MyCOI-OPA+



OPA Disclosure – No Engagements

Faculty, researchers, research staff, academic instructional staff, postdocs, and others as directed must disclose any **Outside Professional** Activity that appears to be **Reasonably Related** to their **Institutional Responsibilities** in **MyCOI-OPA+**:

- Within 30 days of starting a new engagement or renewing an existing one
- If 12 months have passed since their last OPA disclosure

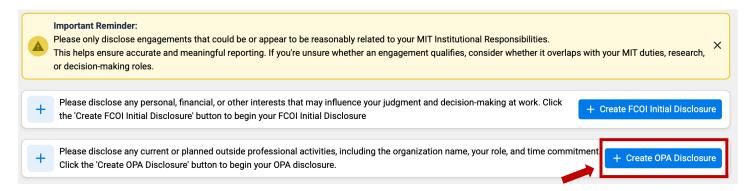
If you have been notified to create your **Initial OPA Disclosure** in MyCOI-OPA+ or have been prompted by the system to Revise and certify your **OPA Disclosure** one year from the date you last submitted, and **do not have any Engagements identified as OPA**, you must still complete and certify your OPA Disclosure.

How it works:

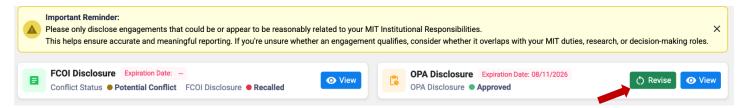
- 1. Create OPA Disclosure from Home if this your first OPA disclosure in MyCOI-OPA+.
 - Or -
 - Revise OPA Disclosure if you would like to update your last submitted OPA Disclosure.
- 2. Review your Appointment Details and Engagements (in this example there are none)
- 3. Certify that the information you disclosed is current and accurate to the best of your knowledge.

Create / Revise OPA Disclosure

- 1. Go to mycoi-opa.mit.edu and you will be authenticated via MIT Touchstone.
- 2. MyCOI-OPA+ will open to **Home** Dashboard. Click one of the following options displayed as applicable:
- Click Create OPA Disclosure to create your Initial OPA Disclosure if you have not yet submitted an OPA disclosure in MyCOI-OPA+.

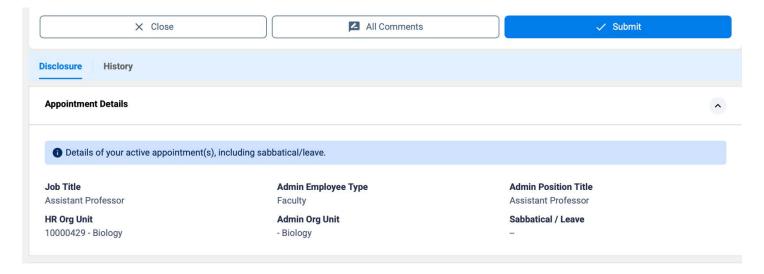


Click the Revise button to update an OPA Disclosure previously submitted in MyCOI-OPA+.



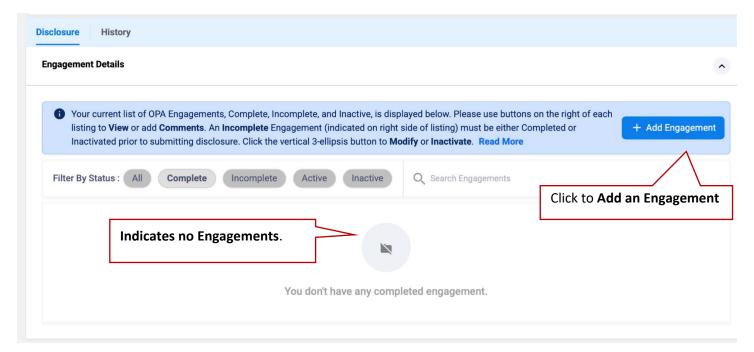
Appointment Details

3. **OPA Disclosure** will open displaying your **Appointment Details**, including HR Org and Admin Org Units, as well as your **Sabbatical / Leave** status.



Engagement Details

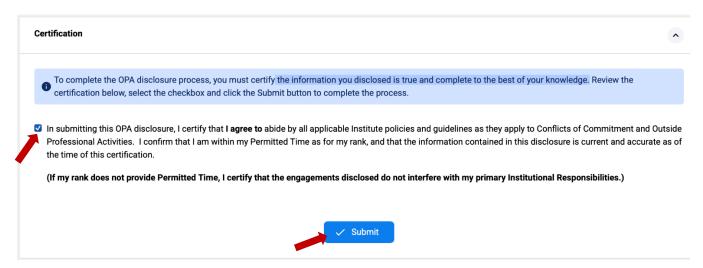
4. **Engagement Details** display below Appointment Details. The banner indicates your current list of Engagements is displayed with buttons to filter by status, including All, Complete, Incomplete, Active, Inactive. There is also a button to **+ Add Engagement**. In this example, there are no Engagements.



Certification

Certification displays at the bottom of the screen. To complete the **OPA Disclosure**, you must certify that the information disclosed is current and accurate to the best of your knowledge.

5. If so, select the **certification checkbox** and then click the **Submit** button.



6. A confirmation window will pop-up. Click **Submit** to confirm.



View Submitted OPA Disclosure

• From the MyCOI-OPA+ Home, click the View button on the OPA Disclosure panel.

