

HOW TO AUTO-GENERATE YOUR FINAL APPROVED REQUEST INTO A DISCLOSURE

Please follow all 10 quick steps listed below. These steps will only take a minute to complete.

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

Step 2: Scroll down to your “Requests” table

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

The screenshot shows the 'OUTSIDE ACTIVITY PORTAL' interface. At the top, there is a navigation bar with 'WELCOME' and several menu items: Home, Activity Form, No Activity Form, Manage, Reports, Admin, and References. Below the navigation bar is an announcement box with the following text: 'Announcement: The Annual Disclosure Period is currently ongoing for 2024. Deadline: All disclosures for calendar year 2024 must be submitted on or before March 31, 2025. As of April 1, 2025, no further 2024 disclosures will be accepted, and all submitted 2024 disclosures will be automatically finalized, which means they cannot be edited after that point.' Below the announcement is a 'Requests' table. The table has columns for 'Req_Id', 'Activity', 'Entity Name', 'Est. Commitment', 'Status', 'Action Desk', and 'Last Update'. A row is visible with 'Req_Id' 29948 and 'Last Update' 11/20/2024. A 'Select' button is located to the left of the first row in the table, and an arrow points to it.

Step 4: Click ‘Generate Disclosure from Request’

Request Form: 29948

The screenshot shows the 'Requests Review Page' for request 29948. The page has a 'Summary' tab selected. Below the tab is a row of buttons: 'Clone Request', 'Generate Disclosure From Request', 'Deactivate Request', 'Withdraw Request', and 'Conclude Request'. An arrow points to the 'Generate Disclosure From Request' button.

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:

2025

Please be sure to select the **2025** year

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

- Yes
 No

Generate Disclosure

Return to Request

Step 6: Once the disclosure has been generated click on 'Return to Main Menu.'

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



Step 7: From the Main Menu, scroll down to your 'Disclosure' table, click 'Select' on your **CLOINED** auto-generated disclosure

Disclosures

	Disc_Id	Activity	Relation	Entity Name	Status	Action Desk	Last Update
Select	109759	OutsideEmp	Self	ABC	CLOINED	8655	01/16/2026

Step 8: Review all sections of your disclosure form and update any information as 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#:
Are you considered a Researcher (or part of Sponsored Projects) for the purposes of this Disclosure: N
 Created:
Current Status: SAVED (Please SUBMIT)
 Activity: Outside Employment - Other Compensated Activity
 Relationship: Self
 Entity Name:
Country:
Street 1:
Street 2: (blank)
 City: El Paso
 State: Texas
 Zip Code: 79934
 Entity Type: For Profit Industry - Non-Publicly Traded
 Industry: Arts, Entertainment, and Recreation
 Duty Type:
Duty Description:

 Related to institut
 Year Disclosing: 2025

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? blank

Compensation

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

Time

Estimated Numbers of hours of service: 100
 Time Frequency: Yearly
 Start Date: 01/1/2025
 End Date: 12/31/2025
 Did any portion of this activity occur during your appointment to UT System? N
 Additional comments: (blank)

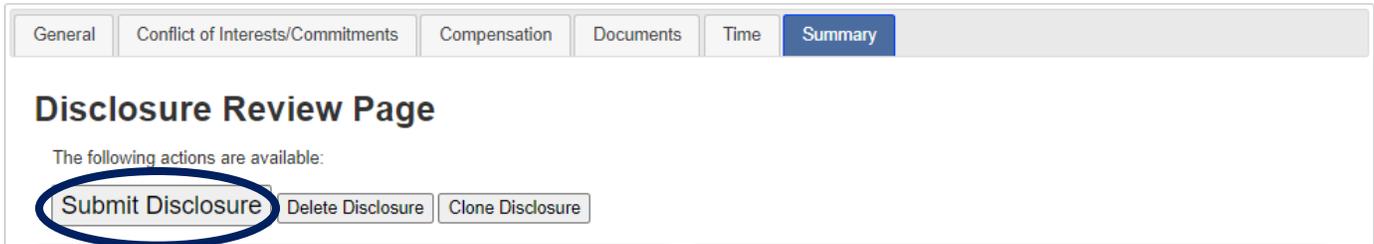
Please be sure that the start and end dates are within the 2025 calendar year

Documents

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

Approval Chain (if submitted) - Visible with Report Access

Step 9: Once all of the information has been updated and is correct, click on **'Submit Disclosure.'**



The screenshot shows a web interface with a navigation bar at the top containing tabs for 'General', 'Conflict of Interests/Commitments', 'Compensation', 'Documents', 'Time', and 'Summary'. The 'Summary' tab is active. Below the navigation bar is the heading 'Disclosure Review Page'. Underneath the heading, it says 'The following actions are available:'. There are three buttons: 'Submit Disclosure', 'Delete Disclosure', and 'Clone Disclosure'. The 'Submit Disclosure' button is circled in blue.

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