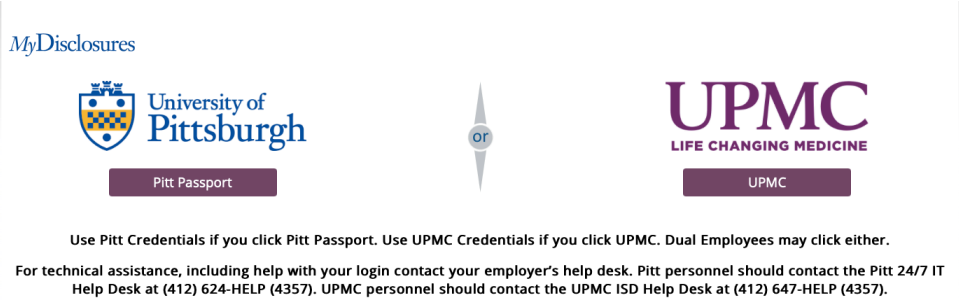
Login

⇒ 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:

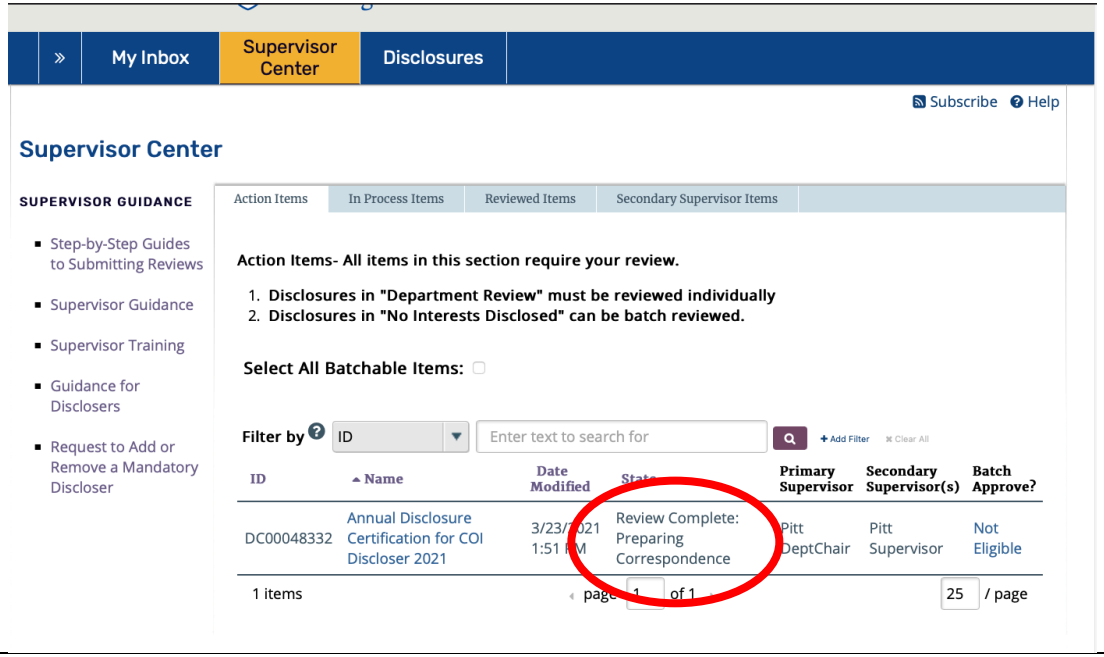
Pitt employees should contact the Pitt 24/7 IT Help Desk at (412) 642-HELP (4357).
UPMC Employees should contact the UPMC Help Desk at (412) 647-HELP (4357).



Forms listed as "Review Complete: Preparing Correspondence"

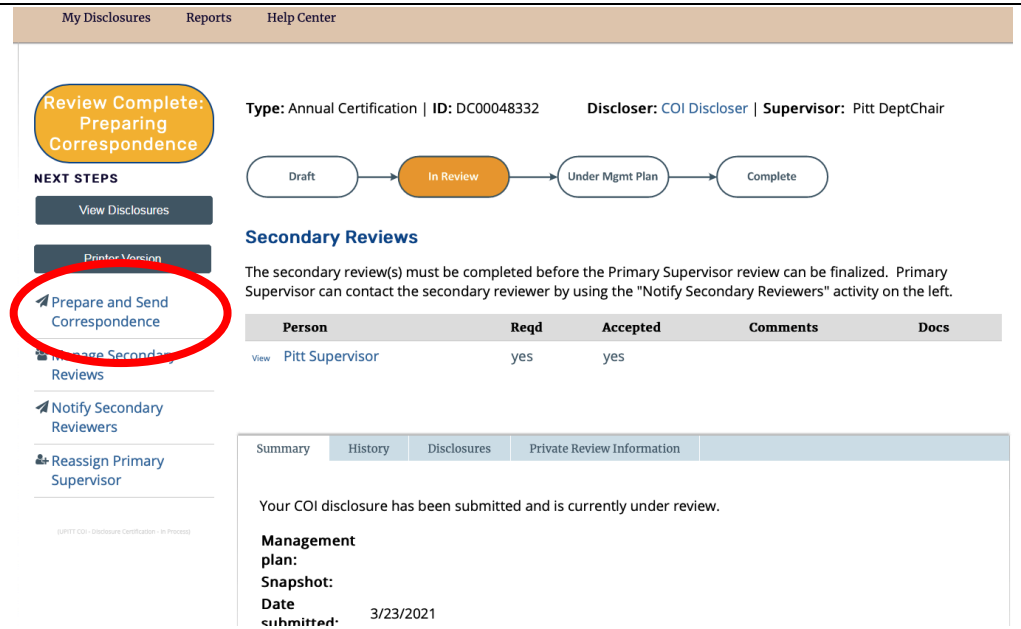
All forms listed with a state of "Review Complete: Preparing Correspondence" are not yet final. They will appear in your **Supervisor Center** under the **Action Items** tab**.**

To finalize disclosures in this state, first click on the form in the "**Review Complete: Preparing Correspondence**" state from the list.

