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

Step 1: Log into the outside activity portal: https://outsideactivity2.utsystem.edu

Step 2: Click on ‘View Employee Portal’

Step 3: Find the ‘Final-Approved’ request and click on ‘Review/Edit’

Step 4: Click ‘Generate Disclosure from Request’

Step 5: Please answer the following questions

Step 6: Click on ‘Employee Portal’

You have successfully created a disclosure from your request. Return to your Employee Portal to view the disclosure. It will have a status of AUTO-GENERATED.
Step 7: Click ‘Review/Edit’ your Auto-Generated Disclosure

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 Form’

You have successfully submitted your disclosure. No further action is needed on your part.