

## How to customize your iPortal Home Page

To get the maximum visibility to your personal activity, the Innovation and Partnerships Office (IPO) recommends you customize your iPortal home page the first time you access the iPortal.

1. In the **Tasks** box on the right side of the page select **Customize Home Page**.

The screenshot shows the iPortal interface. At the top, there is a blue header with the Berkeley Lab logo, the text 'Innovation and Partnerships Office INNOVATION PORTAL', and a user greeting 'Welcome, Joey Inventor!' with links for 'Settings' and 'Logout'. Below the header is a navigation bar with 'HOME'. The main content area is light pink and features a 'Welcome, Joey Inventor' message. On the left, there are two widget boxes: 'Inventor Homepage' (stating 'You have no Inventions in the system') and 'Inventor Agreements' (stating 'You have no Agreements in the system'). On the right, there is a 'Tasks' box containing a list of tasks: 'New Disclosure', 'Material Transfer Agreement (MTA) Request Form', 'Nondisclosure Agreement (NDA) Request Form', 'Online Software Disclosure', 'ROI Submission', and 'Customize Home Page'. A red arrow points from the 'Tasks' box to the 'Customize Home Page' option.

2. A list of Available Home Page Widgets including the name and description of the widget will appear on page titled Customize Home Page
3. Press the **Add to Home Page** button next to all the widgets you want to add to your home page.

**Innovation and Partnerships Office**  
**INNOVATION PORTAL**

Welcome, Joey Inventor!  
 Settings | Logout

HOME

### Customize Home Page

Customize Page

**Available Home Page Widgets**

Widget Name	Description	
Latest Agreements You Entered	None	Add To Home Page
Inventor Agreement	For inventors, a list of your agreements.	Add To Home Page
Inventor Homepage	For inventors, a list of your inventions.	Add To Home Page
Inventor Projects	For inventors, a list of your projects.	Add To Home Page
Latest Inventions You Entered	Latest Inventions You Entered	Add To Home Page
Your Submissions	Displays all submissions created by you.	Add To Home Page
Latest Assigned Projects	Show Projects where you are assigned as a Project Manager	Add To Home Page

**Current Home Page Widgets**

Widget Name	Title	Sort Order	
Your Submissions	Your Submissions	1	✗
Inventor Homepage	Inventor Homepage	2	✗
Inventor Agreement	Inventor Agreements	3	✗

Customize Page **Finish**

- You can customize the order widgets appear on your home page. Below the widget list on the Customize Home Page you will see the **Current Home Page Widgets section**. Number the Sort Order boxes in the order you would like to see the widgets on your home page. The Sort Order field with the lowest number will show first on the Home Page.  
 (Note: this can be changed at any time)
- Click the Finish button at the bottom of the page.
- Now, you will see the newly added widgets on your customized home page.
- You can make changes to your homepage at any time by clicking the **Customize Home Page link in the Tasks box**.

**Innovation and Partnerships Office**  
**INNOVATION PORTAL**


Welcome, Joey Inventor!  
Settings | Logout

HOME

## Welcome, Joey Inventor

**Your Submissions**   
No Submissions

**Inventor Homepage**   
You have no Inventions in the system

**Inventor Agreements**   
You have no Agreements in the system

**Tasks**

- o New Disclosure
- o Material Transfer Agreement (MTA) Request Form
- o Nondisclosure Agreement (NDA) Request Form
- o Online Software Disclosure
- o ROI Submission
- o Customize Home Page

**Custom Reports**  
- [Agreements I'm Listed On](#)

If you have additional questions about the iPortal, please email [iportal@lbl.gov](mailto:iportal@lbl.gov) or contact your IPO Technology Commercialization Associate.

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