



# GETTING STARTED

## HOW TO JOIN THE OFPP INNOVATES\* IDEASCALE COMMUNITY

\* A crowdsourcing community sponsored by the Office of Federal Procurement Policy (OFPP)

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# What Is IdeaScale?

IdeaScale is an innovation management solution that uses crowdsourcing to help you find and develop the next big thing.

IdeaScale is supported by a platform that allows community members to generate, aggregate, and prioritize ideas in a manageable online setting.

- First, members submit and vote on ideas and the best ideas bubble up to the top.
- Then the administrators and moderators within that community route, evaluate, and implement those ideas based on organizational and/or program needs. The moderators, or designees, work to implement promising ideas in order to support or meet mission, program, or initiative goals.

Community members fuel innovation by providing their ideas and building on other's ideas. Administrators and moderators in the system are a key part of the crowd that move the ideas with the greatest potential from discussion to reality.

# What is OFPP Innovates?

OFPP Innovates is a community of skilled professionals on the IdeaScale platform that work together to address a problem or overcome a challenge facing acquisition. Members of the OFPP Innovates community include a diverse group of federal and non-federal stakeholders, experts, decision makers, and practitioners in the field of federal procurement.

OFPP Innovates community members have the opportunity to have their voice heard and to engage with OFPP on challenging procurement issues with the goal of generating meaningful dialogue on an important topic related to procurement, which is key to facilitating collaboration and driving innovation in federal procurement.

After joining OFPP Innovates, by setting up your account on the IdeaScale platform, you will be a member of the community and able participate in OFPP crowdsourcing campaigns.

# How to Join OFPP Innovates?

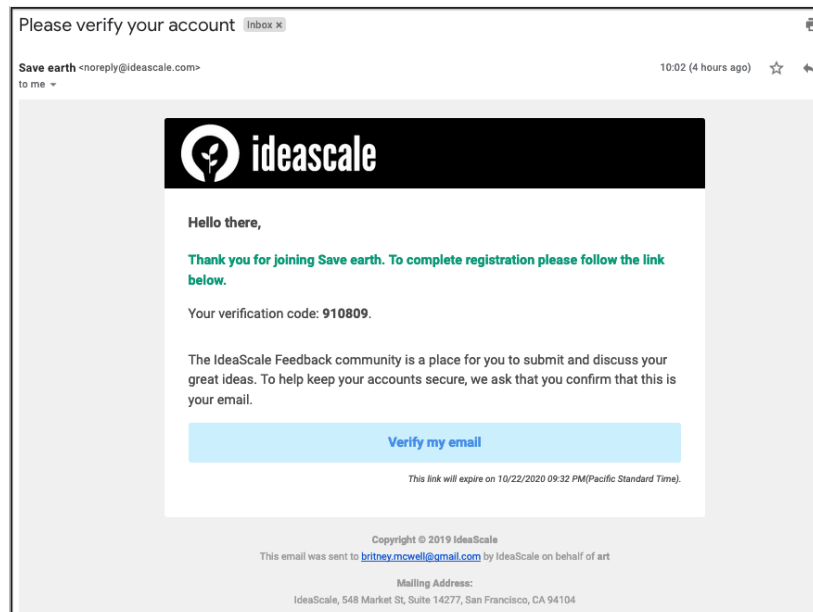
There are two ways to join OFPP Innovates:

1. [Invited to Join the OFPP Innovates Community via Email](#) – Follow the instructions in this link if you received an email from OFPP Innovates inviting you to join the community.

2. [Requesting Access to the OFPP Innovates Community via the Community Login Page](#) – Follow the instructions in this link when requesting access via the community login page available at <https://ofpp.ideascalegov.com>.

