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 MSIInfo@mssm.edu 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

![Dashboard and Menu Selections](image)

Select to review past disclosures and activity
Select to disclose a new technology

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.
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.

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.