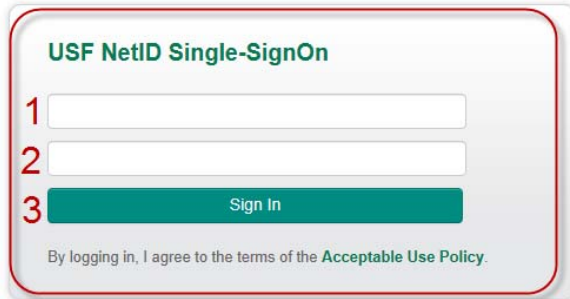


Creating a new FCOE Disclosure

Step 1: Launch eDisclose

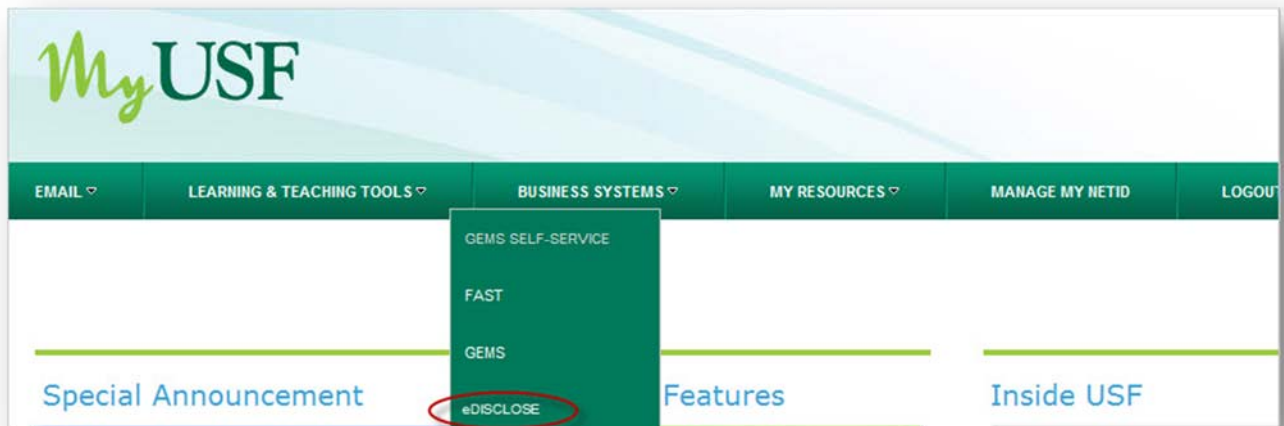
Open the **myUSF** portal by clicking on this link: <http://my.usf.edu> and taking the following steps:

- 1) Enter your NetID.
- 2) Enter your NetID password.
- 3) Click on the **Sign In** button to log into *myUSF*.



The image shows a login form titled "USF NetID Single-SignOn". It contains three numbered steps: 1) A text input field for the NetID. 2) A password input field. 3) A green "Sign In" button. Below the fields is a checkbox for "Remember Me" and a link to the "Acceptable Use Policy".

Choose eDisclose from the **Business Systems** drop-down menu of *myUSF*.



Step 2: Open & Complete Your FCOE Form

Click on the **New FCOE Disclosure** button to open a new FCOE disclosure form.

The screenshot shows the 'eDISCLOSE' interface for 'John Discloser'. The sidebar on the left contains a red 'eDisclose Discloser' button, a 'My Roles' section with a link to 'eDisclose Discloser', a 'Create...' section with a red-bordered button for 'New FCOE Disclosure', and a 'Disclose Outside Activity' section with a button for 'New Outside Activity'. The main content area is titled 'Page for John Discloser' and contains a welcome message: 'Welcome to your Personal Disclosure Workspace. Here you can review and determine disclosures. Specifically you can:'. Below this is a list of actions: 'Create a new disclosure using one of the activity buttons', 'View disclosures needing your review and action on them', 'View a history of all your disclosures on the All Disclosures page', and 'Access more specifics about a particular disclosure by clicking on the disclosure number'. A tip at the bottom right says 'Use % as a wild card when filtering information on the search page'.

Read the training pages and answer the associated questions. Click the Continue button to proceed through the form. This button is located on the upper and lower right-hand corners of every page of the form.

The screenshot shows a form page titled 'Vendor Relationships: Employment/Contractual'. The page has a header with the 'USF' logo and 'eDISCLOSE' text. Below the header is a navigation bar with links: '<< Back', 'Save | Exit | Hide/Show Errors | Print...', and 'Jump To: - 1.2 Vendor Relationships: Employment/Contractual *'. On the right side of the navigation bar is a red-bordered button labeled 'Continue >>'. Below the navigation bar is a table with two columns: 'FCOE' and '1.2'. The text 'Click Continue to save your answers and go to the next page of the form.' is displayed above the table.

Step3: Submit Your FCOE Form

Review the **Florida Code of Ethics (FCOE) Summary** page for accuracy.



If you need to change your answers, use the Back button to go back to the page which needs to be edited.

Check the checkbox on the **Disclosure Saved** page and then click the **Finish** button. This will submit your FCOE form.

Congratulations, your annual FCOE Disclosure is submitted!