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/](https://apps.utsystem.edu/ActivityPortal/)

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

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

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

**Request Form: 8655**

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

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

- **Activity:** Outside Employment - Other Compensated Activity
- **Related Entity:** ABC Company
- **For what year are you Disclosing:** 2023
- **Did any portion of this activity occur during your appointment to UT System?**
  - [ ] Yes
  - [ ] No

Please be sure to select the 2023 year

Revised 1.3.2024
Step 6: Once the disclosure has been generated click on ‘Return to Main Menu.’

\[\text{Success:}\]
\[\text{You have successfully generated a disclosure from this Request. Newest Disclosure is \# 109759}\]

Return to Main Menu

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

Disclosures

<table>
<thead>
<tr>
<th>DiscId</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>01/14/2024</td>
</tr>
</tbody>
</table>

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

Disclosure Review Page

The following actions are available:
Submit Disclosure  | Delete Disclosure  | Clone Disclosure

General Section

<table>
<thead>
<tr>
<th>Activity</th>
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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
COIC Comment: (Recall)
If applicable, has a Conflict Management Plan been put into place? N/A

Please be sure the start and end dates are within the 2023 calendar year (01/01/2023 – 12/31/2023)

Compensation

<table>
<thead>
<tr>
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Documents

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</table>
**Step 9:** Once all of the information has been updated and is correct, click on ‘Submit Disclosure.’

**Disclosure Review Page**

The following actions are available:

- Submit Disclosure
- Delete Disclosure
- Clone Disclosure

**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:** 109759

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

Success: You have successfully submitted this disclosure. No further action is needed on your part. - 1/14/2022 4:07:32 PM

Return to Main Menu