### Invited to Join the OFPP Innovates Community via Email

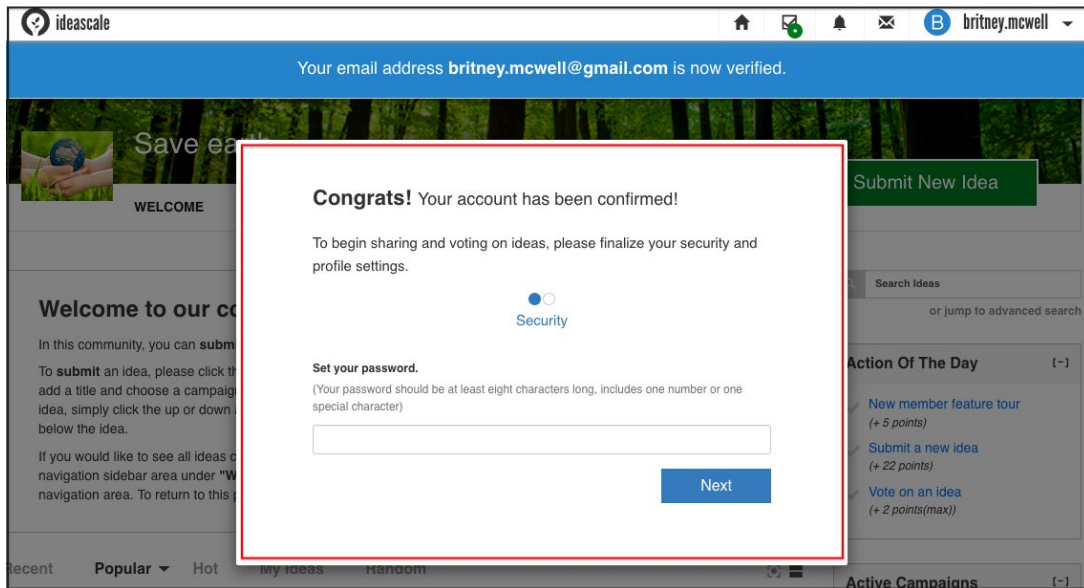
After receiving the invitation email, the user needs to click the link in the email that says “Yes this is my email” to verify the email address and to complete the registration process.



Once the user clicks on the link in the email that says "Yes, this is my email" the user may be asked to enter the verification code.

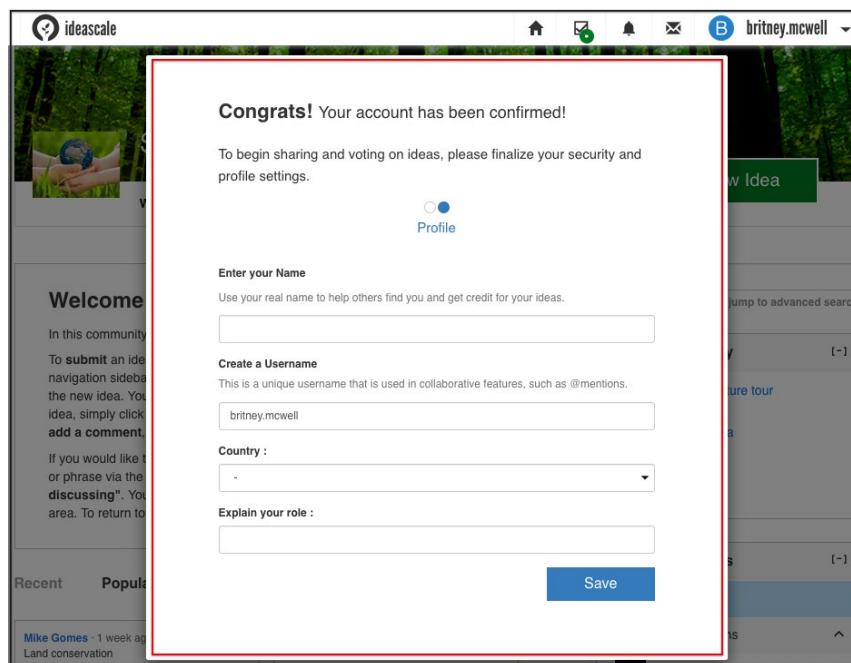
A screenshot of a web page for confirming a 6-digit verification code. At the top, there is an image of two hands holding a small globe. Below the image, the text "Confirm 6 digit code" is displayed. A message asks the user to "Please confirm the 6 digit code emailed to you." Below this message are six empty square boxes for entering the digits. A blue "Continue" button is positioned below the boxes. A link labeled "Resend verification code" is located below the button. The footer contains copyright information for 2019 IdeaScale and links to "IdeaScale End User Terms" and "IdeaScale Privacy Policy".