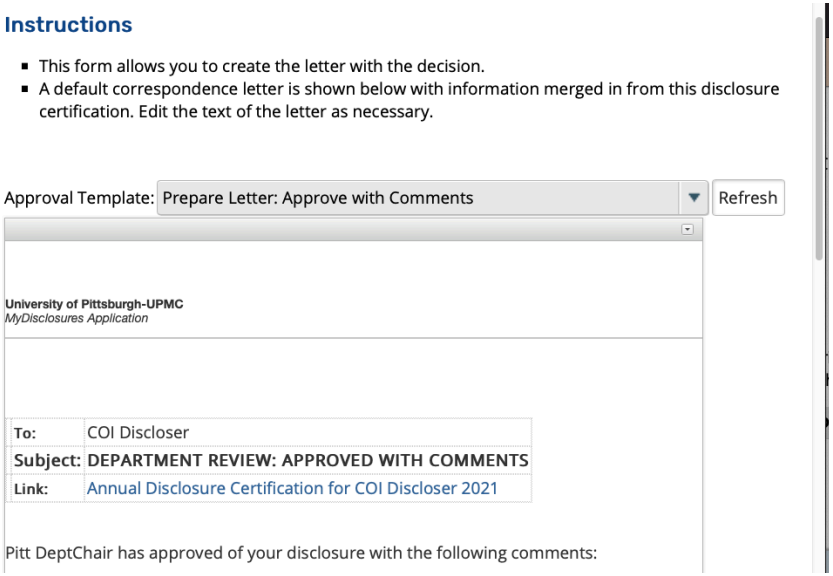


Submitting your Review

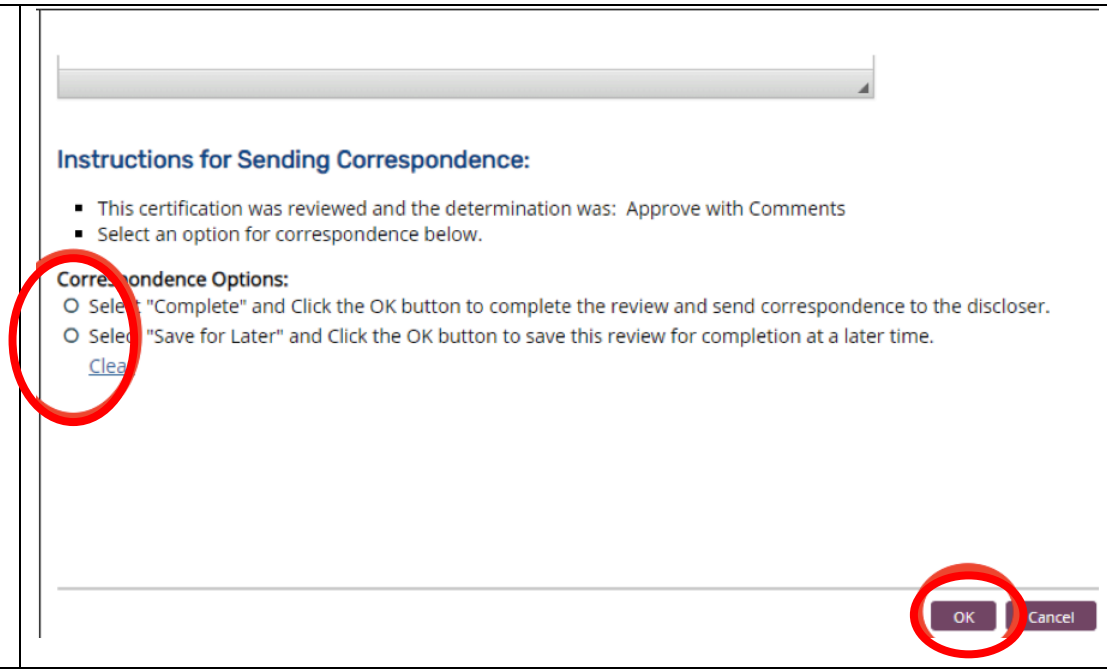
After you click on the form, you will be taken to the discloser's summary page. You will have a menu of options on the left. Click **Prepare and Send Correspondence.**



When you click this option, a new window will open with a draft of the email that will be sent to the discloser. The email will include the comments you added to your supervisor review in MyDisclosures.



After reviewing the message, scroll down to the bottom of the page.

Under **Correspondence Options** indicate whether you are ready to submit your review to the discloser or if you want to save and return to the activity later.

Once you select the **Complete** option and click **OK**, the form will be routed back to the discloser and your review is complete. The form will now have the Review Complete status.