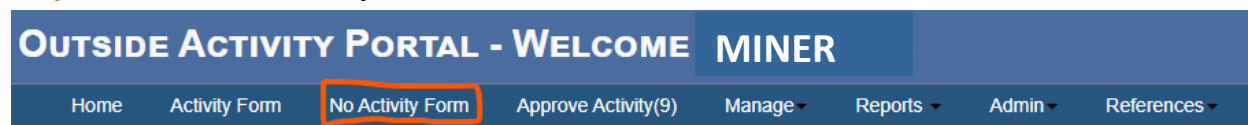


# HOW TO REPORT NO ACTIVITY

**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.'

## Report No Activity

You are confirming that you have no activity to report at this time.

You should review your institution's policy below to confirm that you have no disclosures to report or requests that should be made at this time.

Hover over ⓘ for additional details.

- [Conflicts of Interest, Conflicts of Commitment and Outside Activities](#)
- [Academic Policies and Faculty Personnel Matters](#)
- [Outside Activity and/or Employment, Board Service, and Dual Employment](#)

Please check all that apply

- I have no new or additional disclosures to report for *this year (2024)*. ⓘ
- I have no new or additional disclosures to report for the *prior year (2023)*. ⓘ
- I have no additional approvals to request at this time. ⓘ

No Activity Form: [Definitions\\*](#)