The user will then be auto logged in to the account and will be prompted to set up their member Profile. Setting up the member profile starts with setting an account password.



The screenshot shows the Ideascale website interface. At the top, a blue banner states: "Your email address britney.mcwell@gmail.com is now verified." Below this, a modal window titled "Congrats! Your account has been confirmed!" is displayed. The modal contains the following text: "To begin sharing and voting on ideas, please finalize your security and profile settings." Below this text, there are two radio buttons: "Security" (selected) and "Profile". Under the "Security" option, the text reads: "Set your password. (Your password should be at least eight characters long, includes one number or one special character)". There is a text input field for the password and a "Next" button. The background of the website shows a "Welcome to our community" message and a "Submit New Idea" button.

After setting the password the user will need to create a name for @mention and a username followed by answering any profile questions that the community administrator has set up.



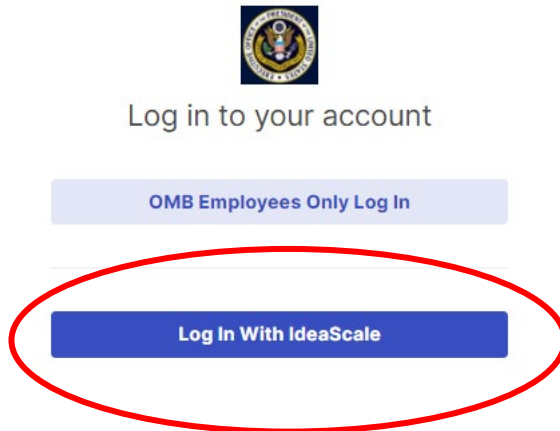
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Now, you're all set to login and participate in the OFPP Innovates Community available at <https://ofpp.ideascalegov.com>.

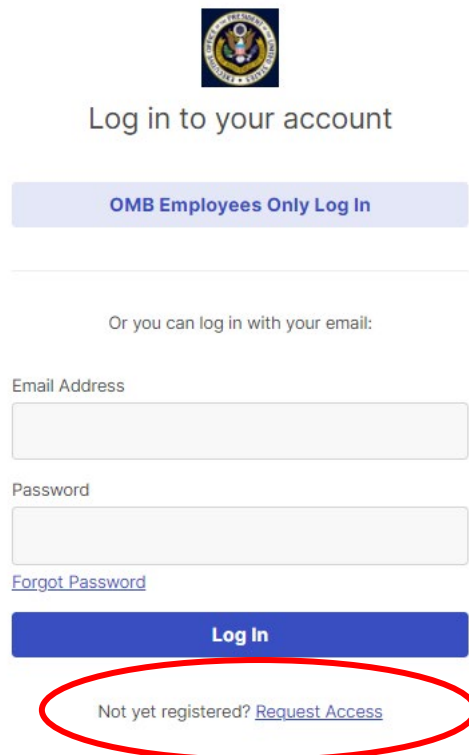
Need login instructions? Click [here](#).

## Requesting Access to the OFPP Innovates Community via the Community Login Page

A user can request access to the OFPP Innovates community by going to <https://ofpp.ideascalegov.com> and clicking the "Log In With IdeaScale" button.

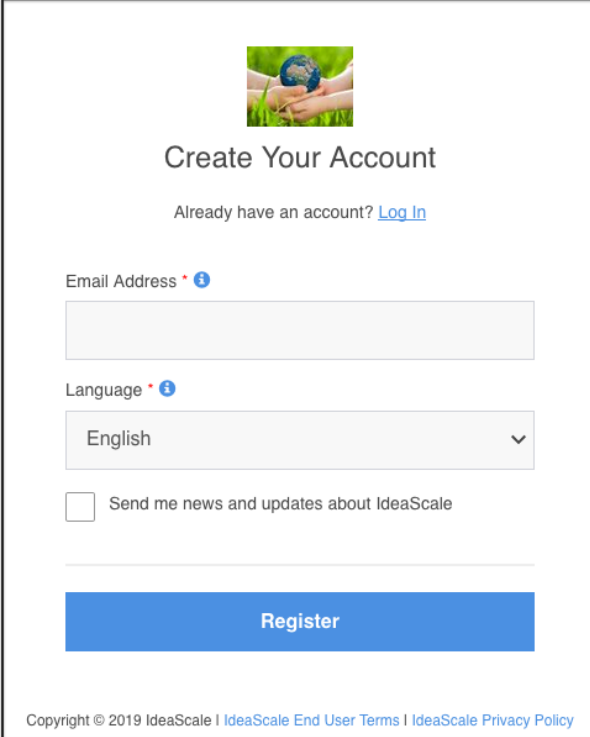


Next, the user will click the "Request Access" button.






