

MyDisclosures Technical User Guide

Instructions for Identifying Mandatory Disclosers by Unit

This document will provide you with the basic tools to identify mandatory disclosers in your School or Responsibility Center.

What is the purpose of this activity?

The purpose of this activity is to identify all Pitt personnel who are required to complete an annual conflict disclosure form in MyDisclosures (“mandatory disclosers”).

Who is responsible for this activity?

Each School or Responsibility Center has a designated **Department Administrator**. The Department Administrator can add additional Department Administrators to assist with this activity. The Department Administrator(s) should be someone from the School or Responsibility Center with 1) administrative access to MyDisclosures and 2) knowledge of unit personnel’s Pitt responsibilities, so that they can determine whether an individual needs to complete a disclosure form.

Who Must Complete a Disclosure?

Note that most University employees and trainees are not required to file a disclosure form.

Most mandatory disclosers are added automatically to MyDisclosures shortly after being hired and are already designated as mandatory disclosers in the system.

- Pitt Faculty or Researchers
 - All full-time faculty (≥50% FTE);
 - Part-time or adjunct faculty who are identified by their supervisors as mandatory disclosers; and
 - Any individual (faculty, staff or trainee) who is *independently* responsible for the design, conduct or reporting of Pitt research
- Pitt Administrators
 - Administrators and staff members whose positions are classified at Administrator IV and above;
 - Individuals in a position to make, direct or materially influence University business decisions; and
 - Pitt employees with significant input over the selection of outside vendors or service providers

Who do I contact if I need assistance?

Please contact MyDisclosures_Support@pitt.edu if you need assistance.

Logging in to MyDisclosures and Reaching the Activity

You received an email from MyDisclosures with a link to your list. Click the link in the email to go directly to your list in MyDisclosures.

You can also login to www.mydisclosures.pitt.edu using your Pitt Passport credentials and click on the "Disclosures" tab at the top of the page. In the table provided, click on the tab labeled **Mandatory Discloser Validation**. Click on your School or RC from the list provided.

The screenshot shows the top navigation bar of the MyDisclosures website. The 'Disclosures' tab is highlighted with a red circle. Below the navigation bar, there are several tabs: 'All Certifications', 'Administrative Review', 'Under Management Plan', 'Archived', and 'Mandatory Discloser Validation'. The 'Mandatory Discloser Validation' tab is also highlighted with a red circle. Below the tabs, there is a list of departments: Athletics, Bradford, Business and Auxiliary Services, Chancellor, College of General Studies, Dental Medicine, and Education. A 'Update Disclosures' button is visible on the left side.


Assigning Review Privileges to Additional Department Administrators

You may assign additional personnel in your School or RC to assist with this review. Anyone you assign as a Department Administrator should have 1) administrative access to MyDisclosures and 2) knowledge of unit personnel's Pitt responsibilities, so that they can determine whether an individual needs to complete a disclosure form.

To assign an additional Department Administrator, click on the **Manage Department Administrators** button on the left.

The screenshot shows the 'Manage Department Administrators' button highlighted with a red circle. Below the button, there is a table of departments. The table has columns for Department ID, Department Name, Status, Action, and Last Reviewed By. The 'Action' column contains 'Identify Mandatory Disclosers' buttons for each department. The 'Status' column shows 'Needs Review' for each department.

Department ID	Department Name	Status	Action	Last Reviewed By
35117	Aging Institute	Needs Review	Identify Mandatory Disclosers	
35203	Anesthesiology and Perioperative Medicine	Needs Review	Identify Mandatory Disclosers	
35242	Biomedical Informatics	Needs Review	Identify Mandatory Disclosers	

A new window will open and display a list of all currently identified Department Administrators for the School/RC. To add a new Department Administrator, click on the  button next to the blank text box.

A new window will open with a search bar at the top. Type in the last name of the person you want to add, then click **Go**. Their name will appear in the list.

Click the box to the left of their name to add them as a Department Administrator. Click **OK** to save and finalize these changes.

After you save these changes, the newly identified Department Administrators will receive an email from *MyDisclosures* with a link to the School/RC's list. They will also have access to this activity for your School/RC in *MyDisclosures*.

