ACCESSING THE OUTSIDE ACTIVITY PORTAL & GETTING HELP

THE EMPLOYEE PORTAL
The Employee Portal – Part 1

About User – this should be you

The Actions box – menu options tailored to the user

- Make a new request or disclosure (disclosure option does not appear if you are not supposed to make disclosures)
- Update your status and acknowledge the policy
- Finalize your disclosures for the previous calendar year (only appears during the Annual Finalization Period—more about this later)

Approvals

- See status of existing requests at a glance
- View existing requests to see details or take action
- Clicking on the entity name will show all activities for that entity (in that same year as the request you clicked) [More about Entity Compensation later]
- Request Approval for a New Activity takes you to the request form
- View Previous shows all requests from previous calendar years (nothing prior to 2013)
The Employee Portal – Part 2

Disclosures
• See status of existing disclosures at a glance
• View existing disclosures to see details or take action
• Clicking on the entity name will show all activities for that entity (in that same year as the disclosure you clicked)
• Add New Disclosure takes you to the disclosure form
• View Previous shows all disclosures from previous calendar years

Acknowledge
• Provides link to relevant policy/policies
• Gives you the date of the last time you acknowledged the policies
• Offers a link to re-acknowledge the policies
• Note: Re-acknowledging the policy/policies may require re-affirming your status questions.

Disclosures
Here are the disclosures that you have reported so far for this year.

<table>
<thead>
<tr>
<th>Type</th>
<th>Relationship</th>
<th>Entity Name</th>
<th>Compensation</th>
<th>Date</th>
<th>Reviewer Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significant Interest in a Business Entity</td>
<td>Self</td>
<td>Toys R Us</td>
<td>$10,000-$19,999</td>
<td>01/29/2014</td>
<td>Saved</td>
<td>View</td>
</tr>
</tbody>
</table>

*Add* New Disclosure

View Previous

Acknowledge Policy/Policies
You last acknowledged that you had read and understood the policies on 01/29/14.


*Re-Acknowledge* The Policies

Status
Your last response indicated the following:

- I am involved in research: No
- I am a member of the faculty: No
- I am an exempt employee: Yes
- I have a full-time appointment: Yes

Status
• Provides your most recent responses to the status questions (also known as the New User Information).
• To update your status, you can click on the “Re-Acknowledge” link above or the “Status Questions” link in the blue Action box (previous slide).
  • Note: updating your status requires you to re-acknowledge the policy/policies.