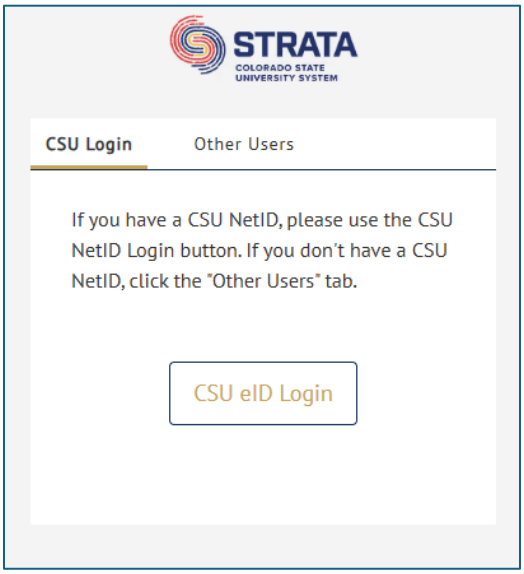
CSU Inventor Portal Instructions

ACCESSING THE INVENTOR PORTAL

The CSU inventor portal can be accessed using the following URL: https://csurf.my.site.com/inventors/s/login/

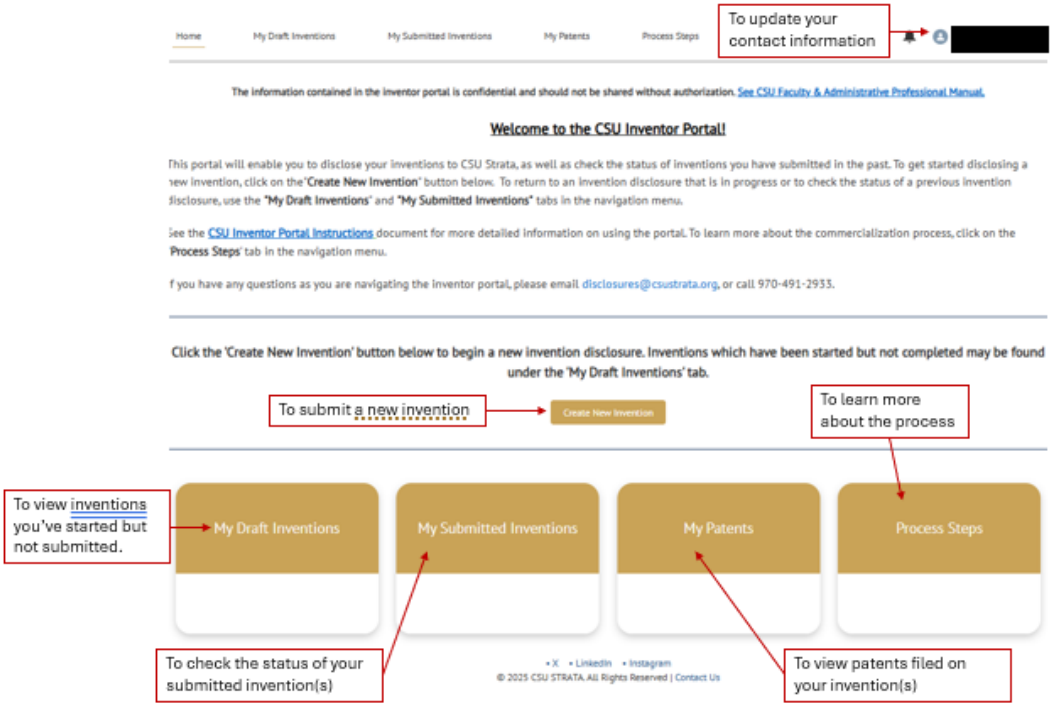
CSU researchers can use their CSU credentials to access the inventor portal without having to set up an account. To do so, select the CSU eID login option on the login page, as shown at right.



If you are not able to access the portal with your CSU credentials or if you are a past affiliate of CSU who no longer has active CSU credentials, please contact us at disclosures@csustrata.org so that we can enable your inventor portal access.

NAVIGATING THE INVENTOR PORTAL

Please see the diagram below for an explanation of the navigation options available in the inventor portal:



SUBMITTING A NEW INVENTION DISCLOSURE
Click on the "Create New Invention" button" on the homepage to begin a new invention disclosure.

This will open a new invention disclosure form for you to complete. Note that you may save and return to this form as needed, using the "Save and Exit" button at the top/bottom of each page of the form (starting with page 2). Your content will also automatically save each time you click the "Next" button to advance to a new page.

Navigate through each section of the form using the "Next" button found at the top and bottom of each page and completing each question as completely as possible. Note that questions with an asterisk are required; you will not be able to submit your invention disclosure without completing these questions. It is recommended that you save your changes at regular intervals to avoid any data loss, should browser or internet connectivity issues arise.

The final section of the invention disclosure form will have an option to submit the form. You should ensure that the form is complete/correct before clicking submit, as submitted invention disclosures will no longer be editable.

RETURNING TO AN INVENTION DISCLOSURE IN PROGRESS
To return to an invention disclosure that you have saved, click on "My Draft Inventions" in the menu at the top of the page. This will display all of the inventions that you have created but not yet submitted. Find the invention you wish to continue working on in the list, click the checkbox to the left of this invention, and then click the "Next" button at the bottom of the page.

SIGNING THE INVENTION DISCLOSURE
After an invention has been submitted, it will be reviewed by our inventor portal administrator for completeness. If the invention is missing critical information, the portal administrator may return your invention disclosure to "draft" status and request specific additional information.

Typically, however, the portal administrator will approve the invention disclosure. Upon approval of your invention disclosure, you will be sent a copy of the completed, approved invention disclosure for electronic signature via the electronic signature software DocuSign. Please review the document for accuracy and read the terms on the signature page before signing the document. Similarly, any other CSU affiliates listed as inventors on the disclosure will be asked to sign the invention disclosure in DocuSign. Note that non-CSU inventors should be listed as inventors on the invention disclosure, but will not be asked to sign the disclosure. CSU Strata will work with the inventors' organizations to put any necessary agreements in place regarding co-ownership of the intellectual property.

UPDATING YOUR INVENTOR PROFILE RECORD
You can update your profile information by clicking on your username in the upper right corner of the homepage, selecting "My Profile," and then clicking the "Edit" button on the profile page. Make sure you click "Save" before leaving the page. Note that CSU Strata needs your home address and citizenship information in order to file patent applications to protect your invention(s), so it is also important to keep this information up to date. It is suggested that you review this information periodically to ensure accuracy.