

# Approving during Annual Reporting

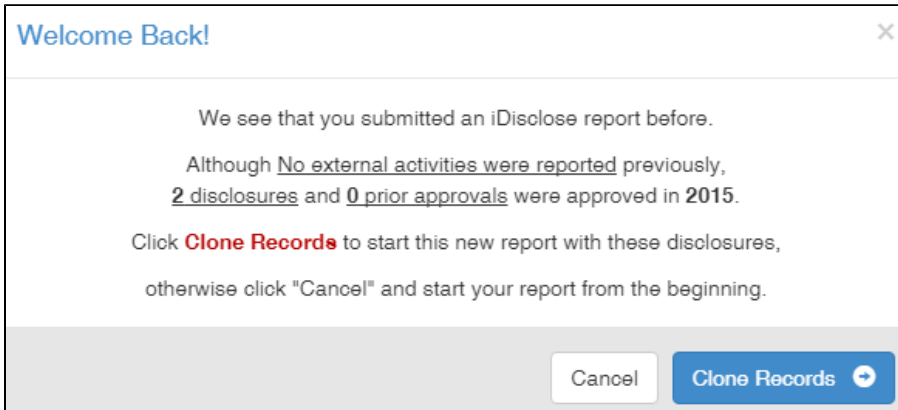
During Annual Reporting season, the path to log into iDisclose will adjust. All reviewers will log in by utilizing the button,



Below are the steps to take in order to access *single disclosures* waiting for your review.



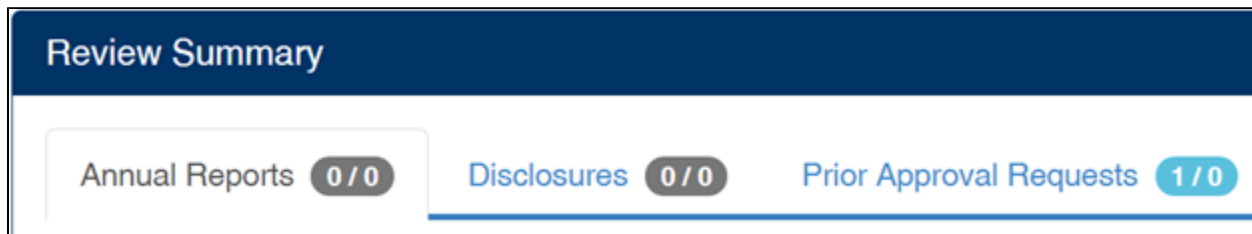
1. Click
2. Click **Continue** on the Additional Considerations... page
3. Log in with your university email address and domain password
4. If you have not submitted your 2015 Annual Report, a Welcome Back message will display, click the **Cancel** button



5. Click the **Dashboard** hyperlink on the top banner



6. You will be taken to the Dashboard. Under Review Summary, go to either the **Disclosures** or **Prior Approval Requests** to view items waiting for your review.



For detailed steps in reviewing single disclosures, visit [Disclosure Approval Requests: Review Process](#).

Questions? Email [COI@UTHSCSA.EDU](mailto:COI@UTHSCSA.EDU) or call 210-562-6838 | Technical Support: 210-567-8270 / 210-562-5691 or email: [VPR-IT@UTHSCSA.EDU](mailto:VPR-IT@UTHSCSA.EDU)

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