![ONE innovation — Powered by MIT Innovation Initiative]

Welcome to the InnovationONE Portal!

InnovationONE is a new platform designed to be MIT students' home base for opportunities working with the various Innovation & Entrepreneurship departments, labs, and centers across campus. It's a fast and easy way for students to explore all the opportunities and apply with just a few clicks using a common application.

For DLC administrators, it's also a self-service portal to update your DLC account, add/edit opportunities, track applicants' statuses, and download reports.

This guide will walk you through the processes step-by-step, but we're happy to answer any questions you may still have. Email innovation@mit.edu if you have questions or require additional information after reviewing this document.

What's an "opportunity"?

Opportunities are projects, jobs, internships, research, or classes that students can apply to through InnovationONE. These opportunities automatically appear in students' dashboards.Once students apply, you will be able to review applicants, edit opportunities, download the data, or add/archive an opportunity.

- ELO-guaranteed Opportunities: opportunities that have been approved by the Office of Experiential Learning for up to $1900 in guaranteed funding per student for Fall 2020 and IAP 2021.
- Additional Opportunities: any other opportunity that is not ELO-guaranteed.

Students will be able to filter and sort through opportunities using these fields: Opportunity Name, Opportunity Type (Internship, Class, Research, Grant), DLC Name, ELO Guaranteed Status, Application Deadline and Student Eligibility (Year 1, 2, 3, 4, Graduate)

What's a student "Common App"?

InnovationONE provides a "common application" for students to apply to opportunities. Once students apply to your opportunity, you will receive their "common app" along with any additional questions you may add. Their "common app" includes their first name, last name, MIT email address, student ID number, one line description, areas of interest, skills, resume, work samples, personal links, academic degrees, plus diversity and inclusion (if they choose to share their diversity and inclusion data).

What's a Resource?

A resource is programming your DLC runs every year during and/or beyond Fall 2020. You will be able to add programs, events, academic courses, IAP courses, and more. Any resource you add will be added to the public InnovationONE page under the tab "Resource Guide". All students will be able to see and filter through your resources.

Here are the instructions for Posting Opportunities to the Portal (ELO- & Non ELO-Guaranteed).

<u>Table of Contents</u>

Access the InnovationONE Portal

To access the InnovationONE Portal visit the link innovationone.mit.edu and select the button "DLCs". You'll see a screen to enter your MIT Touchstone credentials.

Create a new DLC Account

To create a DLC Account:
1. "Select your DLC" from the dropdown or, if not listed, enter the name
2. Create an Authorized Admin by adding their "First Name", "Last Name", and "MIT Email". Because we are using Touchstone, your MIT Email will immediately populate in the "MIT Email". Add yourself first as an Admin. Once inside the portal, you'll be able to add more admins.
   ○ Authorized Admins are able to edit DLC information and add opportunities.

What's in your InnovationONE Portal
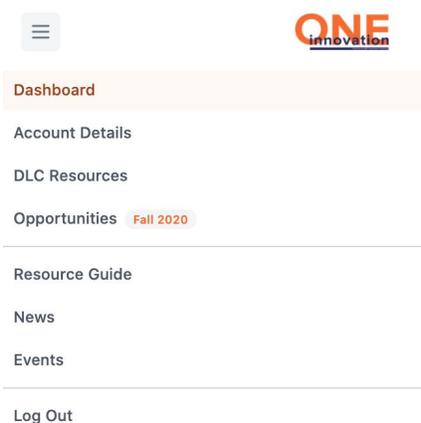
Your InnovationOne Portal navigation includes:
1. Dashboard- here you can see your posted opportunities, add new opportunities, view applicants, see all your resources and add new resources.
2. Account Details- here you can manage Authorized Admins.
3. DLC Resources- here you can see all your resources and add new ones. Resources include programs, events, courses, etc.
4. Opportunities- here you can see all your opportunities, view applicants and add new opportunities.

*Please note your navigation may be a horizontal pane or vertical pane depending on whether you are in a desktop, in a mobile device, or in collapsed view.

How to "Add a New Opportunity"

In your InnovationONE Dashboard, select the button "Add" and you will be redirected to the "Add a New Opportunity" form.

Fall 2020 Opportunities   View all   **+ Add**

How to fill out the "Add a New Opportunity" Form

When adding a new opportunity, you'll need to fill out the following fields:
- Opportunity Title
- Assign this opportunity to my DLC Program- select your DLC Name here
- Opportunity Type- Internship, Class, Research, Grant
- Opportunity Start Date
- Opportunity End Date
- Opportunity Application Date
- ELO-Guaranteed Status- select if you have approval for the ELO Guaranteed or not
- Positions Available- number of positions available for the opportunity
- Estimated number of hours/week
- Stipend Amount
- Opportunity Description
- Required experience, skills, coursework
- Student Eligibility- First Year, Second Year, Third year, Fourth Year, or Graduate
- Additional Questions- you will be able to add 3 additional questions for students to answer and submit along with their common app.
- Opportunity Link- link for students to learn more about your opportunity
- External Application Link- link for students to apply to your opportunity externally
- Contact Details for the Opportunity- contact details for this opportunity and admin to edit and manage applicant statuses

New Opportunity   Save

► How students apply to your opportunity. Expand details

Opportunity Overview

Opportunity Title

Assign this opportunity to my DLC Program.

