

1. Access HRIS Self Service: <https://nuhr.northwestern.edu>
2. Log in using your **Net ID** and password. [*This is the ID and password that you currently use to log into Northwestern Systems such as email and Meeting Maker*].
3. Click on the Employee Conflict of Interest folder. Then click on the **Conflict of Interest** panel.
4. If you would like to read the Conflict of Interest policy before completing the form, click the **View Policy** link.
5. There are six questions to complete. You must answer all six questions by clicking the **Yes or No** radio button located to the right of each question.
6. Provide an explanation using the **Comments** box. If you answer No, you may write an explanation in the box, but you are not required to do so. However, for every Yes answer, you must provide an explanation for your supervisor, which will remain on file with your questionnaire.
7. If you need to indicate multiple responses per question, click the **plus button** located to the right of the Comments box. This will add another row so that you are able to provide multiple explanations if necessary.
8. **Navigate** through the panel by clicking the Next Page and Previous Page buttons provided at the bottom of each page.
9. Read the **Signature Policy**.
10. Click the yellow **Sign** button. [*Note: Your name will appear on the line provided and the date on which you signed the questionnaire will display next to your name*].
11. Click the **Save** button located at the bottom left of the screen. Once Save is clicked, a message will display stating your questionnaire has been successfully submitted. *Remember, you cannot save the questionnaire until you have completed every question and provided appropriate explanations.*

Once you have signed your questionnaire, the questionnaire will be locked. You will be unable to make changes to this version of the questionnaire.
12. Click the **Sign Out** link at the top right hand corner of the screen to log out of Self Service.

For detailed instructions, or to learn how to create a new version of your questionnaire, please reference instructions on the Conflict of Interest website: <http://www.northwestern.edu/hr/policies/coip.html>