

The UNLV Office of Economic Development accepts invention disclosure forms via our new Inventor Portal. You can access Inventor Portal at: <u>https://unlv.inteum.com/unlv/inventorportal/</u>

Inventor PortaUser Guideor UNLV Faculty, Staff and Student Inventors

- 1) Create an Account
 - a. Navigating to the Inventor Portal website will allow you to request a new account for submitting Disclosures.
 - b. It should be noted that the form requires two addresses (this is required for official filing with the USPTO)
- 2) Log In
- a. Following confirmation of account access, you can now log in using your information
- 3) Add New Disclosure
 - a. Begin by clicking on the Add New Disclosuretab on the Dashboard.
 - b. Make sure to fill out the disclosure as thoroughly as possible. Note: You carsave the form and return later to fill it out you do not have to finish filling out the form all at once.
- 4) What Comes Next? -In Rview ; Your disclosure has been approved and is in review.
 - iii. Approved Approved; Your disclosure has been approved!
 - iv. Draft; Your disclosure has been sent back for further additions/details and you can find remarks in the Remarkstab.
 - b. Following approval by the Office of Economic Development, you will be notified via the e-mail address you used to sign up with, to provide signatures to sign your disclosure.
 - c. Following signing your disclosure, a UNLV Licensing Manager will contact you with further details regarding your exciting technology!
 - 5) Administrative Support
 - a. If you run into any issues, have additional questions, or would like to provide our office suggestion for improving Inventor Portal please email us at: innovation@unlv.edu