

**¿Cómo realizar tu
NOTIFICACIÓN
DE INVENCIÓN?**



Paso 1:

Ingresa a **Mi Espacio** e inicia sesión.

Sign In

Instituto Tecnológico y de Estudios Superiores de Monterrey [MX] | https://fs.itesm.mx/adfs/ls/?wa=wsignin1.0&wtrealm=urn%3asharepoint%3aitesm&wctx=https%3a%2f...

Apps Account - WPML redottec.com Wallet - Iniciar Sesión

Preguntas frecuentes Ayuda

QS GRADUATE EMPLOYABILITY RANKINGS

Avanzamos **10 posiciones** a nivel mundial con relación al año pasado.

#1 EN MÉXICO #2 EN LATINOAMÉRICA #52 EN EL MUNDO
POR EMPLEABILIDAD DE SUS EGRESADOS

Top 5 de universidades en Latinoamérica

1. Pontificia Universidad Católica de Chile
2. **Tecnológico de Monterrey**
3. Universidad de Sao Paulo
4. Universidad Nacional Autónoma de México
5. Universidad de Buenos Aires

Tecnológico de Monterrey 75 AÑOS

miespacio

Para iniciar la sesión ingresa tu usuario y contraseña

Usuario Favor de escribir su cuenta

Contraseña

Recuérdame

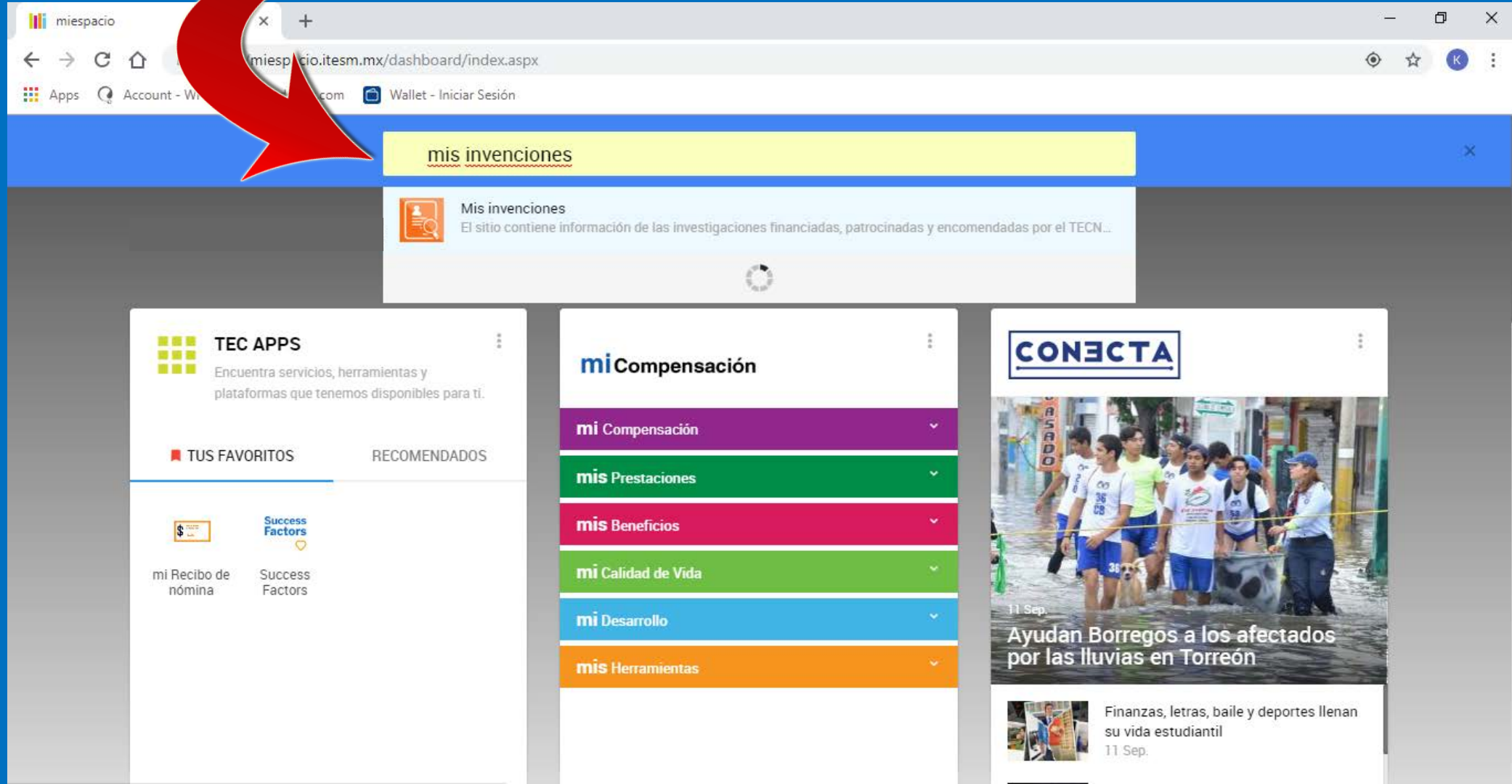
¿Olvidaste tu contraseña?

