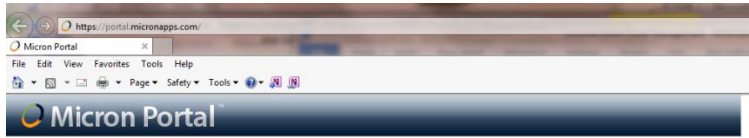


Summer Intern Portal Management

How to Add an Assignment, Mark it Complete, and Cancel an Assignment

1. Sign-in to <https://portal.micronapps.com/>. Your username will be your Law Department email address and the password will be "Password1".

A close-up of the "Sign In" form. It has a title "Sign In" and two input fields: one for the email address "lievans@law.nyc.gov" and one for the password, which is masked with dots. Below the password field is a link that says "forget your password?". A green "Enter" button is positioned at the bottom right of the form.

2. To add a new project click "Add New Project" on your homepage.

A screenshot of the Micron Portal homepage. The browser address bar shows "https://portal.micronapps.com/prtl_ic_sa_sumr_prog_proj_srch.aspx". The page header includes the Micron Portal logo, a welcome message for "Lillian Evans", and a "Logout" link. Below the header, there is a navigation menu with "My Projects" and "Add New Project". The "Add New Project" button is circled in red. Below the navigation menu, there is a section for filtering results with fields for Project Title, Project ID, Practice Area, Date Submitted, Date Assigned, Deadline, Primary Attorney, and Category. A "Search" button is located to the right of these fields. At the bottom of the page, there is a table with columns for ID, Title, Submitted, Assigned, Deadline, Completed, Category, Assignment Status, and Project Status.

3. This will take you to a new page

https://portal.micronapps.com/prtl_jc_sa_sumr_prog_proj_dtl.aspx

Micron Portal

Welcome Lillian Evans | Logout

New York City Law Department

ROLL OVER TO SEE THE MENU

My Projects Add New Project

DETAILS

Office: New York

Project Title: [Text Field]

Project Status: In Progress

Client Name: [Text Field]

Description: [Text Area]

ASSIGNMENT DETAILS

Date Assigned: [Calendar Icon]

Assignment Status: In Progress

Date Completed: [Text Field]

Comments: [Text Area]

DATES

Submitted: 05/01/2019

Deadline: [Calendar Icon]

Start: [Calendar Icon]

Completed: [Calendar Icon]

EVALUATING ATTORNEYS

1: Last Name, First Name [Search Icon]

2: Last Name, First Name [Search Icon]

3: Last Name, First Name [Search Icon]

4: Last Name, First Name [Search Icon]

ATTACHMENTS

File Name	Description
(Select...)	Work Product

Clear Save

4. For each assignment, you need to include:

- “Project Title” - case name, index #, and court or a descriptive title of the project,
- “Project Status” – should remain “In Progress” until you complete the project or it is cancelled,
- “Client Name” - the City agency involved,
- “Description” - a description of the assignment,
- “Deadline” – the date it is due, if you were given one,
- “Evaluating Attorneys” - the name of your evaluating attorney(s) (whoever will complete the evaluation of your work for the project, **most likely not your summer coordinator**), and
- Then click Save at the bottom of the page.

https://portal.micronapps.com/prtl_jc_sa_sumr_prog_proj_dtl.aspx

Micron Portal

Welcome Lillian Evans | Logout

New York City Law Department

ROLL OVER TO SEE THE MENU

My Projects Add New Project

DETAILS

Office: New York

Project Title: Ellias vc DOE, 1587/2016, SNDY

Project Status: In Progress

Client Name: DOE

Description: authored motion for summary judgment in negligent supervision case. Argued we are not the proximate cause of the injuries

ASSIGNMENT DETAILS

Date Assigned: [Calendar Icon]

Assignment Status: In Progress

Date Completed: [Text Field]

Comments: [Text Area]

DATES

Submitted: 05/01/2019

Deadline: 05/31/2019 [Calendar Icon]

