Outside Professional Activities (OPA)

Administrator Reports

Outside Professional Activities (OPA)

1. Go to https://opa.mit.edu

2. Under Administrator Actions Menu, click the report you wish to view

Administrator Actions
User Reports
Summary Reports
Archive of Reports
Sample Forms • Faculty • Staff
Legacy Forms • Faculty • Staff
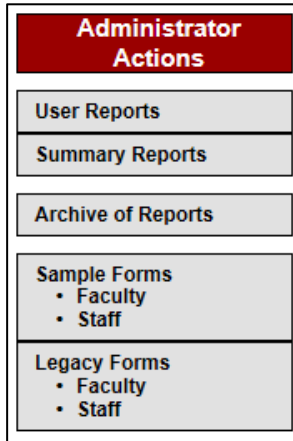
User Reports

Click the **User Reports** button 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

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.

My Departments — OPA Home

Departments I can review: — Search

[View Submitted] [View Delinquent] [View Exceptions] [View All]

Click to view list of delinquent reports

Select all	Department	Submitted Reports	Delinquent Reports	Exceptions	All Users
☑	Research Administration Support	2	2	0	4
☑	Research Administration Systems	1	5	0	6

Click to view list of submitted reports

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] .

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.

My Departments — OPA Home

Departments I can review: — Search

[View Submitted] [View Delinquent] [View Exceptions] [View All]

Select all	Department	Submitted Reports	Delinquent Reports	Exceptions	All Users
☑	Research Administration Support	2	2	0	4
☑	Research Administration Systems	1	5	0	6

To View an individual submitted reports:

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

1. 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.

2. 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.

My Users		My Departments	OPA Home

View Submitted Individual Reports   [Search]

	Name	Department	OPA Cycle
View	Viejo, Pedro	Research Administration Systems	June 2020 - May 2021

To View a list of delinquent reports or exceptions:

My Departments					OPA Home

Departments I can review: [Search]

[View Submitted] [View Delinquent] [View Exceptions] [View All]

Click to view list of delinquent reports

Select all	Department	Submitted Reports	Delinquent Reports	Exceptions	All Users
☑	Research Administration Support	2	2	0	4
☑	Research Administration Systems	1	5	0	6

Option 1

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.

My Departments					OPA Home

Departments I can review: [Search]

[View Submitted] [View Delinquent] [View Exceptions] [View All]

Select all	Department	Submitted Reports	Delinquent Reports	Exceptions	All Users
☑	Research Administration Support	2	2	0	4
☑	Research Administration Systems	1	5	0	6

Option 2

1. Check the box to the left of the department name for which you want to view reports or click [Select all] to review Delinquent or Exception 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.

⚠️ On the Delinquent list a customized reminder notification may be sent to users. Check the box next to one or multiple users or [Select all] and click [E-mail]. You may edit the default message as necessary or click [Send Email].

This action will send a notification to the selected users reminding them to complete their OPA report.
You can either proceed with the default message below or you can edit the message as necessary and "send email"

Hello,

You are receiving this message because you have not yet submitted your required annual OPA report
(https://policies.mit.edu/outside-professional-activities).
In order to comply with MIT policy, please login to http://opa.mit.edu to complete your report as soon as possible
- If you experience technical difficulties during this process, please contact opa-tech-help@mit.edu
- If you have policy or other OPA related questions, please contact your department headquarters or the OPA help section at http://opa.mit.edu

Your prompt attention to this matter is appreciated
Thank you

NOTE: This email address cannot accept replies. To fix an issue or learn more about OPA, contact your department headquarters or the OPA help section of http://opa.mit.edu

[Send Email] [Cancel]

