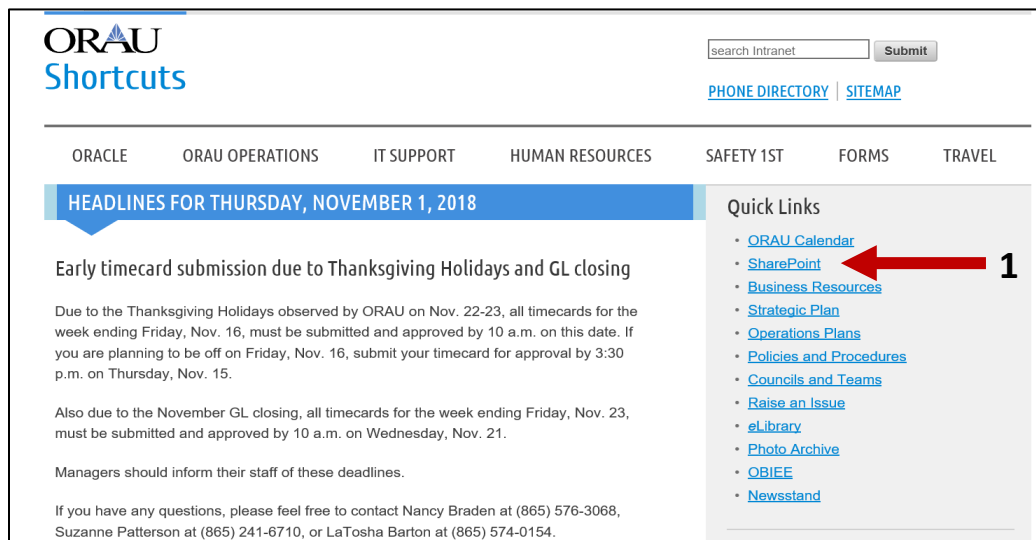# Success Stories SharePoint Site

How to submit a story request for a current participant

*Current participant indicates an ORISE participant that is currently in a program, or has finished their appointment within one year of the completion date.
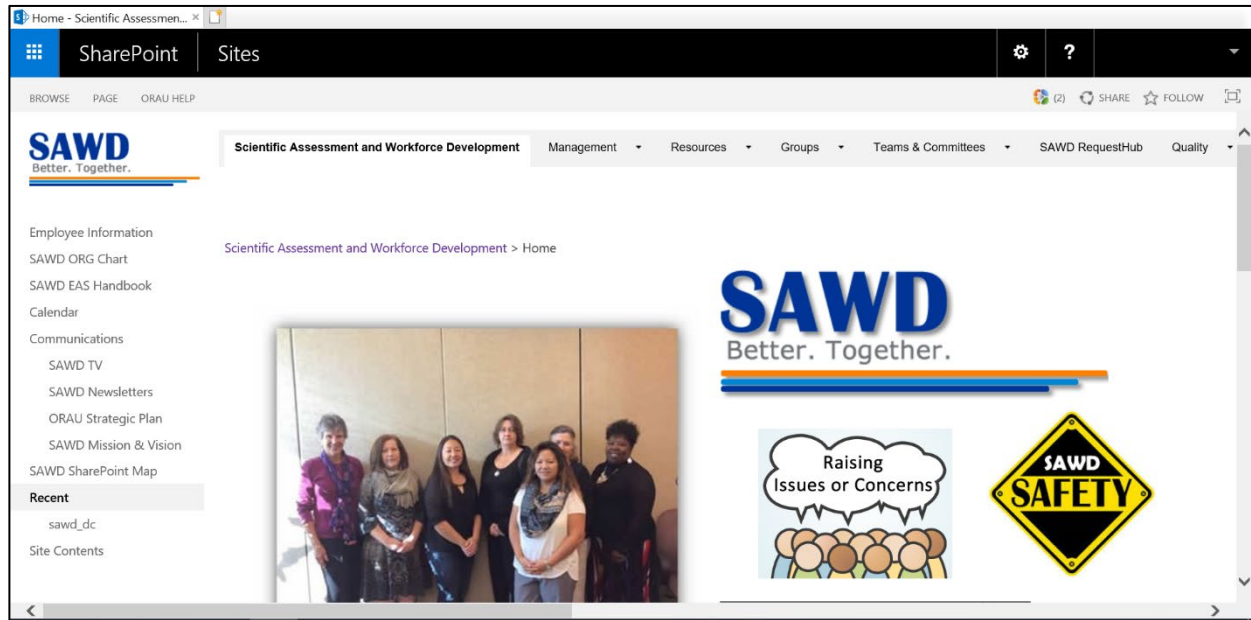
1. Using Internet Explorer, navigate to ORAU Shortcuts Homepage: http://intraweb.orau.gov/
   Please note that no other internet browser supports the InfoPath form required for story submission. Use Internet Explorer **only.*

