

## Using The Research Portal to submit an Opportunity.

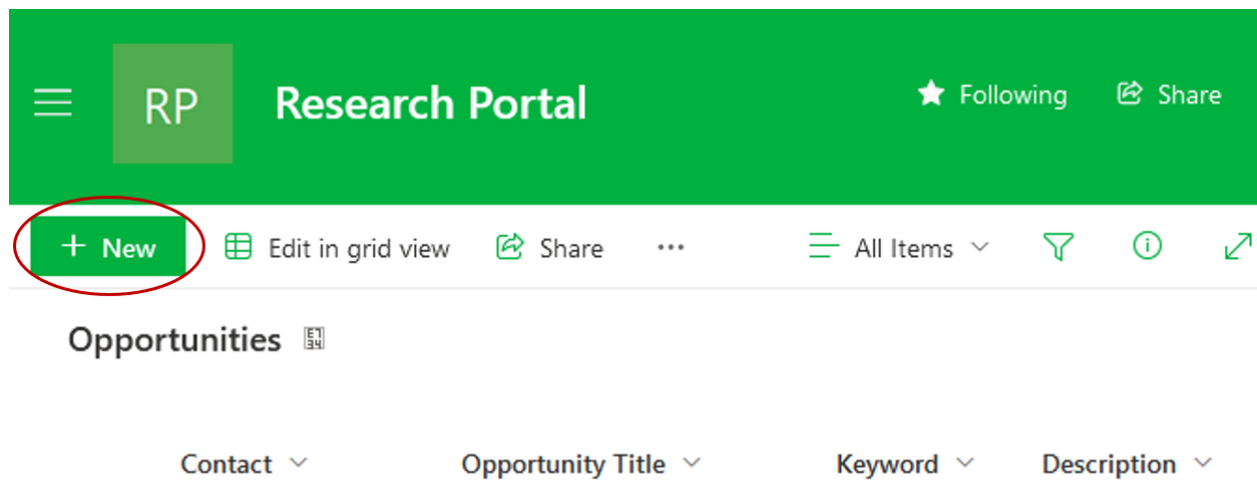
Only full-time faculty members can create, edit, and delete entries from the opportunity list on the [Research Portal](#).

### Creating an Opportunity

To create an opportunity, first ensure that you are logged in to your official Marshall Office account.

Click on [this link](#) or navigate to the [Research Portal](#) and select “Opportunities” in the navigation bar at the top of the page.

Click the “+ New” button on the top left corner of the page.



Doing this will open the submission form on the right side of the page. To fill this form, you may have to scroll to show all fields. Please fill all fields.

1. **Title** – Title of opportunity.
2. **Keyword** – A singular word to describe or tag the opportunity.
3. **Associated College or Org.** – A list of college abbreviations. Select one. You may create a new College/Org by typing it in this field, but it is advised to choose from what is listed if possible.
4. **Description** – A paragraph or less description of the opportunity.
5. **Stipend or Payment** – By default, this is toggled to off. Toggle it on to signal that there is a stipend or payment.
6. **Stipend Amount** – If Stipend or Payment toggled on, enter the amount as a number. Otherwise, skip this field.
7. **Graduate or Undergraduate** – Select Undergraduate, Graduate, or Any.
8. **Starting Date** – Starting date of the opportunity.
9. **Ending Date** – Ending date of the opportunity.
10. **Contact** – A Marshall University email address associated with this opportunity (most likely your own).

After completing this form, either click the green “Submit” button at the bottom of the form, or the “Save” icon at the top of the form. This will publish the opportunity to the list. Published submissions will be immediately visible to all visitors of the Research Portal.

If you would like to discard the form, click the “Cancel” icon at the top of the form, or the “X” at the top right of the form.

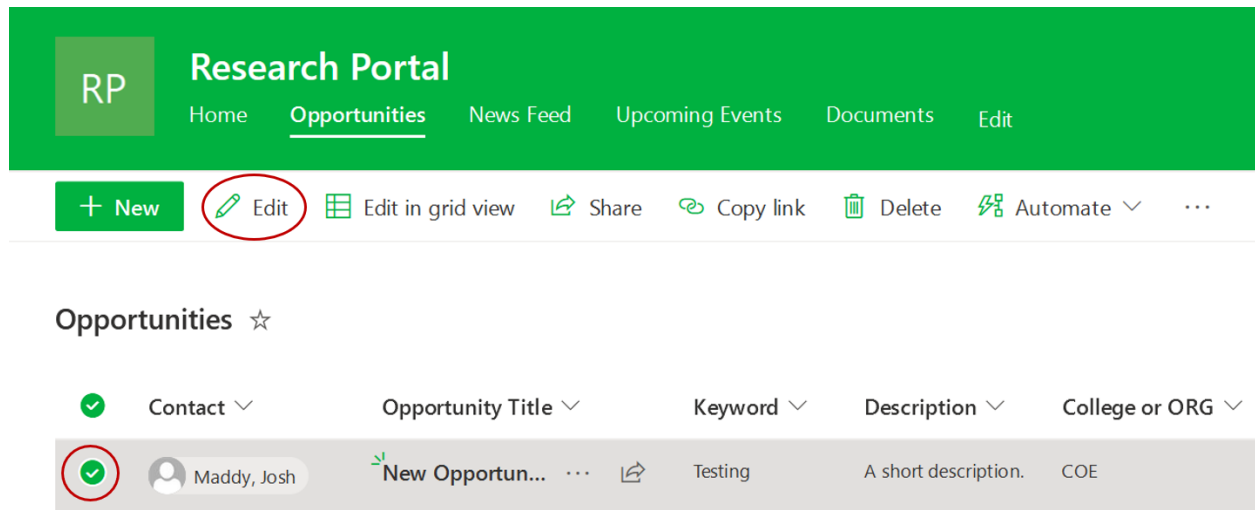
It is highly recommended to also submit your opportunity to Handshake to increase reach, as described in the guide titled [Publishing Your Opportunity To Handshake](#).

### Editing an Opportunity

To edit an opportunity, first ensure that you are logged in to your official Marshall Office account.

Click on [this link](#) or navigate to the [Research Portal](#) and select “Opportunities” in the navigation bar at the top of the page.

Select the opportunity you would like to edit by clicking on the open circle to the left of the opportunity, making it selected. Then click on the “Edit” icon towards the top of the page.



This will open the same form as described in *Creating an Opportunity*. From here, you may change whatever fields you would like, then submit as described prior.

### Deleting an Opportunity

To delete an opportunity, first ensure that you are logged in to your official Marshall Office account.

Click on [this link](#) or navigate to the [Research Portal](#) and select “Opportunities” in the navigation bar at the top of the page.

Select the opportunity you would like to edit by clicking on the open circle to the left of the opportunity, making it selected. Then click on the “Delete” icon towards the top of the page.

**RP Research Portal**  
Home Opportunities News Feed Upcoming Events Documents Edit

+ New Edit Edit in grid view Share Copy link **Delete** Automate ...

Opportunities ☆

✓ Contact ▾	Opportunity Title ▾	Keyword ▾	Description ▾	College or ORG ▾
✓ Maddy, Josh	New Opportun...	Testing	A short description.	COE

This will open a confirmation window. Either choose to delete or cancel the deletion.