ETHOS

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Paso 2:

Busca la App: Mis Inversiones.

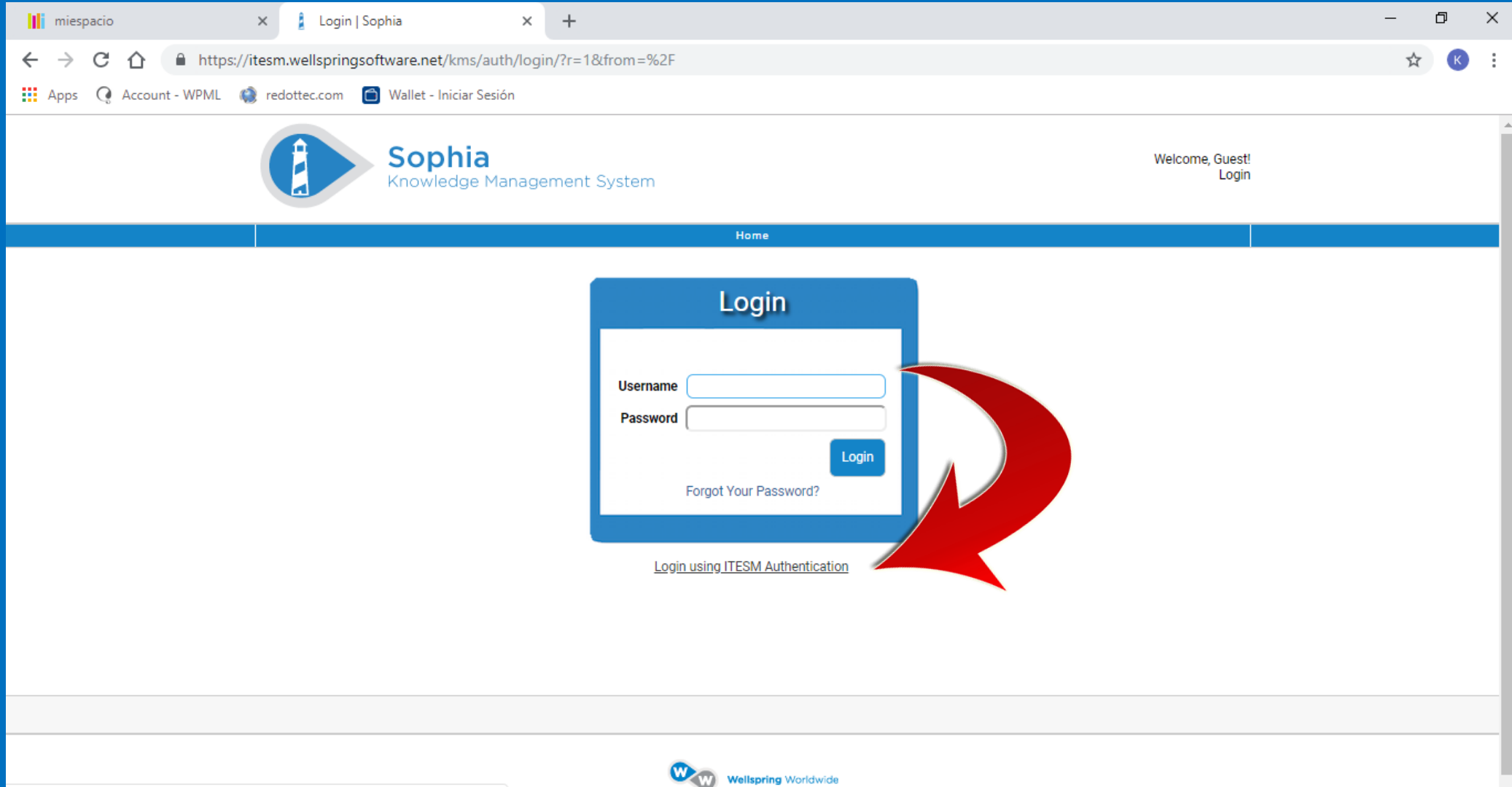


The screenshot shows a web browser window with the URL `miespacio.itesm.mx/dashboard/index.aspx`. A red arrow points to a search bar at the top of the page containing the text `mis inversiones`. Below the search bar, a card displays the search results for 'Mis inversiones', including a description: 'El sitio contiene información de las investigaciones financiadas, patrocinadas y encomendadas por el TECN...'. The main content area is divided into three columns:

