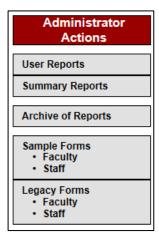
Outside Professional Activities (OPA)





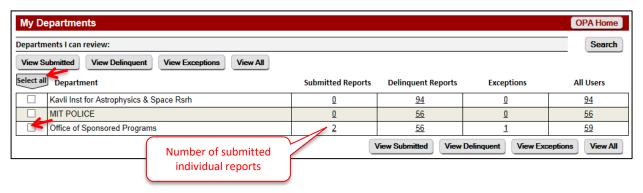
Outside Professional Activities (OPA)

- 1. Go to http://opa.mit.edu
- 2. Under Administrator Actions Menu, click the report you wish to view



User Reports

Click User Reports and the **My Departments** screen will display a list of departments for which you have authorization to review.



To View a list of submitted reports:

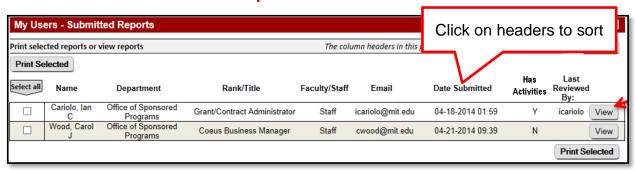
Option 1

Click on the number showing in the Submitted Reports column across from a department listed. You
will see a list of users' reports on the My Users – Submitted Reports screen.

Option 2

- 1. Check the box to the left of the department name for which you want to view submitted individual reports or click select all to review submitted individual reports for all departments listed.
- 2. Click View Submitted or View All to see those reports for selected department/s.
- 3. You will see a list of users' reports on the My Users Submitted Reports screen.

To View an Individual's submitted report:



Option 1

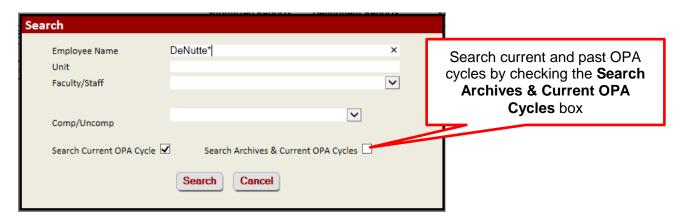
1. On the **My Users – Submitted Reports** screen Click **View** on the right side of the line for the person whose report you wish to review. The OPA report will display.

Option 2

Click the radio button (left side of line item) to select one or multiple user reports or click select all then click Print Selected . The OPA report/s for those selected will display.

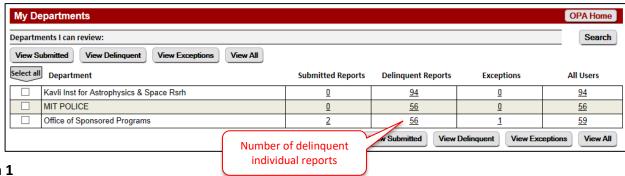
Option 3

- 1. Use Search . You will be presented with a Search window.
- Complete fields known. Note: Employee Name must be entered in full, in format of Last Name, First Name, Middle Initial. Or, if not known, use the wildcard *



3. On the resultant View Submitted Individual Reports screen click View . The OPA report will display.

To View a list of delinquent reports or exceptions:



Option 1

 Click on the number showing in either the Delinquent Reports or Exceptions column across from a department listed. You will see a list of individuals who either did not submit an OPA report or are released from submitting OPA reports.

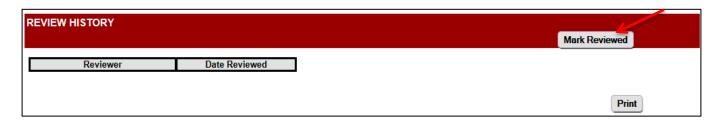
Option 2

- 1. Check the box to the left of the department name for which you want to view reports or click to review submitted individual reports for all departments listed.
- 2. Click View Delinquent Or View Exceptions to see those reports for selected department/s. You will see the list on resultant screen.

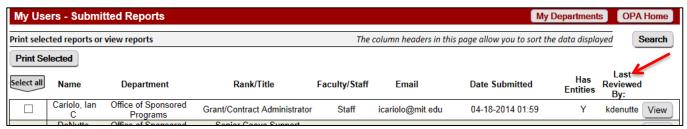


Mark Report Reviewed

Reviewers may mark a report reviewed by clicking Mark Reviewed at the bottom of a report.

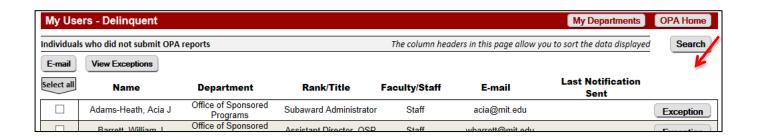


A list of submitted Reports shows reviewers name in Last Reviewed By column

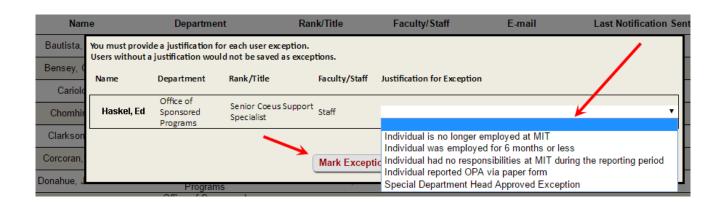


Mark an Exception

On the **My Users – Delinquent** screen exceptions may be marked for those users that do not need to report OPA or are otherwise excluded from electronic disclosure. Click Exception on the person's line.



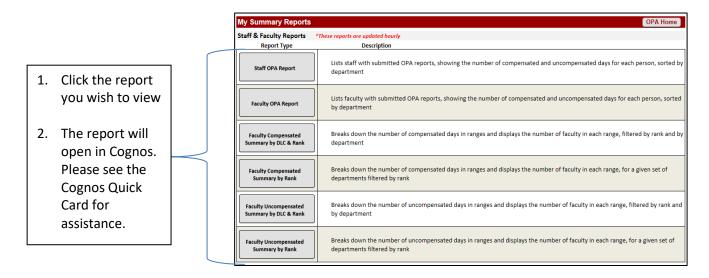
In the resultant window, you must select the appropriate **Justification for Exception** from the drop down list. Then click Mark Exception or Cancel to exit.



The Exempt person's name will no longer appear on the Delinquent list. Click View Exceptions buttons at top or bottom of Delinquent Reports screen to view. See instructions in earlier section of this quick reference card to view list of Exceptions. Note: Exceptions made in error may be reversed. From the My Users – Exceptions screen click Mark Delinquent on the person's line. The name will no longer appear in the Exception list.

View Summary Reports

Under Administrator Actions Menu on OPA home page click **Summary Reports**. A list of summary reports available and a description of each will display.



Archive of Reports

To see reports from previous OPA reporting cycles under Administrator Actions click Archive of Reports

The Reporting Cycle window opens (below). Select a cycle and click Search button.



The Archived Departments Screen opens displaying dates of Reporting Cycle selected. Follow instructions provided in earlier sections of this quick card to access lists of submitted Reports, an individual report, or Delinquent reports and Exceptions.



Getting Help

For questions regarding Outside Professional Activities policy, such as

- Committed time that needs to be disclosed
- Traveling without access to a computer
- Any other policy related inquires

Please contact your department headquarters

For technical issues, such as

- Unable to access link
- Online form issues
- Any other technical/system related issues

Please contact opa-tech-help@mit.edu

FAQs: http://opa.mit.edu/opahelp/FAQ.html