Creating a new FCOE Disclosure

Step 1: Launch eDisclose

Open the *myUSF* portal by clicking on this link: <u>http://my.usf.edu</u> and taking the following steps:

- 1) Enter your NetID.
- 2) Enter your NetID password.
- 3) Click on the Sign In button to log into myUSF.

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Choose eDisclose from the Business Systems drop-down menu of myUSF.

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Step 2: Open & Complete Your FCOE Form

Click on the New FCOE Disclosure button to open a new, FCOF disclosure form.



Read the training pages and answer the associated questions. Click the Continue button to proceed through the form. This button is located on the upper and lower right-hand corners of every page of the form.



Step3: Submit Your FCOE Form

Review the Florida Code of Ethics (FCOE) Summary page for accuracy.



If you need to change your answers, use the Back button to go back to the page which needs to be edited.

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Check the checkbox on the **Disclosure Saved** page <u>and then</u> click the **Finish** button. This will submit your FCOF form.

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