- TEC APPS:** Encuentra servicios, herramientas y plataformas que tenemos disponibles para ti. Below this, there are sections for 'TUS FAVORITOS' and 'RECOMENDADOS'. Under 'TUS FAVORITOS', there are two items: 'mi Recibo de nómina' and 'Success Factors'.
- miCompensación:** A vertical menu with several options: 'mi Compensación', 'mis Prestaciones', 'mis Beneficios', 'mi Calidad de Vida', 'mi Desarrollo', and 'mis Herramientas'.
- CONECTA:** A section featuring a photo of students and a headline: 'Ayudan Borregos a los afectados por las lluvias en Torreón'. Below the photo, there is a date '11 Sep.' and another headline: 'Finanzas, letras, baile y deportes llenan su vida estudiantil' with a date '11 Sep.'.

Paso 3:

Da click en: **“Login using ITESM Authentication”**.



The screenshot displays a web browser window with the following elements:

- Browser Tab:** Login | Sophia
- Address Bar:** <https://itesm.wellspringsoftware.net/kms/auth/login/?r=1&from=%2F>
- Page Header:** Sophia Knowledge Management System. Welcome, Guest! Login
- Navigation:** Home
- Login Form:**
 - Username:
 - Password:
 - Login button
 - Forgot Your Password?
- Action:** [Login using ITESM Authentication](#) (highlighted by a red arrow)
- Footer:** Wellspring Worldwide

Paso 4:

Ingresa a: "New Disclosure".

The screenshot shows the Sophia Knowledge Management System interface. The browser address bar displays <https://itesm.wellspringsoftware.net/kms/>. The user is logged in as Karla Eugenia Cárdenas Vázquez. The navigation menu includes Home, Financial, Marketing, Reports, Research (highlighted), and Help Center. The main content area shows three sections: Inventor Homepage (no inventions), Inventor Agreements (no agreements), and Your Online Disclosures (no disclosures). A 'Tasks' dropdown menu is open, listing options such as Add Agreement, Add Invention, Add Organization, Add Person, **New Disclosure**, and Customize Home Page. A large red arrow points to the 'New Disclosure' option. The footer contains a grid of menu categories: Records, Contacts, Reports, Administration, Help, Query Builder, Marketing, Financial, and Custom Reports.

Records

- Add Agreement
- Add Invention
- Add Quick Bill
- Add Quick Reimbursement II
- Financial Find
- Find File
- Find Note
- Find Records
- Manage Online Disclosures
- Parties Eligible for Reimbursement

Contacts

- Add a Person
- Add Organization
- Find a Person
- Find Organization
- Find Organization Group

Reports

- Activity Matrix II
- Dashboard

Administration

- Bug Tracer
- Find And Replace
- Home Page Options
- Intellectual Property Date Rules
- Manage Distribution Policies
- Manage Document Forms
- Manage Office Action Rules
- Manage Users
- Non-Matching Emails

Help

- Help Center
- Search Release Notes

Query Builder

- Create Query
- Manage Builder Alerts
- Manage Saved Queries

Marketing

- Manage Marketing Campaigns
- Manage Marketing Events
- Manage Publicity
- Tag Report