Manage Department Administrators

* Department Administrators:

First Name	Last Name	Department	Last COI Training Date
		Med-Dean, Office of the	

OK Cancel

Select One or More Persons

Filter by Last Go Clear Advanced

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	Last	First	Organization
<input type="checkbox"/>			Medicine
<input type="checkbox"/>			Pediatrics
<input type="checkbox"/>			70219 CHP-Facilities Director
<input type="checkbox"/>			Pitt IT Telecom
<input type="checkbox"/>			WPU Building Management
<input type="checkbox"/>			68529 HPLAN-UM CM Operations
<input type="checkbox"/>			30121 CHP-Cardiovascular Srvc
<input type="checkbox"/>			66215 SUHMG-DIGESTIVE DISEASE CENTER
<input type="checkbox"/>			30602 PUH-EVS Float Pool
<input type="checkbox"/>			72025 MCK-Environmental Srvc
<input type="checkbox"/>			38900 PHMEM-Day Surgery
<input type="checkbox"/>			32320 CHP-Pharmacy

1-25 of 140542

OK Cancel

Reviewing and Identifying Mandatory Disclosers by School or Responsibility Center

From the **Mandatory Discloser Validation** tab, click on your School or RC in the list provided.

A new window will open with a list of all departments in the School/RC. You can sort the list alphabetically by clicking on the **Department Name** column header.

You will see a **Status** column that indicates whether the review for all personnel in the department is complete.

You will see a **Last Reviewed By** column, which will show the person who most recently made changes to information about that department.

To review all disclosers in your School or RC, click the button on the left that says **Identify Mandatory Disclosers for All Departments**.

Navigation bar: > My Inbox Supervisor Center Disclosures
Sub-navigation: My Disclosures Reports Help Center

Disclosures

Update Disclosures

All Certifications Administrative Review Under Management Plan Archived **Mandatory Discloser Validation**

Name

Athletics
Bradford
Business and Auxiliary Services
Chancellor
College of General Studies
Dental Medicine
Education

Navigation bar: > My Inbox Supervisor Center Site Administration Disclosures

NEXT STEPS

- Manage Department Administrators
- Identify Mandatory Disclosers for All Departments**

Johnstown

Category: College

Parent: University of Pittsburgh

Created: Tuesday, January 7, 2020 2:49:48 PM

Modified: Thursday, January 20, 2022 3:09:49 PM

Web Page

Address:

DUNS Number:

Departments Contact Information Properties

Filter by Department ID Enter text to search for + Add Filter x Clear All

Department ID	Department Name	Status	Action	Last
41281	Johnstown Engr-Civil	Needs Review	Identify Mandatory Disclosers	
41282	Johnstown Engr-Electrical	Needs Review	Identify Mandatory Disclosers	
41283	Johnstown Engr-Mechanical	Needs Review	Identify Mandatory Disclosers	

A new window will open with an alphabetical list of all personnel in your School or Responsibility Center. This list includes the individual's name, department, job code/title and their current status as a mandatory discloser in *MyDisclosures*. It may take a moment for the list to load on your screen.

Review the list and confirm the mandatory discloser status is correct for each individual.

If an individual is currently identified as a mandatory discloser, their status will be "Mandatory". If the individual is not currently identified as a mandatory discloser, their status will be "Not Required".

To change an individual's status as a discloser, click on the down arrow in the status column to the right of their name. Select the appropriate mandatory discloser status. The change will save automatically.

Please review the mandatory discloser criteria on the first page of these instructions. Most mandatory disclosers are added automatically to *MyDisclosures* shortly after being hired and are already designated as mandatory disclosers in the system. Only the individuals who meet the criteria are required to complete a disclosure form. Note that most University employees and trainees are not required to file a disclosure form.

Note for personnel dually employed by UPMC:

You will not be able to change the status of any individual who has been identified by UPMC as a mandatory discloser. If you try to change the status of an individual who is identified as a mandatory discloser for UPMC, you will see an error message at the top of your screen.

Identify Mandatory Disclosers for All Departments

Identify Mandatory Disclosers for Johnstown

You can use this form to adjust which individuals are mandatory disclosers.

[Download as CSV](#)

Individual	Department	Job Code	Status
	UPJ Athletics-General Admin	Staff.Coach.Head	Mandatory
	UPJ Soc Sci-Political Sci	Faculty.Professor.Professor	Mandatory
	Johnstown Engr-Civil	Faculty.Professor.Assistant	Mandatory
	UPJ Stud Affrs-Health Serv	Staff.Health Professional.I	Mandatory
	UPJ Nat Sci-Mathematics	Faculty.Instructor.Instructor	Mandatory
	UPJ Engr-Chemical	Faculty.Professor.Assistant	Mandatory
	UPJ Bus Enterprise	Faculty.Professor.Assistant	Mandatory

Retrieving a Spreadsheet of the Department List

Some Schools or RCs may wish to create and utilize a spreadsheet of this information. To obtain a spreadsheet of the department personnel list, click on **Download as CSV** at the top of the page. This will download an Excel spreadsheet to your computer that includes all information in the department list.

