

NewsFlash!

The launch of the IP-ACT system occurred on Friday, August 24, 2018 and email notices were distributed to individual faculty, employees and students paid on sponsored projects (5-) accounts (according to August 9th payroll records).

We have received a large number of completions, but wanted to distribute some additional guidance to facilitate completions:

- **Individuals need to be in the IP-ACT database in order to complete the IP Assignment.**
 - Faculty, employees and students paid on 5- accounts (according to August 9th payroll records) were pre-loaded into the IP-ACT database.
- **Individuals in the IP-ACT database were sent an email from uscaward@usc.edu with instructions on how to complete the IP Assignment.**
 - ✓ Use Google Chrome or Mozilla Firefox to open the URL identified in the email.
 - ✓ Log-in with your Shibboleth Username and Password.
 - ✓ Read and complete the IP Assignment. Once submitted, you will receive a confirmation email for your records.
- **Once logged in, if you receive an error message: *"Not Found -- We could not find a record under @usc.edu account"***
 - You were not pre-loaded into the IP-ACT database based on the above criteria.
 - If you are paid from a federally-funded sponsored project and received the above error:
 - ✓ Contact [Jeri Muniz](#) to be added to the database.
 - ✓ Provide full name, USC ID (10 digit) and email address.
 - If you are not paid from a federally-funded sponsored project, you are not required to complete the IP Assignment.

Questions? If you have any additional questions, please contact [Jeri Muniz](#) in the Department of Contracts and Grants.