A disclosure form has the status “Department Review: Response Pending” when a Primary Supervisor requests that a discloser make changes to their form. When your form is in this state, you must review the comments your supervisor provided and make any required changes.

Login

⇒ Go to www.mydisclosures.pitt.edu.

⇒ Click on either Pitt Passport or UPMC to access the form. Choose the institution you are employed by to log in. If you are dually employed, you may use either.

⇒ If you have trouble with your login:

   Pitt employees should contact the Pitt 24/7 IT Help Desk at (412) 642-HELP (4357).

   UPMC Employees should contact the UPMC Help Desk at (412) 647-HELP (4357).

Accessing your Form

When you login to MyDisclosures, you will land at your Inbox. Click on your Annual Disclosure Certification.
**Reviewing Supervisor Comments**

To review the comments your supervisor made about your form, click on the **History** tab in the table in the center of the page. Your supervisor’s comments will appear under the **Activity** column.

You should discuss any questions you have about the requested changes directly with your supervisor.

**Edit Disclosures**

Once you review your supervisor’s comments and discuss any questions with them, you are ready to edit and re-submit your disclosure form.

Click **Edit Disclosures** to start making changes or to re-submit your form.
You will land on the Institutional Responsibilities page of the form. Review your disclosure form and make any necessary changes.

You can follow the step-by-step instructions for disclosers to make changes to your form.

Clicking Finish on the Attestation and Certification for Pending Response page will return you to the main page of your form.

Submit Changes

After you have made the necessary changes to your form, you can re-submit your disclosure. Click Submit Changes in the menu on the left.
A new window will open. You may, but are not required to, add additional comments and supplemental documents for your supervisor.

Click **OK** when you are ready to re-submit your form.

After you click OK, your disclosure form will be sent back to your supervisor for review. Your form will have a status of **Department Review**.