

Accessing Disclosure Information in MyDisclosures

Instructions for Pitt personnel with Advanced Access to MyDisclosures

Login

- Go to www.mydisclosures.pitt.edu.
- If you have trouble with your login contact the Pitt IT Technology Help Desk 24/7 at **412-642-HELP (4357)**.

MyDisclosures



Pitt Passport



UPMC

Use Pitt Credentials if you click Pitt Passport. Use UPMC Credentials if you click UPMC. Dual Employees may click either.

For technical assistance, including help with your login contact your employer's help desk. Pitt personnel should contact the Pitt 24/7 IT Help Desk at (412) 624-HELP (4357). UPMC personnel should contact the UPMC ISD Help Desk at (412) 647-HELP (4357).

Click on the **Disclosures** tab at the top of the page. You will see a list of all disclosers you have permission to view. You can access any discloser's form by clicking their name from the list under your **Disclosures** tab.

Search for a person using the **Filter By** feature above the table. You can select different search criteria, such as first name and last name or form status, from the drop-down menu to the left of the search bar.

The screenshot shows the MyDisclosures web application interface. At the top, there are logos for MyDisclosures, University of Pittsburgh, and UPMC. Below the logos, there is a navigation bar with tabs for 'My Inbox' and 'Disclosures'. The 'Disclosures' tab is highlighted with a red circle. Below the navigation bar, there is a section titled 'Disclosures' with a table of disclosers. The table has columns for 'ID', 'Name', 'First Name', and 'Last Name'. Above the table, there is a 'Filter by' dropdown menu, which is also highlighted with a red circle. The dropdown menu shows options for 'ID', 'Name', 'First Name', and 'Last Name'. To the right of the dropdown menu is a search bar with the text 'Enter text to search for' and a search icon. There are also buttons for 'Update Disclosures' and 'Create Certifications'.

Checking Disclosure Submission and Supervisor Review Status

To determine whether a discloser has submitted their form and whether a supervisor has reviewed a form, check the **Status** column to the right of their name.

- » **Draft** indicates the discloser has not submitted their form;
- » **Department Review** and **No Interests Disclosed** statuses indicate the discloser has submitted their form, but the supervisor(s) have not yet submitted their review;
- » **Review Complete** indicates that the discloser has submitted their form and the supervisor(s) have submitted their review(s).

For more information about form status, please see the chart at the end of these instructions.

The screenshot shows the MyDisclosures web application interface. At the top, there are logos for MyDisclosures, University of Pittsburgh, and UPMC. The user is logged in as "Hello, Pitt4 Supervisor4". The navigation bar includes "My Inbox" and "Disclosures". Below the navigation bar, there are tabs for "All Certifications", "Administrative Review", and "Under Management Plan". The "Disclosures" section contains a search bar and a table of certifications. The table has columns for ID, Name, First Name, Last Name, Type, and Status. The Status column is circled in red.

ID	Name	First Name	Last Name	Type	Status
DC00003071	Annual Disclosure Certification for Adria Simms (PI198) 2020	Adria	Simms (PI198)	Annual Certification	Draft
DC00003012	Annual Disclosure Certification for Aurore Simms (PI73) 2020	Aurore	Simms (PI73)	Annual Certification	Draft
DC00003119	Annual Disclosure Certification for Carmen Simms (PI115) 2020	Carmen	Simms (PI115)	Annual Certification	Draft
DC00002987	Annual Disclosure Certification for Chadwick Simms (PI126) 2020	Chadwick	Simms (PI126)	Annual Certification	No Interests Disclosed
DC00003073	Annual Disclosure Certification for Cleta Simms (PI2) 2020	Cleta	Simms (PI2)	Annual Certification	No Review Required
DC00003064	Annual Disclosure Certification for Emerita Simms (PI153) 2020	Emerita	Simms (PI153)	Annual Certification	Draft
DC00003015	Annual Disclosure Certification for Glory Simms (PI33) 2020	Glory	Simms (PI33)	Annual Certification	No Interests Disclosed
DC00003039	Annual Disclosure Certification for Jamison Simms (PI183) 2020	Jamison	Simms (PI183)	Annual Certification	Department Review
DC00003057	Annual Disclosure Certification for Maricela Simms (PI88) 2020	Maricela	Simms (PI88)	Annual Certification	Department Review
DC00003043	Annual Disclosure Certification for Rufus Simms (PI101) 2020	Rufus	Simms (PI101)	Annual Certification	Department Review

Viewing Disclosure Form Details

To view details of an individual's disclosure form, first click on their name from the list under your **Disclosures** tab. A summary of the discloser's form, together with several options will appear on your screen (A). To view all of the details a discloser reported on their form, click **View Disclosures** on the left side of the page (B).

The screenshot displays the 'My Disclosures' interface. At the top, there are navigation tabs: 'My Disclosures', 'Reports', and 'Help Center'. The 'Disclosures' tab is active. Below the navigation, there is a 'Department Review' section with a 'Type: Annual Certification | ID: DC00022727' and a 'Discloser:' field. A progress bar shows the status: Draft (highlighted with a red box 'B'), In Review, Under Mgmt Plan, and Complete. Below the progress bar, there are buttons for 'View Disclosures' (highlighted with a red box 'A') and 'Printer Version'. A 'Secondary Reviews' section shows a table with columns 'Person', 'Reqd', and 'Accepted', and a message: 'There are no items to display'. Below this, there is a note: 'These reviews must be completed before the Department review can be finalized. Department reviewers can cc'. A 'Management plan' section shows 'Date submitted: 7/15/2020' and 'Review due date: 9/13/2020'. A 'Needs review' section shows 'Yes'. Below this is a table titled 'MY DISCLOSURES' with columns: Organization, Relationships, Disclosures (highlighted with a red box 'A'), Total Value, and To. The table contains one row: 'ABC Entity', 'none specified', 'none specified'. At the bottom, there is a section for 'DISCLOSER ADDL INFO'.

MyDisclosures Form Status Definitions

Status	Description	Valid for Grant Submission?	Valid for Annual Disclosure Compliance?
Draft	Discloser has not yet submitted their form	No	No
Department Review	Pitt or dual employees who submitted their disclosure and reported at least one outside interest	Yes	No
No Interests Disclosed	Pitt or dual employees who submitted their disclosure and reported no outside interests	Yes	No
Review Complete	Pitt or dual employees who submitted their disclosure <i>and</i> whose supervisor has reviewed and approved of the disclosure	Yes	Yes
No Review Required	UPMC-only employees	No	No