2. On the right hand side, click on "SharePoint" [1]

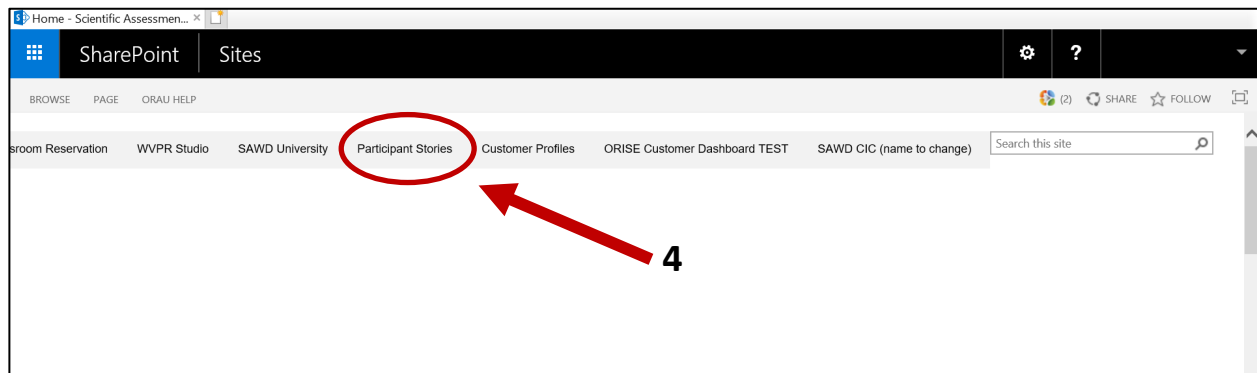3. In the directory, navigate to and click on "Scientific Assessment and Workforce Development (SAWD)" [2]
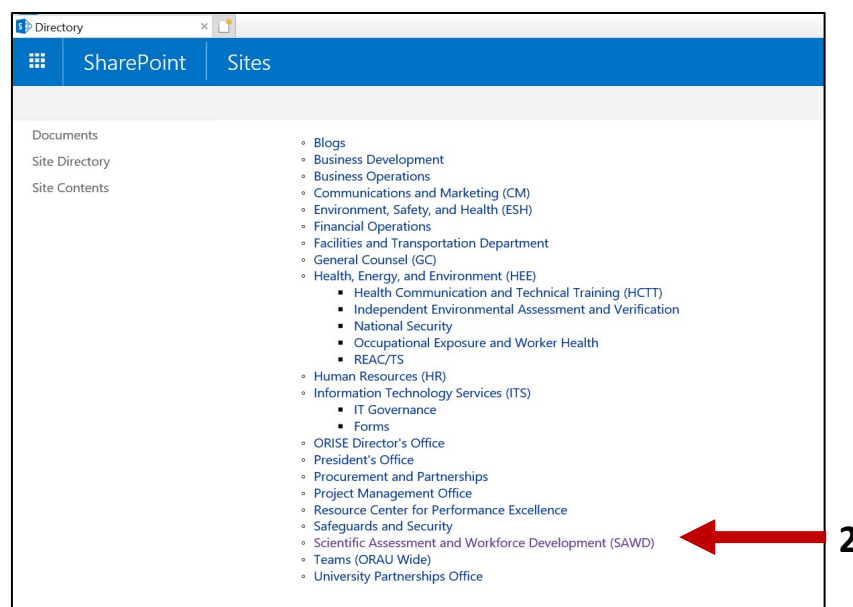
4. In the SAWD SharePoint Site, scroll all the way to the right using the scroll bar at the bottom of the page [3]
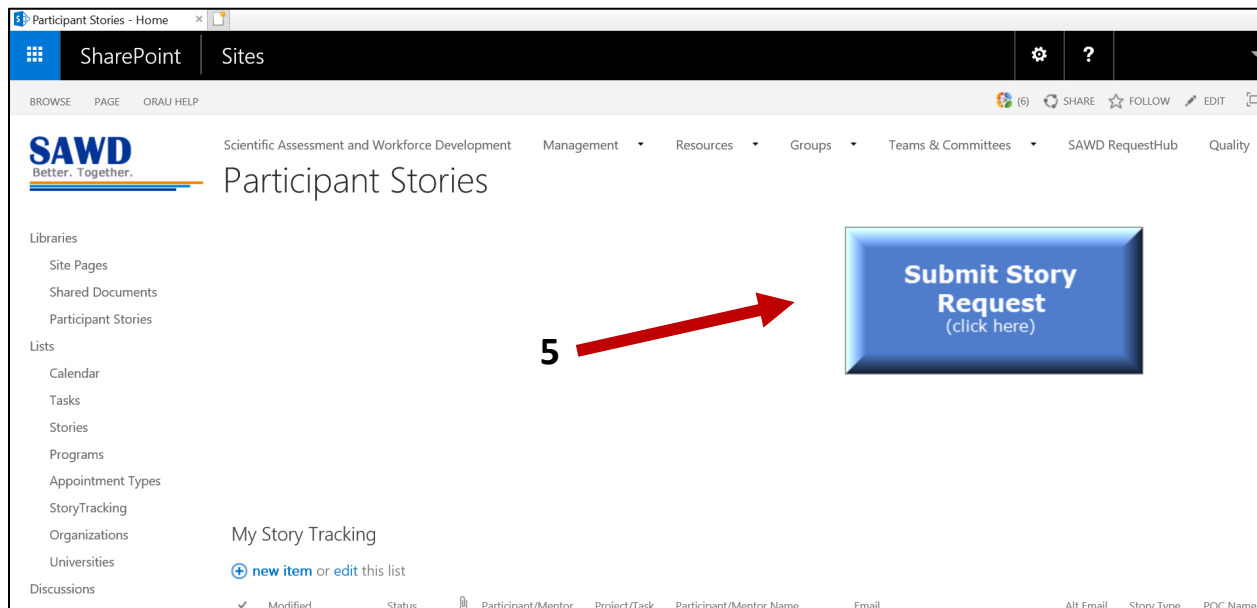

