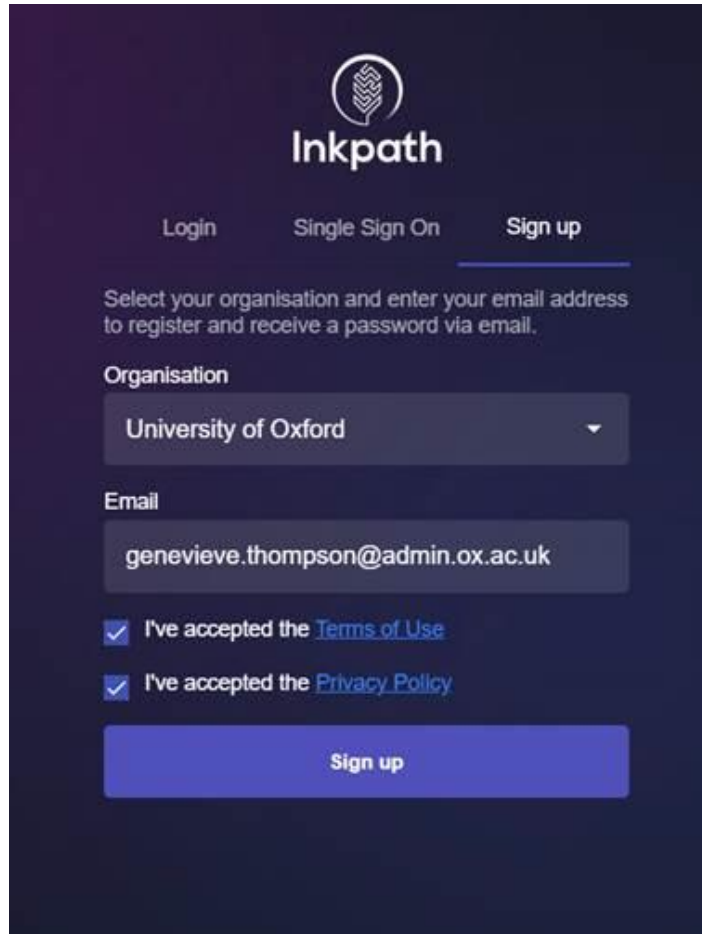


## Creating Your Inkpath Account

1. Go to <https://webapp.inkpath.co.uk/#/LoginPage> and select sign up, enter University of Oxford as the organisation and your ox.ac.uk email address.



The screenshot shows the Inkpath sign-up page. At the top is the Inkpath logo, a stylized leaf inside a circle. Below the logo are three navigation links: "Login", "Single Sign On", and "Sign up", with "Sign up" being the active link. A message reads: "Select your organisation and enter your email address to register and receive a password via email." There are two input fields: "Organisation" with a dropdown menu showing "University of Oxford" and "Email" with the text "genevieve.thompson@admin.ox.ac.uk". Below these are two checked checkboxes: "I've accepted the [Terms of Use](#)" and "I've accepted the [Privacy Policy](#)". At the bottom is a large blue "Sign up" button.

