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

**Step 1:** Log into the outside activity portal: [https://apps.utsystem.edu/ActivityPortal/](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’
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: UTEP

For what year are you Disclosing: 2020

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 2020 year

Step 6: Click on ‘Return to Main Menu’

Success
You have successfully generated a disclosure from this Request. Newest Disclosure is # 109759
- 1/8/2021 11:52:39 AM

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>109759</td>
<td>OutsideEmp</td>
<td>Self</td>
<td>ABC Company</td>
<td>CLONED</td>
<td></td>
<td>01/09/2021</td>
</tr>
</tbody>
</table>
Step 8: Review your disclosure form and/or update any information if needed

Please be sure the start and end dates are within the 2020 calendar year (01/01/2020 – 12/31/2020)
Step 9: Once all of the information is correct, please click on ‘Submit Disclosure’

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