5. Click on "Participant Stories" [4]

6. You will be navigated to the Participant Stories SharePoint Site homepage. Click on "Submit Story Request (click here)" [5]

7. You will be navigated to an InfoPath form. Begin by selecting a story type in the dropdown menu.[6] Select "current participant" [7]
   If you are having trouble opening the InfoPath form, ensure that you are using browser Internet Explorer.

8. Next, select a date [8] by which you are requesting the story to be completed.
   Please keep in mind the story process may take anywhere between 8-10+ weeks.

9. Insert the name [9] of the program manager at ORAU for the program of which the participant being requested participated in. Insert the program manager's email [10], and their group [11] (BPP, DPP, LPP, OPP). You may also insert any comments [12] to accompany the story request.

10. Next, insert a project and task number for the story requested.[13] Then insert information about the participant of which you are requesting the story. The name and email of the participant, the mentor, as well as the name of the organization and program are all required for the story.[14]

Participant Information	Participant 1
13 → Project/Task	
First Name	
Last Name	
Email	
Alternate Email	
14 Appointment Type	⌄
Mentor First Name	
Mentor Last Name	
Mentor Email	
Organization	⌄
Program Name	⌄
Is this a summer program?	○ Yes ○ No ← **15**

11. Indicate whether the program is a summer program.[15] If yes [16], you will be prompted to indicate whether you would like the participant to be contacted at the end of their appointment, or before their appointment has concluded.[17] If the participant has already completed the appointment, disregard this step and indicate when you would like the story to be requested using the calendar box.[18]

Is this a summer program?   ⊙ Yes   ← **16**
                            ○ No

17 →   ○ Send story request at end of appointment.
          ○ Send story request prior to end of appointment.

What date should this request be sent?

[📅]   ← **18**

12. Next indicate whether the story will require additional approvals from the host facility, program coordinator, organization, etc.[19] *Please note that each story is reviewed and approved by the participant, mentor, program manager, and communications and marketing. Additional approval would be an extra approval required beyond these.*

> **Does this participant story require additional approval program coordinator, clearance, etc.)?**
> ○ Yes
> ○ No   **← 19**

13. If yes [20], you will be prompted to enter the name and email of any required additional approvers.[21]

> **Does this participant story require additional approval program coordinator, clearance, etc.)?**
> ◉ Yes   **← 20**   **21**
> ○ No
>
> | Additional Approver 1 | | | |
> |---|---|---|---|
> | | First Name | Last Name | Email |
> | Additional Approver 2 | | | |
> | | First Name | Last Name | Email |
> | Additional Approver 3 | | | |
> | | First Name | Last Name | Email |

14. Finally, you will have the opportunity to add another participant in the same story request. If you are requesting more than one participant to be featured, click on the orange circle with the arrow.[22] A maximum of 7 participants may be included in the same story request. *If you have more than 7 participants to request, please submit a separate story request with the remaining participants.*

22 ➡️ ⊙ Add another participant (7 participants MAX per submission)

Submit Story

15. Repeat steps 10-13 for each new participant added.[23]

⊙ Participant 2   ⬅️ **23**

Project/Task	☐ Click to Use same or enter:
First Name	
Last Name	
Email	
Alternate Email	
Appointment Type	▾
Mentor First Name	
Mentor Last Name	
Mentor Email	
Organization	▾
Program Name	▾
Is this a summer program?	○ Yes ○ No

Does this participant story require additional approval program coordinator, clearance, etc.)?
○ Yes
○ No

⊙ Add another participant

16. Click on "Submit Story" to submit your story request.[24] A pop up box will appear to confirm that your request has been successfully submitted.

Add another participant (7 participants MAX per submission)

Submit Story ⟵ **24**

Mentor First Name Fake

Mentor Last Name Mentor

Mentor Email successstories@orau.org

Organization U.S. Department of Homeland Security (DHS)

ce (DNDO) Summer In

Participant Stories - Microsoft InfoPath   ✕

⚠ Your story has been successfully submitted.

OK

ppointment.
d of appointment.

What date should this request be sent?

🔲

Does this participant story require additional approval program coordinator, clearance, etc.)?
○ Yes