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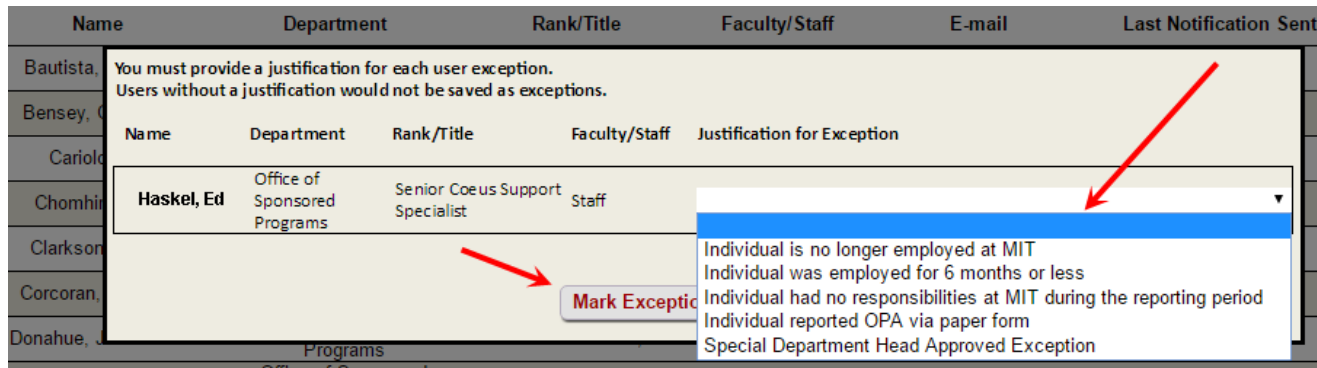
The Exempt person's name will no longer appear on the Delinquent list. Click [View Exceptions] buttons at top or bottom of Delinquent Reports screen to view. See instructions in earlier section of this quick reference card to view list of Exceptions. **Note:** Exceptions made in error may be reversed.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

1. Click the report you wish to view

2. The report will open in Cognos. Please see the Cognos Quick Card for assistance.

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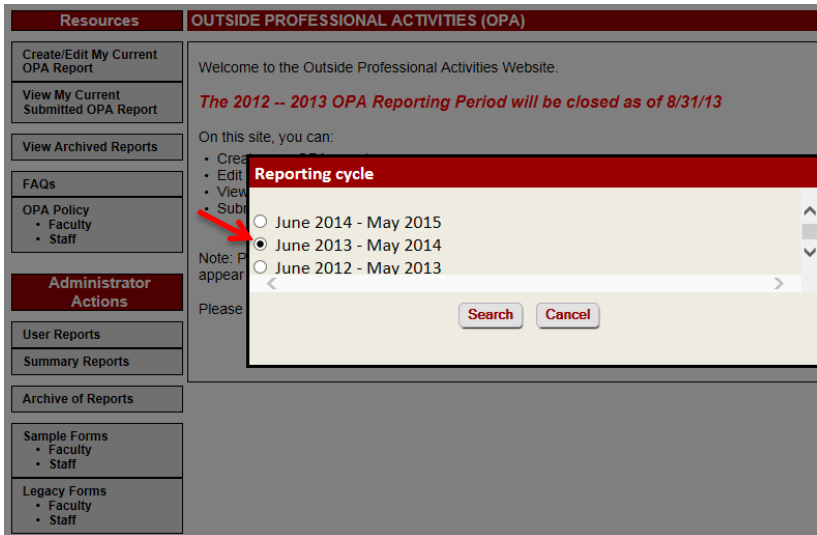
The Archived Departments Screen opens displaying dates of Reporting Cycle selected. Follow instructions provided in earlier sections of this quick card to access lists of submitted Reports, an individual report, or Delinquent reports and Exceptions.

Clicking View Prior Reports reopens the "Reporting Cycle" window
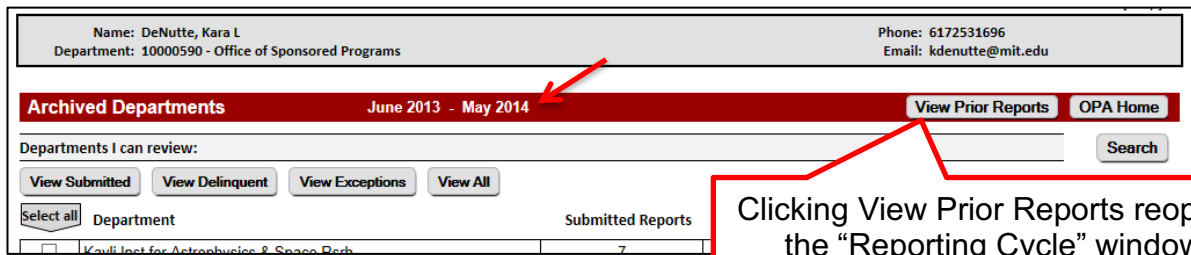
Getting Help

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