2. You'll get an email from Inkpath with a password which you can use along with your ox.ac.uk email address to log in.

3. Complete the About You page with your relevant information and click Save.

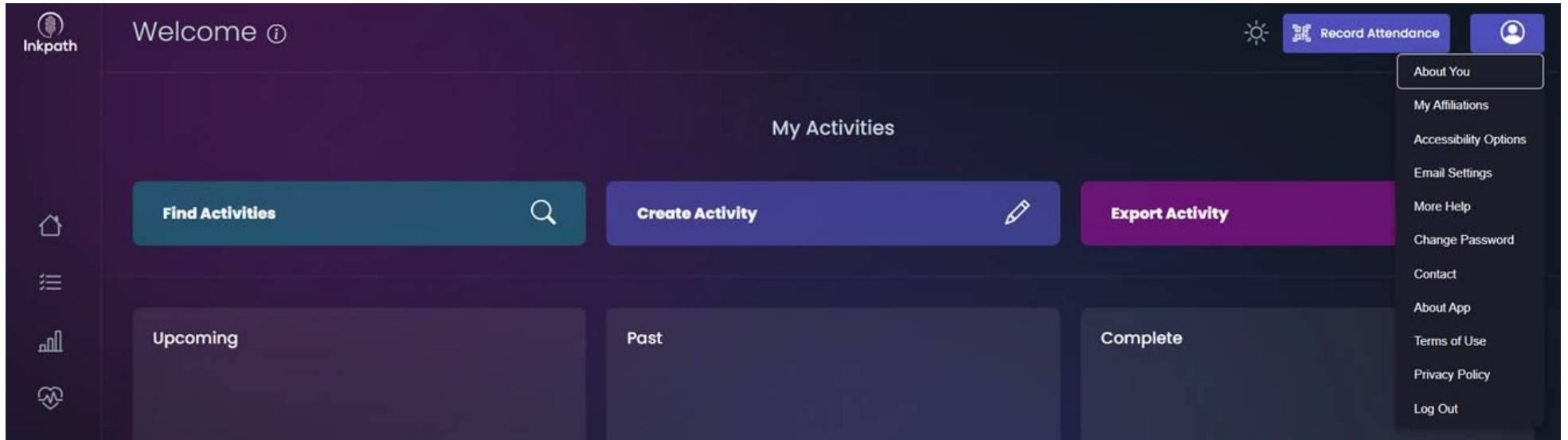
The screenshot shows the 'About You' page in the Inkpath system. The page has a dark purple background. In the top left corner, there is the 'Inkpath' logo and the title 'About You' with an information icon. In the top right corner, there are icons for a sun (theme) and a user profile. The main content area contains a form with the following fields:

- First name:** Genevieve
- Last name:** Thompson
- Subsidiary:** Department of Statistics, Mathematical Physical and Life Sciences, University of Oxford
- Programme:** Undergraduate
- Cohort:** 2022/2023 Academic Year Start

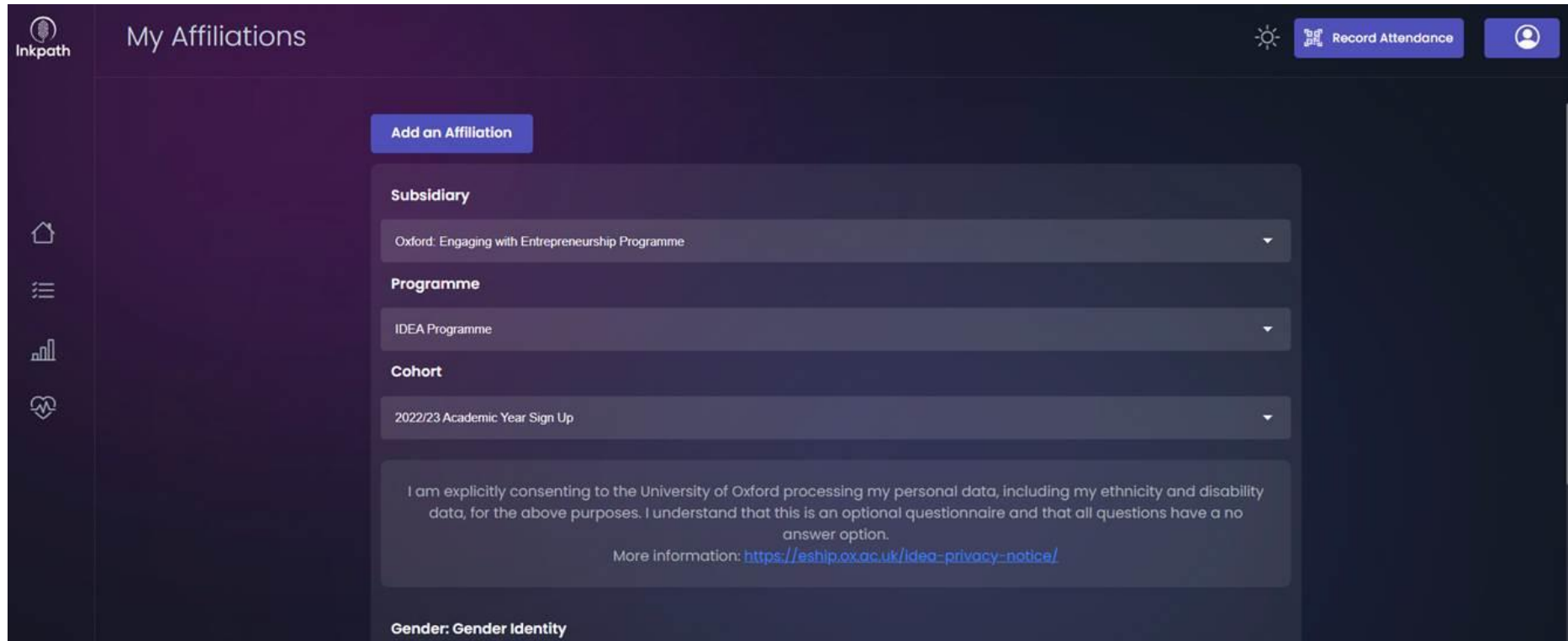
A blue 'Save' button is located at the bottom right of the form.

