Login

- Go to [www.mydisclosures.pitt.edu](http://www.mydisclosures.pitt.edu).
- Click on either Pitt Passport or UPMC to login. Choose the institution you are employed by for your login. If you are dually employed, you may use either.
- If you have trouble with your login, contact the Pitt IT Technology Help Desk 24/7 at 412-642-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 Inbox and under the Disclosures tab.

To finalize disclosures in this state, first click on the form in the “Review Complete: Preparing Correspondence” state from the list in your Inbox or Disclosures tab.
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.
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.