

Log on during Annual Reporting

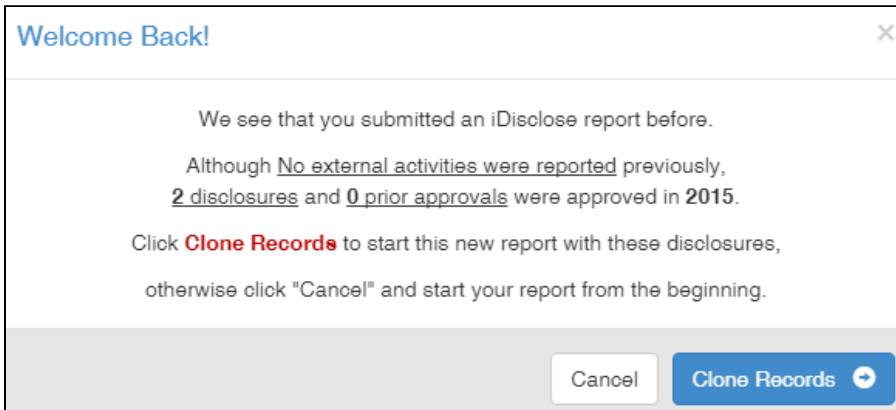
During Annual Reporting season, the path to log into iDisclose will adjust. Using the below steps, individuals will still be able to submit single disclosures and requests for External Activities, Employment, Consulting, Board Membership, or Related Activities.

Video: <http://screencast-o-matic.com/u/VwLt/singledisclosure>

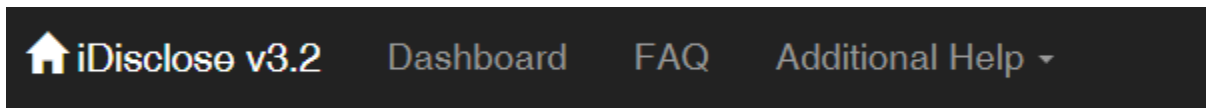
1. Log in with the green button, 'Submit your 2015 Annual Report'

Submit Your 2015 Annual Report

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. Close any other messages (If you began employment after January 1, navigate to the Dashboard) and click the **Dashboard** hyperlink on the top banner. You will be directed to the iDisclose Dashboard where you will see a history of Entities, Disclosures and Annual Reports.



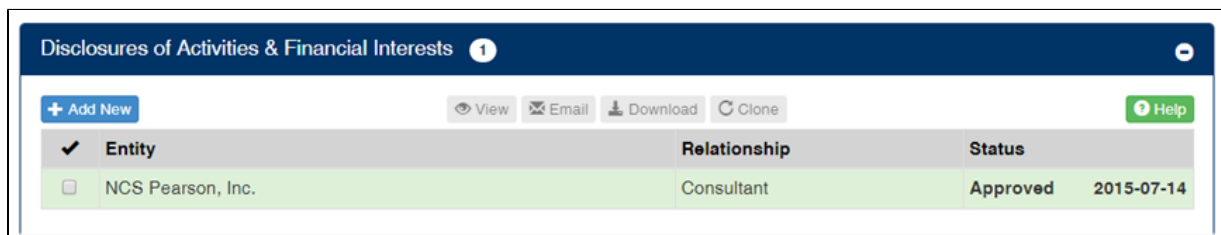
6. **Entity:**
Confirm your entity is listed, if not, click the Add New button and add the entity you wish to disclose for. All entities must be active in order for them to be listed as an option with Disclosure Details.

1. More information on what an Entity is, go to [My Entities](#).

7. **Disclosure:**

From **Disclosures of Activities & Financial Interests**, click Add New to add the single disclosure. Complete the **Disclosure Details** page and click Save.

1. More information on what a single disclosure is, go to [My Disclosures](#).



Entity	Relationship	Status
<input type="checkbox"/> NCS Pearson, Inc.	Consultant	Approved 2015-07-14

8. You will now see a new Disclosure listed with a status of New

The screenshot shows a web interface titled "Disclosures of Activities & Financial Interests" with a notification badge "2". At the top, there are buttons for "Add New", "Edit", "View", "Delete", "Email", "Download", "Submit", and "Help". Below this is a table with the following data:

Entity	Relationship	Total \$	Work Days	Vacation	Status
<input type="checkbox"/> NCS Pearson, Inc.	Consultant	\$ 1,350	0	No	New 2016-01-12

Below the table, there is a "Hide approved disclosures" button and another set of action buttons: "View", "Email", "Download", and "Clone".

9. **Submit:**

Select the disclosure and click Submit

The screenshot shows the same interface as above, but with the following changes:

- The "Entity" column for the first row now has a checkmark: NCS Pearson, Inc.
- The "Submit" button at the top is highlighted in blue.

10. Your disclosure will be routed to the Conflict of Interest Office for review. Once reviewed, the disclosure will be routed to your department.

11. To check the status of your disclosure, log into iDisclose and navigate to the Dashboard. If your single disclosure was identified as a Prior Approval, it will be listed withing the Prior Approvals section of your Dashboard. If it is not Prior Approval, it will remain in the Disclosures of Activities & Financial Interests section.

• Other links:

- [Single Disclosures; Prior Approvals - External Activities, Employment, Consulting, Board Membership, or Related Activities](#)

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