This will take the user to the registration page. The user should click the “Register” button and follow the registration prompts.




The registration form is titled "Create Your Account" and features a small image of hands holding a globe. It includes a link for existing users to "Log In". The form has two input fields: "Email Address" and "Language" (a dropdown menu set to "English"). Below these is a checkbox for "Send me news and updates about IdeaScale". A prominent blue "Register" button is at the bottom. The footer contains copyright information for 2019 IdeaScale and links to the End User Terms and Privacy Policy.

Create Your Account

Already have an account? [Log In](#)

Email Address \* 

Language \* 

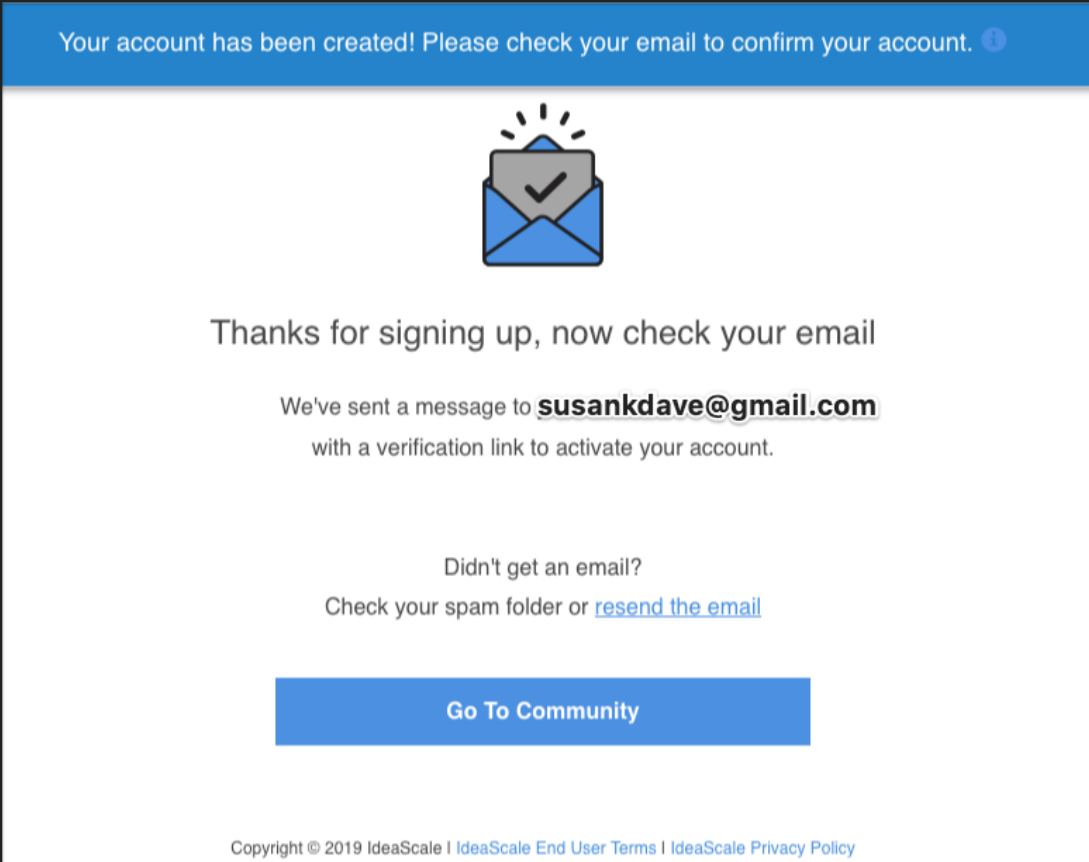
English

☐ Send me news and updates about IdeaScale


[Register](#)


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Upon completing the registration process, you will get the following screen.



