

Navigating MyDisclosures for Pitt Supervisors with Advanced Access

Instructions for Locating information in MyDisclosures

When someone is identified as a supervisor and has advanced access to MyDisclosures, they will be able to see two types of information in the system:

- 1) Information for disclosers they supervise (under the Inbox and Disclosures tabs); and
- 2) Information about individuals in the department(s) for which they have advanced access.

Information in your Inbox

MyDisclosures University of Pittsburgh UPMC LIFE CHANGING MEDICINE Hello, Pitt4 Supervisor4

My Inbox Disclosures Components

MY INBOX

Update Disclosures Filter by ID Enter text to search for + Add Filter X Clear All

ID	Name	Date Created	Date Modified	State	Coordinator
DC00003057	Annual Disclosure Certification for Maricela Simms (PI88) 2020	5/26/2020 3:52 PM	5/27/2020 1:47 PM	Department Review	
DC00003039	Annual Disclosure Certification for Jamison Simms (PI183) 2020	5/26/2020 3:51 PM	5/27/2020 1:22 PM	Department Review	
DC00003043	Annual Disclosure Certification for Rufus Simms (PI101) 2020	5/26/2020 3:51 PM	5/26/2020 4:28 PM	Department Review	

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When you log in to MyDisclosures, you will be taken to your **Inbox**. Your **Inbox** contains your own annual disclosure and the disclosures of anyone you supervise who reported outside interests.

Information in your Disclosures tab

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My Inbox Disclosures My Disclosures Reports Help Center

Disclosures

All Certifications Administrative Review Under Management Plan

Update Disclosures Create Certifications Batch-Approve Certifications in "No Interests Disclosed" State

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

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

The **Disclosures** tab is next to your **Inbox** at the top of the page. When you click on the Disclosures tab, you will see a list that includes all disclosers you supervise and all disclosers that are in a department or other organizational unit for which you have advanced access.

Form Submission Status & Status Definitions

To determine whether a discloser has submitted their form, check the **Status** column to the right of their name under the **Disclosures** tab.

- » **Draft** - All disclosers who have not yet submitted their form.
- » **Department Review** – Pitt or dual (Pitt-UPMC) employees who submitted their disclosure and reported at least one outside interest. These are the individuals who appear in your **Inbox** for individual review.
- » **No Interests Disclosed** – Pitt or dual employees who submitted their disclosure and reported no outside interests. These are the individuals who appear in your **Disclosures** tab for batch or individual review.
- » **No Review Required** – UPMC-only employees. The UPMC COI Office will notify you and provide instructions on how to review forms for UPMC-only personnel, if required. You **do not** need to review forms in *MyDisclosures* for individuals who are only employed by UPMC.

Locating Forms requiring Supervisor Review

If any disclosers you supervise report outside interests, their disclosure forms will appear in your **Inbox**. You need to individually review each form in your **Inbox**.

Disclosers who do not report any outside interests **will not** appear in your **Inbox**. The system is designed to allow batch review of these under the **Disclosures** tab. If a discloser reports no outside interests on their disclosure form, it will appear under your **Disclosures** tab with a status listed as **No Interests Disclosed**. If you have no concerns, you can batch review all forms without interests disclosed. This may take several minutes, depending on the number of disclosures in your list.

For detailed instructions on how to complete a primary or secondary review, please visit the [User Guidance page of the COI website](#).

Searching for Information

In the Disclosures tab, you will see a list that includes all disclosers that you supervise *and* 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.

You can 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 of the discloser or their form status, from the drop-down menu to the left of the search bar.

For detailed instructions on how to search for information for which you have advanced access, please visit the [User Guidance page of the COI website](#).