to open the disclosure.

Navigate the disclosure by opening and closing the sections with the arrows along the menu bars and scrolling down.

- Dashboard	DISCLOSURE			
Disclosures	Downland & DDF			
Add New Disclosure	Download AS PDF	200000 2200		
Cida Duafila	Disclosure Type:	Disclosure Title:	Approved	
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	Status:		You cannot edit the disclosure but	
	Accepted		back often for updates on this	
			disclosure such as new patents or	
	Record Id:	Tech ld:	Set Back to Dratt	
	DISC-16-017	160601		
	Original Submitted Date:	Revised Submitted Date:		
	6/10/2016	6/10/2016		
	Technology			
	Research		*	
	Other			

The bottom section of the disclosure page will list the technology, patent, and agreement records for this disclosure. These will populate as they are created for this disclosure.

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