The confirmation screen has a blue header bar with the message "Your account has been created! Please check your email to confirm your account." and an info icon. The main content area features an icon of an open envelope with a checkmark. The text says "Thanks for signing up, now check your email" and "We've sent a message to **susankdave@gmail.com** with a verification link to activate your account." It includes a link for users who "Didn't get an email?" to "Check your spam folder or [resend the email](#)". A blue "Go To Community" button is at the bottom. The footer is identical to the registration page.

Your account has been created! Please check your email to confirm your account. 



Thanks for signing up, now check your email

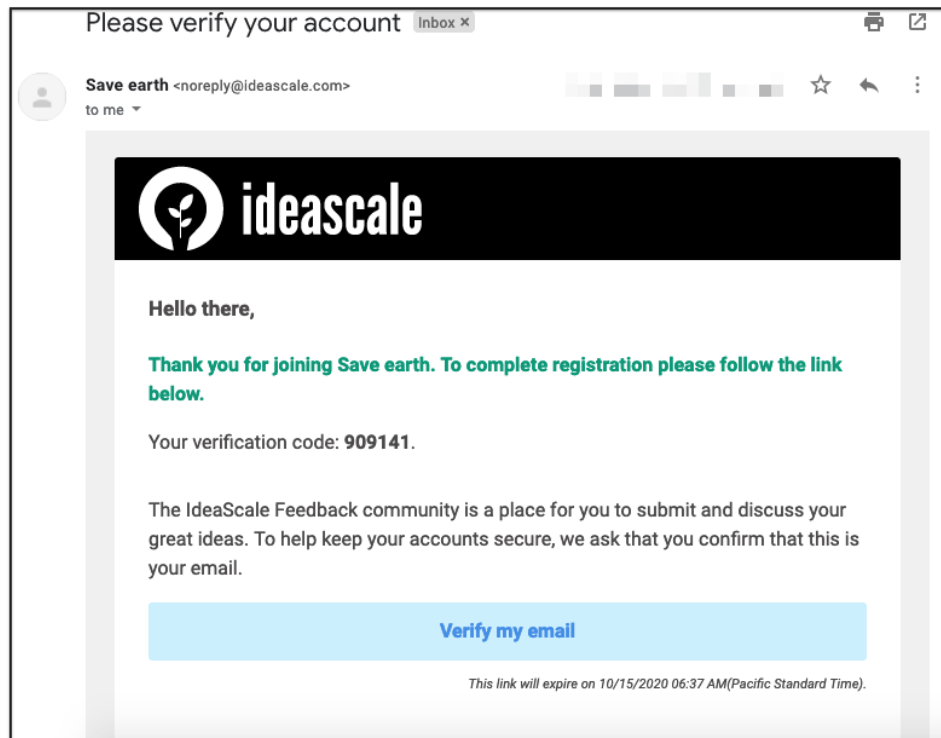
We've sent a message to **susankdave@gmail.com** with a verification link to activate your account.

Didn't get an email?  
Check your spam folder or [resend the email](#)

[Go To Community](#)

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Lastly, go to your inbox to verify your email address by clicking on the link within the verification email sent to you.



Clicking the link and inputting the verification code from your email will bring you inside your new IdeaScale account where you will set your password and then complete any profile questions set up by the administrator of the community. Complete all required fields.

Now, you're all set to login and participate in the OFPP Innovates Community available at <https://ofpp.ideascalegov.com>.



NOTE: New accounts set up using non-federal government email domains require approval of the OFPP Innovates community administrator. Users will be able to participate in the OFPP Innovates community once the administrator (or designee) approves the account.

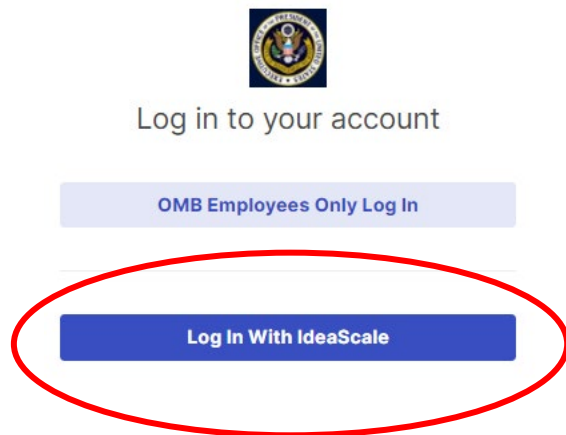
Need login instructions? Click [here](#).



