Quick Step by Step Guide
Getting Started with the POI Portal & Selecting a delegate for processing the forms
Click the Sign-in Button on the home page of the portal
Next, you should see this screen, continue on by selecting the “Request New POI” option
Next, the system will confirm if the individual currently has/or had an appointment within the university - you do this by searching for the individual either by HUID or personal information (Name & DOB)

If the individual has/or had an appointment within the university you will see a profile appear after the search, please click “Select” if this is the individual you wish to sponsor - If the individual is new and has never had an appointment, the system will allow you to continue and enter in the new information.
Next, you’ll either see blank text boxes where you input the new individuals information, or you will see these boxes prefilled if you selected someone who has/or had an appointment within the university.

Once here, scroll down until you are able to assign a sponsor and a delegate. Select yourself as the sponsor and then select your admin support as the delegate – this works much like concur, your admin will be able to go in and complete the form on your behalf, and alert you when it is complete and ready to be submitted for approval.
If you have any questions or concerns, please refer to the HSPH OFA page dedicated to Persons of Interest (POI). Here you will find the full policy and help links to the portal and the training if you would like to retake for a refresher.

OFA POI Policy/Resource Page:
https://www.hsph.harvard.edu/faculty-affairs/policies-pertaining-to-all-academic-appointees/poi-policy/