## Adding an Affiliation

1. You'll need to add an affiliation, click on the icon of a head on the right-hand side and select My Affiliations.



2. Select Add an affiliation, under Subsidiary choose Oxford: Engaging with Entrepreneurship Programme, under Programme choose IDEA Programme and then complete the rest of the form with your relevant information and click save when you've completed it.



The screenshot shows the 'My Affiliations' page in the Inkpath system. The page has a dark purple theme. At the top left is the 'Inkpath' logo. The main heading is 'My Affiliations'. In the top right corner, there are two buttons: 'Record Attendance' and a user profile icon. A sidebar on the left contains icons for home, menu, analytics, and health. The main content area features a blue 'Add an Affiliation' button. Below it are three dropdown menus: 'Subsidiary' (selected: Oxford: Engaging with Entrepreneurship Programme), 'Programme' (selected: IDEA Programme), and 'Cohort' (selected: 2022/23 Academic Year Sign Up). A consent box contains the text: 'I am explicitly consenting to the University of Oxford processing my personal data, including my ethnicity and disability data, for the above purposes. I understand that this is an optional questionnaire and that all questions have a no answer option. More information: <https://eship.ox.ac.uk/idea-privacy-notice/>'. At the bottom, there is a label 'Gender: Gender Identity'.

## Adding Understanding IP Workshop

1. Go to <https://eship.ox.ac.uk/event/online-understanding-intellectual-property-ip-at-oxford-university-5/> and click **Book Now**, you should already be logged into Inkpath if you've just created your account otherwise you'll need to log in. **Important:** You will not be able to book the activity if you have not added *Oxford: Engaging with Entrepreneurship Programme* as an affiliation (see instructions above).
2. You'll be brought to the activity page, select book activity and answer the accessibility question then click Book place on activity.

The screenshot shows the 'Activity Detail' page in the Inkpath system. The page title is 'Online: Understanding Intellectual Property (IP) at Oxford University'. The page is divided into three tabs: 'Actions', 'Details', and 'Notes'. The 'Actions' tab is active. A prominent pink box contains 'Important Information: You will be sent a link an hour before the start of the session. \*\*Only open to all students, staff and researchers at the University of Oxford - Please register with your Oxford University (ox.ac.uk) email address or you will not be able to join\*\*'. Below this, there are three main buttons: a large teal 'Book activity' button with a right arrow, a purple 'Add to my activities' button with a plus sign, and a purple 'Click here for more information' button with an information icon. At the bottom, there is a purple 'Contact Organiser : Enterprising Oxford' button with an envelope icon. The top right of the page shows 'Record Attendance' and 'Genevieve Thompson' with a user profile icon. The bottom right corner has 'Inkpath Accessibility Options High Contrast'.

3. The activity will now show up in your upcoming activities list.

The screenshot displays the Inkpath user interface. At the top left is the Inkpath logo. The main header area says "Welcome" with an information icon. On the top right, there are buttons for "Record Attendance" and a user profile for "Vickie Porritt". The central section is titled "My Activities" and contains three main action buttons: "Find Activities" (with a search icon), "Create Activity" (with a pencil icon), and "Export Activity" (with a download icon). Below these buttons are three columns: "Upcoming", "Past", and "Complete". The "Upcoming" column contains a single activity card for "Online: Understanding Intellectual Property (IP) at Oxford University". This card includes a "Booked" status tag, the text "Enterprising Oxford", the ID "EO230223", and a small profile icon. The "Past" and "Complete" columns are currently empty.