

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

## Inventor Portal User Guide for 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 Disclosures](#) tab on the Dashboard.
- b. Make sure to fill out the disclosure as thoroughly as possible. **Note: You can save 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?

- a. You can track the status & ongoing remarks using the [Disclosures](#) tab on the Dashboard. The following statuses are explained:
  - i. **Submitted**; Your disclosure is currently awaiting the review process.
  - ii. **Approved-In Review**; 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 [Remarks](#) tab.
- 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](mailto:innovation@unlv.edu)