Start: [Calendar Icon]

Completed: [Calendar Icon]

EVALUATING ATTORNEYS

1: Evans, Lillian [Search Icon]

2: Last Name, First Name [Search Icon]

3: Last Name, First Name [Search Icon]

4: Last Name, First Name [Search Icon]

ATTACHMENTS

File Name	Description
(Select...)	Work Product

- Once saved, your assignment will appear on your “My Projects” tab when you log in and you can edit the assignment by clicking on the ID number next to the project name

https://portal.micronapps.com/prtl_lc_sa_sumr_prog_proj_srch.aspx

Micron Portal

File Edit View Favorites Tools Help

Page Safety Tools

Micron Portal™

Welcome Lillian Evans | Logout

New York City Law Department

ROLL OVER TO SEE THE MENU

My Projects Add New Project

Use filters to refine your results

Project Title: [] Date Submitted: 01/01/2019 - 12/31/2019 Primary Attorney: Last Name, First Name Search

Project ID: [] Date Assigned: [] - [] Category: []

Practice Area: [] Deadline: [] - [] Show Unassigned Projects Only: Reset Criteria

ID	Title	Submitted	Assigned	Deadline	Completed	Category	Assignment Status	Project Status
4213	Ellias vc DOE, 1587/2016, SNDY	05/01/2019	05/01/2019	05/31/2019			In Progress	In Progress

- When you are done with the assignment or if it is cancelled for some reason, click on the ID # next to the assignment on your “My Projects” list to edit the assignment. Then click the drop down menu next to “Project Status.” If the assignment is complete, change the project status to “Complete.” Click Save and an evaluation will go directly to your evaluating attorney(s). If the assignment was cancelled for some reason, change the project status to “Cancelled.”

https://portal.micronapps.com/prtl_lc_sa_sumr_prog_proj_dtl.aspx?%3f23j%3e%3aoFYT%5cR=1%60

Micron Portal

File Edit View Favorites Tools Help

Page Safety Tools

Micron Portal™

Welcome Lillian Evans | Logout

New York City Law Department

ROLL OVER TO SEE THE MENU

My Projects Add New Project

Project Description

DETAILS

Office: New York

Project Title: Ellias vc DOE, 1587/2016, SNDY

Project Status: In Progress

Description: In Consideration
Not Started
In Progress

Client Name: DOE

ASSIGNMENT DETAILS

Date Assigned: 05/01/2019

Assignment Status: In Progress

Date Completed: []

Comments: []

DATES

Submitted: 05/01/2019

Deadline: 05/31/2019

Start: []

Completed: []

ATTORNEYS

ATTACHMENTS

File Name	Description
(Select...)	Work Product

How to Print Out a Conflict List at the End of the Summer

1. Go to the "My Projects" tab, click off the box next to every project that you worked on over the summer and then click "Print".

The screenshot shows the Micron Portal interface. At the top, there is a navigation bar with "My Projects" and "Add New Project" buttons. Below this is a search filter section with fields for Project Title, Date Submitted, Date Assigned, Practice Area, Deadline, Primary Attorney, and Category. A table below the filters displays project information. The first row is highlighted with a red circle around the checkbox in the first column. At the bottom right of the table area, a "Print" button is circled in red.

<input checked="" type="checkbox"/>	ID	Title	Submitted	Assigned	Deadline	Completed	Category	Assignment Status	Project Status
<input checked="" type="checkbox"/>	4213	Elias vc DOE, 1587/2016, SNDY	05/01/2019	05/01/2019	05/31/2019	05/01/2019		Complete	Complete

2. A box should appear with "Options," you should select "Project Details Report" and then "Continue."

The screenshot shows the same Micron Portal interface as above, but with an "Options" dialog box open. The dialog box has two radio buttons: "Project Details Report" (which is selected and circled in red) and "Project Summary Report". Below the radio buttons are "Cancel" and "Continue" buttons, with the "Continue" button circled in red.

