Accessing and Using the Annual Disclosure Compliance Page in eDisclosure

The facilitator role in eDisclosure allows administrators or others to monitor compliance of disclosure submissions and manager reviews in their departments/units/schools, to facilitate compliance by deadlines. The facilitator does not have access to any disclosure data, and can also view disclosure submission statuses and dates, and manager review statuses and dates.

Need Compliance Page access for your area? Contact nucoi@northwestern.edu

1. Log into eDisclosure at the following link:  https://coi.northwestern.edu
2. Click “My Home” in the upper right hand corner of the screen
3. In the left-hand menu, click “Monitor Annual Disclosure Completion Page”

4. Either use the built in filtering on the screen, or Export the list of individuals and save it in Excel

Tips!

1. Filter by person type to find either staff or faculty, as applicable
2. If you export the data into Excel, the email addresses are displayed in the results, making reaching out to individuals easier (you can easily copy and paste the email addresses from Excel)
3. Filtering by Disclosure Status for “Unsubmitted” will show you anyone who still needs to disclose
4. Filtering by Disclosure Status for “Under Review” will show you anyone who has disclosed, but their reviewer has not yet completed their review of the disclosure.

<table>
<thead>
<tr>
<th>Disclosure Status</th>
<th>What This Means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsubmitted</td>
<td>Disclosure not yet submitted</td>
</tr>
<tr>
<td>Under Review</td>
<td>Disclosure submitted; review/approval pending</td>
</tr>
<tr>
<td>Review Complete</td>
<td>Disclosure submitted; review/approval complete</td>
</tr>
</tbody>
</table>

Do not forward your or others’ “go live” email to others, as it includes a specific link to an individual annual disclosure. If you are following up with someone to complete their disclosure and/or review, provide the main login webpage:  www.coi.northwestern.edu

Questions? Contact nucoi@northwestern.edu or 847.467.4515