Please note that, even if you utilize a spreadsheet to collect or review information within your School/RC, you or another Department Administrator will still need to complete this activity in MyDisclosures to identify all mandatory disclosers.

Comprehensive list - Identify Mandatory Disclosers

Identify Mandatory Disclosers for Johnstown

You can use this form to adjust which individuals are mandatory disclosers.

[Download as CSV](#)

Individual	Department	Job Code	Status
	UPJ Athletics-General Admin	Staff.Coach.Head	Mandatory
	UPJ Soc Sci-Political Sci	Faculty.Professor.Professor	Mandatory
	Johnstown Engr-Civil	Faculty.Professor.Assistant	Mandatory
	UPJ Stud Affrs-Health Serv	Staff.Health Professional.I	Mandatory
	UPJ Nat Sci-Mathematics	Faculty.Instructor.Instructor	Mandatory
	UPJ Engr-Chemical	Faculty.Professor.Assistant	Mandatory
	UPJ Bus Enterprise Management	Faculty.Professor.Assistant	Mandatory
	UPJ Institutional Advancement	Staff.Development.III	Mandatory
	UPJ-General Admin	null	Mandatory
	UPJ Bus Enterprise General Admin	Staff.Secretary.III	Mandatory
	UPJ Bus Enterprise Information Systems	Faculty.Professor.Assistant	Mandatory
	UPJ Nat Sci-Chemistry	Faculty.Professor.Associate	Mandatory

Finalizing Mandatory Discloser Identification for a Department

Once you have reviewed and confirmed the status for all personnel in your unit, scroll to the bottom of the list. Change the response to the question provided to **Yes** to indicate all mandatory disclosers have been correctly identified for the next disclosure period. Click **OK** to finalize your review of the department.

Once you finalize your review, you will return to the main School/RC page that lists all departments. You will see that the Status column for each department has changed to Review Complete.

Once all departments show Review Complete in the status column, the activity is complete, and you do not need to take any further action.

UPJ Wellness Center	Student.Student.Student Worker	Not Required
UPJ Academic Success Center	Student.Student.Student Worker	Not Required
UPJ Academic Success Center	Student.Student.Student Worker	Not Required
UPJ Wellness Center	Staff.Regional.Temps	Not Required
UPJ Information Technology	Student.FWS.On Campus	Not Required
UPJ Wellness Center	Staff.Regional.Temps	Not Required
UPJ Physical Plant-Custodial	null	Not Required

Are the mandatory disclosers for this department correct and ready for the 2022 Annual?
 Yes No [Clear](#)

OK **Cancel**

» My Inbox Supervisor Center Site Administration Disclosures

NEXT STEPS

- Manage Department Administrators
- Identify Mandatory Disclosers for All Departments

Greensburg

Category: College

Parent: University of Pittsburgh

Created: Tuesday, January 7, 2020 2:49:56 PM

Modified: Thursday, January 20, 2022 3:21:32 PM

Web Page Address:

DUNS Number:

Department ID	Department Name	Status	Action
42020	Greensburg Administrative Services	✓ Review Complete	Identify Mandatory Disclosers
42060	Greensburg Advising & Registrar	✓ Review Complete	Identify Mandatory Disclosers
42050	Greensburg Business Services	✓ Review Complete	Identify Mandatory Disclosers



Making Changes after Review Finalized

If you need to make changes to information after all departments are listed as **Review Complete**,

click on **Identify Mandatory Disclosers** next to the department.

The department list will open in a new window. Scroll to the bottom of the department list and change the answer to the question to **No**, then click **OK**.

The department's status will change back to **Needs Review**. Click on **Identify Mandatory Disclosers** to open the department list and make additional changes. Finalize your review of the department by changing the question back to **Yes** and clicking **OK**.

Reviewing and Identifying Mandatory Disclosers by Department

You have the option to review each department in your unit separately, rather than using the list of all personnel in your unit.

For step-by-step guidance on how to review disclosers by department within your unit, please [click here](#). The relevant instructions start at **page 4**.

