How to auto-generate your request for approval 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/](https://apps.utsystem.edu/ActivityPortal/)

**Step 2:** Scroll down to your “Requests” table

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

![Outside Activity Portal - Welcome](https://example.com)

**Step 4:** Click ‘Generate Disclosure from Request’

**Step 5:** Please answer the following questions:

**Create a Disclosure from a Final-Approved Request**

For what year are you disclosing: 2022

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

Please be sure to select the 2022 year

[Generate Disclosure] [Return to Request]
Step 6: Once disclosure has been generated click on ‘Return to Main Menu’

![Success message]

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

### 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</td>
<td>CLONED</td>
<td></td>
<td>01/14/2022</td>
</tr>
</tbody>
</table>

Step 8: Review all sections of your disclosure form and update any information as needed.

Please be sure the start and end dates are within the 2022 calendar year (01/01/2022 – 12/31/2022)
Step 9: Once all of the information has been updated and is correct, click on ‘Submit Disclosure’

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