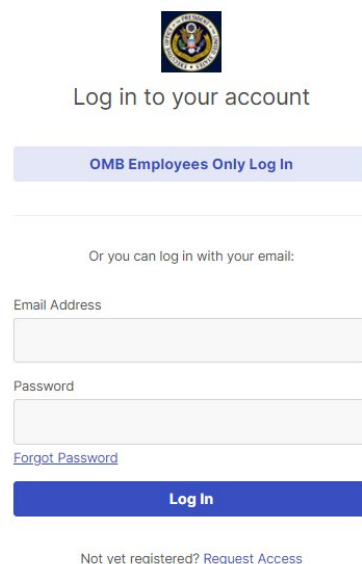
# How do I log in to the OFPP Innovates Community?

Once you have registered with IdeaScale, set up your account, and been approved by the Administrator (only for non-federal government email domains), you can access the OFPP Innovates Community at <https://ofpp.ideascalegov.com/>.

1. Navigate to <https://ofpp.ideascalegov.com/>.
2. Click the Log In With IdeaScale button.



3. Enter your email address and IdeaScale password and click the Log In button.



Log in to your account

OMB Employees Only Log In

Or you can log in with your email:

Email Address

Password

[Forgot Password](#)

Log In

Not yet registered? [Request Access](#)

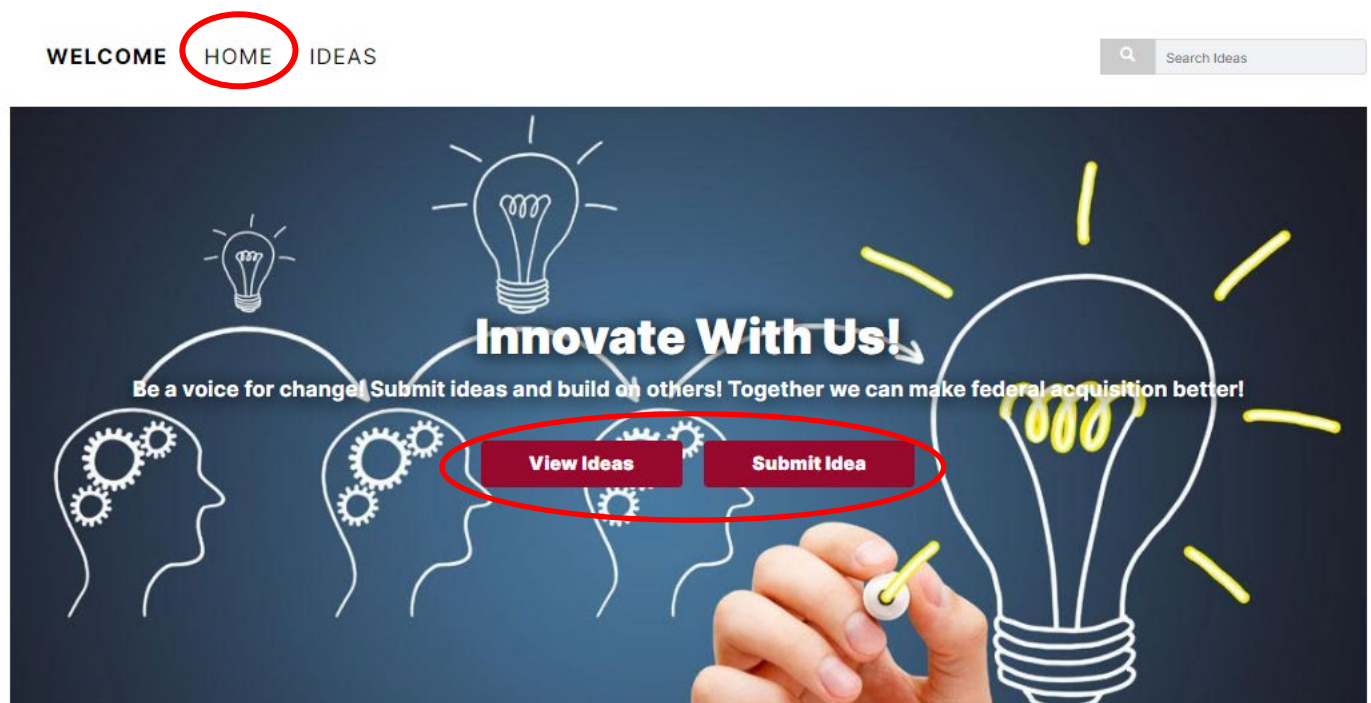
4. Check your email for a One Time Password (OTP) from Ideascale.com. (Note: This step occurs only if the administrator has turned on 2-Step Authentication.)
5. Complete the 2-Step Authentication process, if required, by entering the 6-digit password code from the email and then click Next.