Opportunity Type
Class

Opportunity Parameters

Start Date   mm/dd/yyyy   End Date   mm/dd/yyyy

Application Deadline   mm/dd/yyyy

Has this opportunity been approved by the Office of Experiential Learning for Fall 2020/IAP 2021 $1900 guarantee?
◉ ELO-guaranteed approved   ○ Not ELO-guaranteed approved

Positions Available   Estimated number of hours/week

Required experience, skills, coursework
(E.g. MechE majors only)

Eligibility

Select all that apply:
☐ First Year ☐ Second Year ☐ Third Year ☐ Fourth Year ☐ Graduate

Additional Questions   + Add Question

For each student that applies to your opportunity you will automatically receive that student's common app profile (first name, last name, MIT email address, student ID number, one line description, areas of interest, skills, resume, work samples, personal links, academic degrees, plus diversity and inclusion information).

If you want students to answer additional questions specific to your opportunity, you may include up to three of these to receive with the common app.

Opportunity Link   Website

A link directly to the opportunity you are listing here for students to learn more about the specific opportunity.   https://

How to "Edit an Opportunity"

To edit an opportunity, click on the opportunity first from your "Dashboard" or "Opportunities" tab list. Then, click the "Edit" button from the details page of the opportunity. The details page shows applicants.

How to "Archive an Opportunity"

To archive an opportunity, click on the opportunity first from your "Dashboard" or "Opportunities" tab list. Then, click the "Edit" button from the details page of the opportunity. The details page shows applicants. From the Edit view, click "Archive".

How to View Applicants

To view all applicants, click on the opportunity first from your "Dashboard" or "Opportunities" tab list. In the applicants view, you will see their full name, MIT email address and the options to download their "common application", "resume", and "work samples". *Please note, not all students may decide to add their resume or work samples. When you click "Download Applicant Data", it will download a CSV of all applicants' common app for that opportunity.

How to change Applicants' Statuses

From the View Applicants page, (instructions in the previous section), on the right side, next to each applicant, you will see the button "Edit Status". When you click that button, you will see the option to change the students' application statuses to "Accepted", "Declined", and "Waitlisted". ***Please note, you will be able to edit this status UNTIL the student replies to your status. That is, if you select "Accepted" for a student, and the student "Accepts Offer", you will no longer be able to edit that students' status.
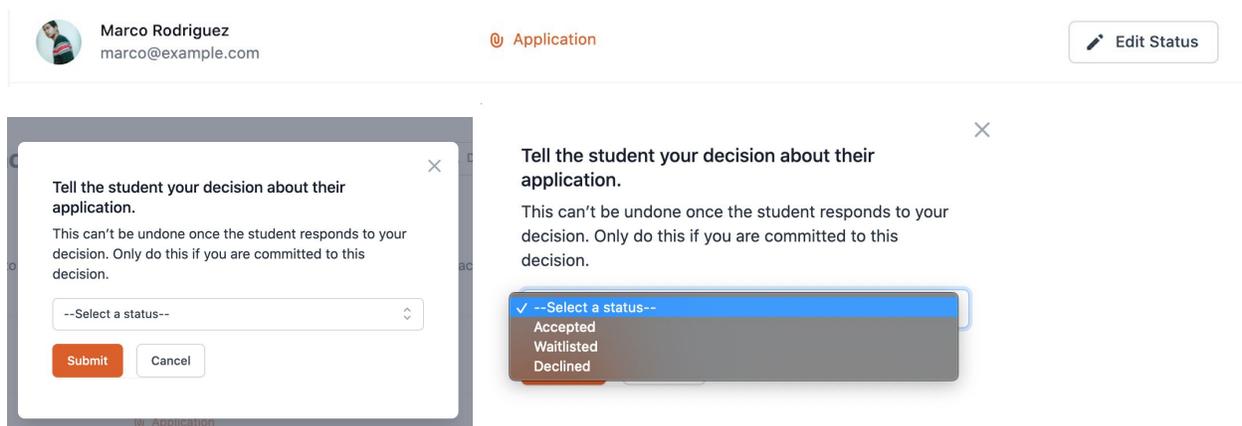
How to "Add a New Resource"

In your InnovationONE Dashboard, select the button "Add" next to the section "DLC Resources" and you will be redirected to the "Add a New Resource" form.

How to fill out the "Add a New Resource" Form

When adding a new resource, you'll need to fill out the following fields:
- Resource Name
- Resource Description- one or two sentences students will see in the public facing InnovationONE page under the tab "Resource Guide". Students will be able to see, filter and sort through your resources.
- Resource Link
- Resource Logo
- Resource Photo-for promotion of your resource from past programming.
- Resource Type- students will be able to filter this
- I&E Stage- students will be able to filter this
- Services Provided- students will be able to filter this
- Topics- students will be able to filter this
- Semester(s) Offered- students will be able to filter this
- Users/Stakeholders- students will be able to filter this
- Long Description- for the details page of your resource

● Admin Editors- select any other staff member that can edit this resource

How to "Edit a Resource"

To edit a resource, click on the resource from your "Dashboard" or "DLC Resources" tab list. Once you click on it, it will automatically show the editable form with the resource information.