Financial

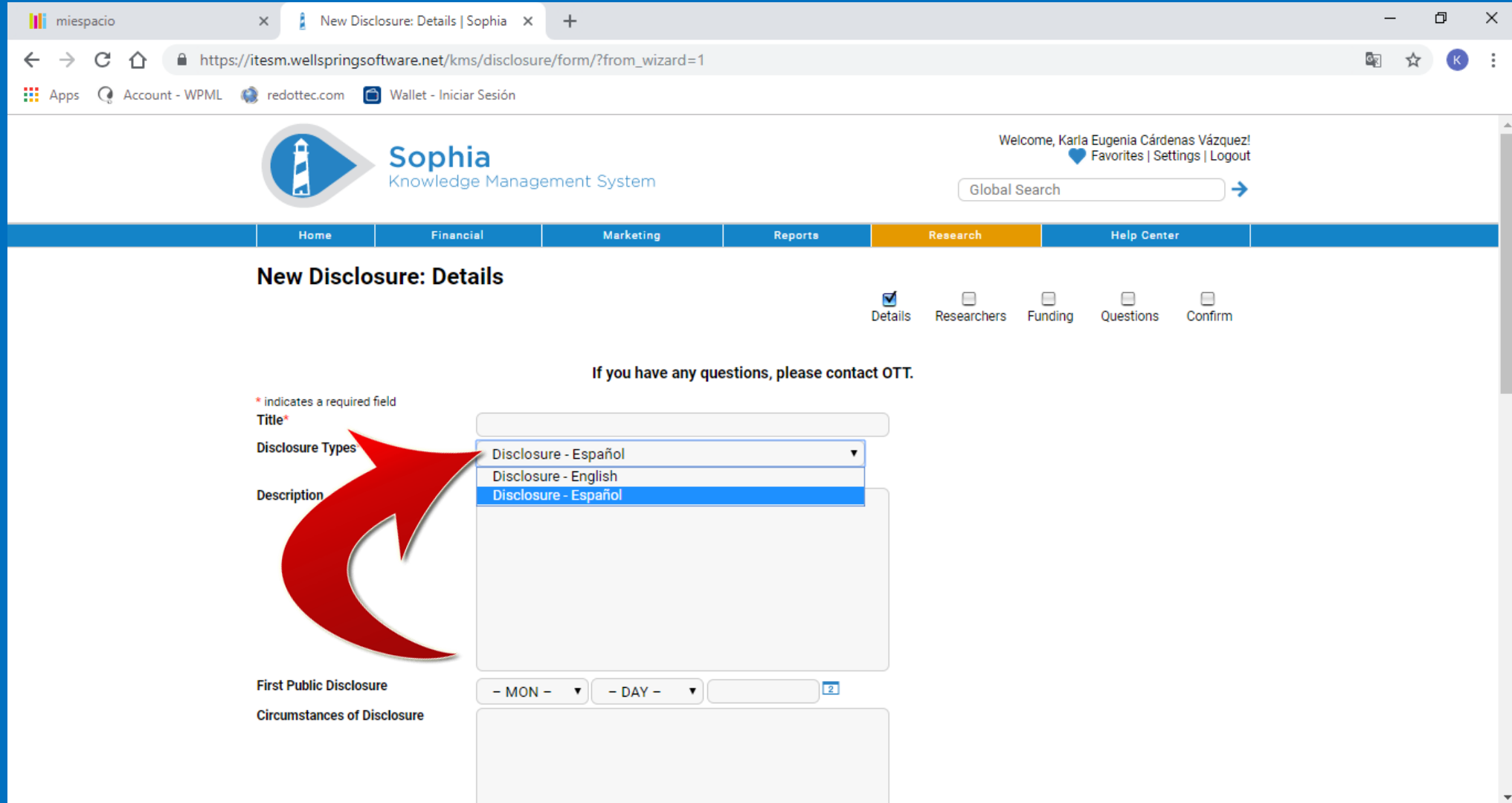
- Aged Receivables
- Income Statement
- Income Statement by Division
- Income Statement by Organization
- Invoiced Expenses

Custom Reports

- IP Docket Report by Date

Paso 5:

Selecciona el idioma de llenado y comienza a **notificar**.



The screenshot shows a web browser window with the URL https://itesm.wellspringsoftware.net/kms/disclosure/form/?from_wizard=1. The page title is "New Disclosure: Details". The user is logged in as "Karla Eugenia Cárdenas Vázquez". The navigation menu includes Home, Financial, Marketing, Reports, Research (highlighted), and Help Center. The form contains the following fields:

- Title***: A required text input field.
- Disclosure Types**: A dropdown menu with options: "Disclosure - Español" (selected), "Disclosure - English", and "Disclosure - Español". A red arrow points to this dropdown.
- Description**: A large text area for the disclosure details.
- First Public Disclosure**: A date selector with dropdowns for month ("MON") and day ("DAY").
- Circumstances of Disclosure**: A text area for additional information.

At the top right of the form, there are navigation icons for "Details", "Researchers", "Funding", "Questions", and "Confirm". A note above the form states: "If you have any questions, please contact OTT." A legend indicates that an asterisk (*) denotes a required field.



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