**IDEASCALE**  
2-Step Authentication

This community uses 2-Step Authentication to protect your account. To begin, please confirm your identity using the 6 digit code emailed to \*\*\*\*\*th@omb.eop.gov.

[Resend code](#) or [Use alternative login code](#)  
[Login as a different user](#)

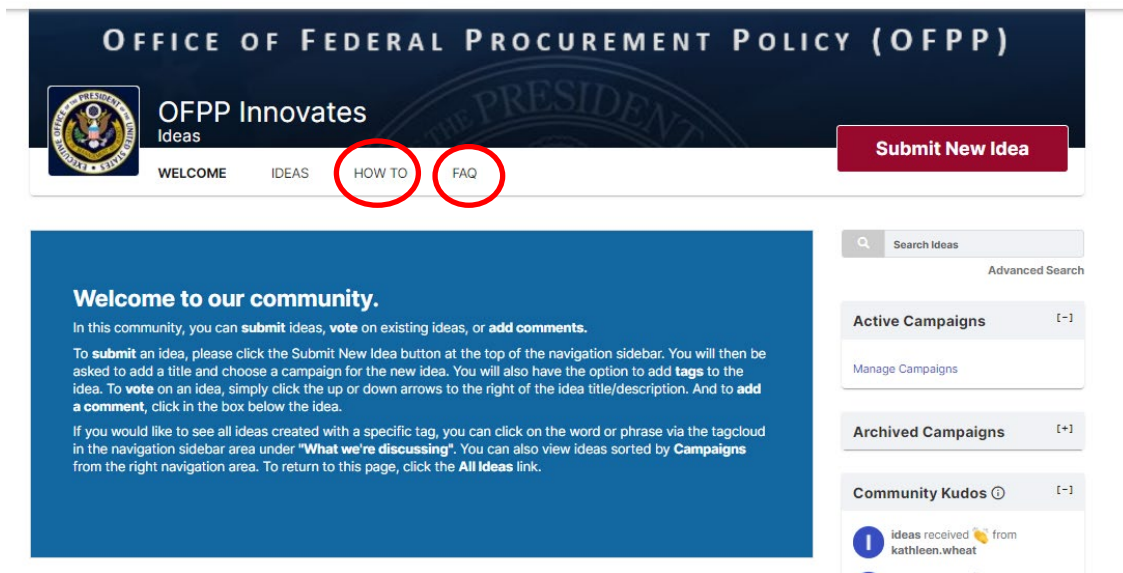
6. You will then be taken to your personalized OFPP Innovates community landing page.



From your personalized landing page you may:

- a. Click the Submit Idea button to submit ideas for campaigns that are available for you to participate.
- b. Click the View Ideas button to view all the ideas in the community.

- c. Scroll down the landing page to:
  - i. View your Welcome message,
  - ii. Find Popular Ideas in the community,
  - iii. Browse Active Campaigns, and
  - iv. View useful tips.
- d. Click Home (at the top of the page) to go to the community homepage.



Click the “How To” tab to find instructions for commenting on an idea, voting for an idea, subscribing to an idea, and more.

Click the “FAQ” tab to find answers to questions about the OFPP crowdsourcing initiative.