How to auto-generate your request for approval into a disclosure

Step 1: Log into the outside activity portal: https://apps.utsystem.edu/ActivityPortal/

Step 2: Click on ‘Home’

Step 3: Find the ‘Final-Approved’ request and click on ‘Select’

Step 4: Click ‘Generate Disclosure from Request’

Request Form: 10793
Step 5: Please answer the following questions:

Create a Disclosure from a Final-Approved Request

Create a Disclosure from a Final-Approved Request: #10793
Activity: Outside Employment - Other Compensated Activity
Related Entity: ABC

For what year are you disclosing: 2021

Did any portion of this activity occur during your appointment to UT System? 
- Yes
- No

Generate Disclosure
Return to Request

Please be sure to select the 2021 year

Step 6: Click on ‘Return to Main Menu’

Success:
You have successfully generated a disclosure from this Request. Newest Disclosure is # 109759

Return to Main Menu

Step 7: Click ‘Select’ your cloned auto-generated disclosure located in the Disclosures table

Disclosures

<table>
<thead>
<tr>
<th>Disc_id</th>
<th>Activity</th>
<th>Relation</th>
<th>Entity Name</th>
<th>Status</th>
<th>Action Desk</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>110566</td>
<td>OutsideEmp</td>
<td>Self</td>
<td>ABC</td>
<td>CLONED</td>
<td></td>
<td>01/14/2022</td>
</tr>
</tbody>
</table>
Step 8: Review your disclosure form and/or update any information if needed

Step 9: Once all of the information is correct, please click on 'Submit Disclosure'.

Please be sure the start and end dates are within the 2021 calendar year (01/01/2021 – 12/31/2021)

Step 9: Submit Disclosure
Step 10: Please confirm by clicking ‘Yes, I want to submit’

Disclosure Form

Activity to be submitted:
- Activity Type: Outside Employment - Other Compensated Activity
- Entity Name: ABC
- Disclosure id: 119566

By clicking submit, I have certified that the information contained in this disclosure form was complete and accurate, and further that the individual on this form is the individual submitting this form.

Yes, I want to Submit

Submit Disclosure Form:

Success: You have successfully submitted this disclosure. No further action is needed on your part. - 1/14/2022 4:47:32 PM

Return to Main Menu