HOW TO REPORT NO ACTIVITY

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

Step 2: Click on '**No Activity Form**'
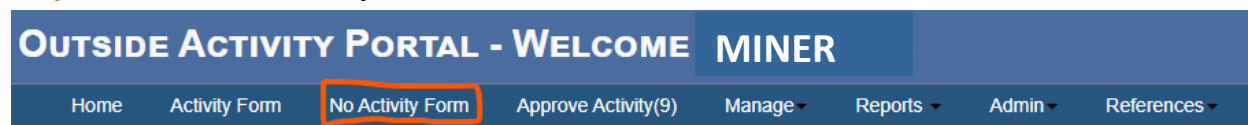
Step 3: To meet the Disclosure requirement for Calendar year 2023, Check '**I have no new or additional disclosures to report for the *prior year (*2023)**' and click '**Report No Activity.**'