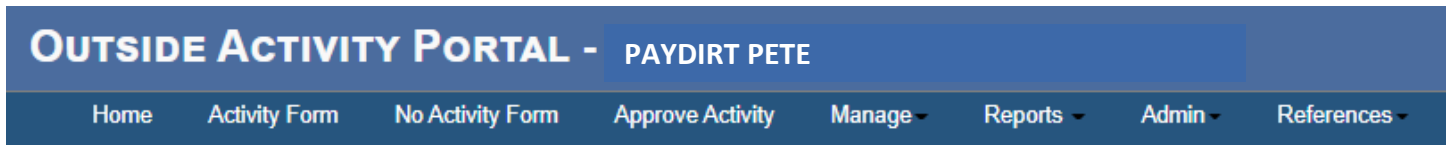


How to auto-generate your request for approval into a disclosure

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

Step 2: Click on 'Home'



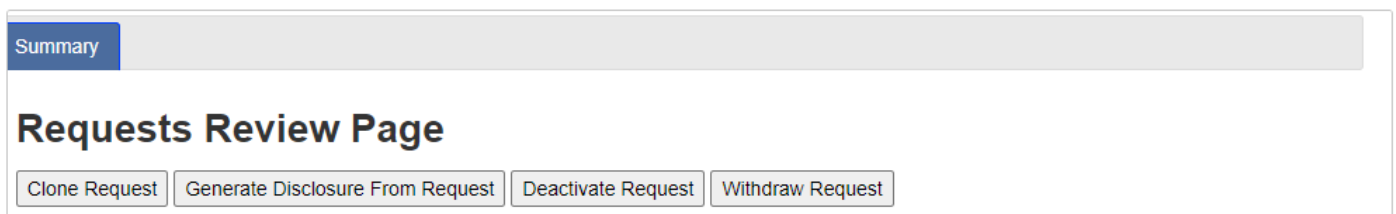
Step 3: Find the 'Final-Approved' request and click on 'Select'

The screenshot shows a 'Requests' table with a filter bar at the top containing 'All', 'Current', 'Last Year', and 'Older'. The table has the following columns: Req_Id, Activity, Entity Name, Status, Action Desk, and Last Update. A 'Select' button is located in the first column of the first row. A blue arrow points to this button.

	Req_Id	Activity	Entity Name	Status	Action Desk	Last Update
Select	10793	OutsideEmp	ABC	FINAL-APPROVED		01/07/2021

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

Please be sure to select the 2021 year

Did any portion of this activity occur during your appointment to UT System?*

Yes

No

Generate Disclosure

Return to Request

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

	Disc_Id	Activity	Relation	Entity Name	Status	Action Desk	Last Update
Select	110566	OutsideEmp	Self	ABC	CLONED		01/14/2022

Step 8: Review your disclosure form and/or update any information if needed

General Conflict of Interests/Commitments Compensation Documents Time **Summary**

Disclosure Review Page

The following actions are available:

[Submit Disclosure](#) [Delete Disclosure](#) [Clone Disclosure](#)

General Section

DISC ID#: 110566
Are you considered a Researcher (or part of Sponsored Projects) for the purposes of this Disclosure: N
Created: 01/14/2022
Current Status: SAVED (Please SUBMIT)
Activity: Outside Employment - Other Compensated Activity
Relationship: Self
Entity Name: ABC
Country: United States of America
Street 1: 500 W. University Ave.
Street 2: (blank)
City: El Paso
State: Texas
Zip Code: 79968
Entity Type: Not for Profit
Industry: NPO Health
Duty Type: Consulting
Duty Description: Provided consulting services
Related to institutional responsibilities? Y
Year Disclosing: 2021

Conflict of Interest

Do you feel this activity may create or may reasonably appear to create a *conflict of interest*? N
COI Comment: (blank)
Do you feel this activity may create or may reasonably appear to create a *conflict of commitment*? N
COC Comment: (blank)
If applicable, has a Conflict Management Plan been put into place? N/A

Compensation

Compensation Amount: \$0
Cash or other equivalent: Y
In Kind: N
Travel/Expense Reimbursements: N
Equity: N
Compensation Comments: (blank)

Time

Estimated Numbers of hours of service: 5
Time Frequency: Weekly
Start Date: 01/01/2021
End Date: 12/31/2021
Did any portion of this activity occur during your appointment? Y
Additional comments: (blank)

Documents

Attached Document(s)? N
Document Name(s): (none attached)
Details: (blank)

FormStatusUpdates - Only Visible with Report Access

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

Step 9: Submit Disclosure

General Conflict of Interests/Commitments Compensation Documents Time **Summary**

Disclosure Review Page

The following actions are available:

[Submit Disclosure](#) [Delete Disclosure](#) [Clone 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:** 110566

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