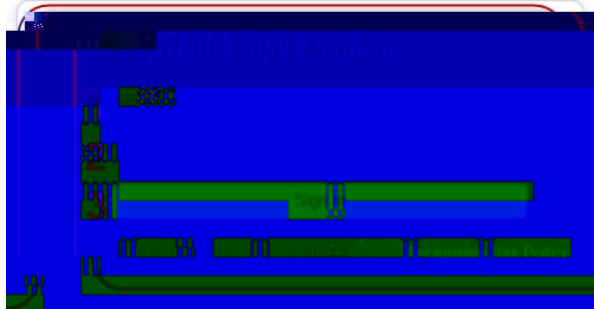


# Creating a new FCOE Disclosure

## Step 1: Launch eDisclose

Open the **myUSF** portal by clicking on this link: <http://my.usf.edu> 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*.

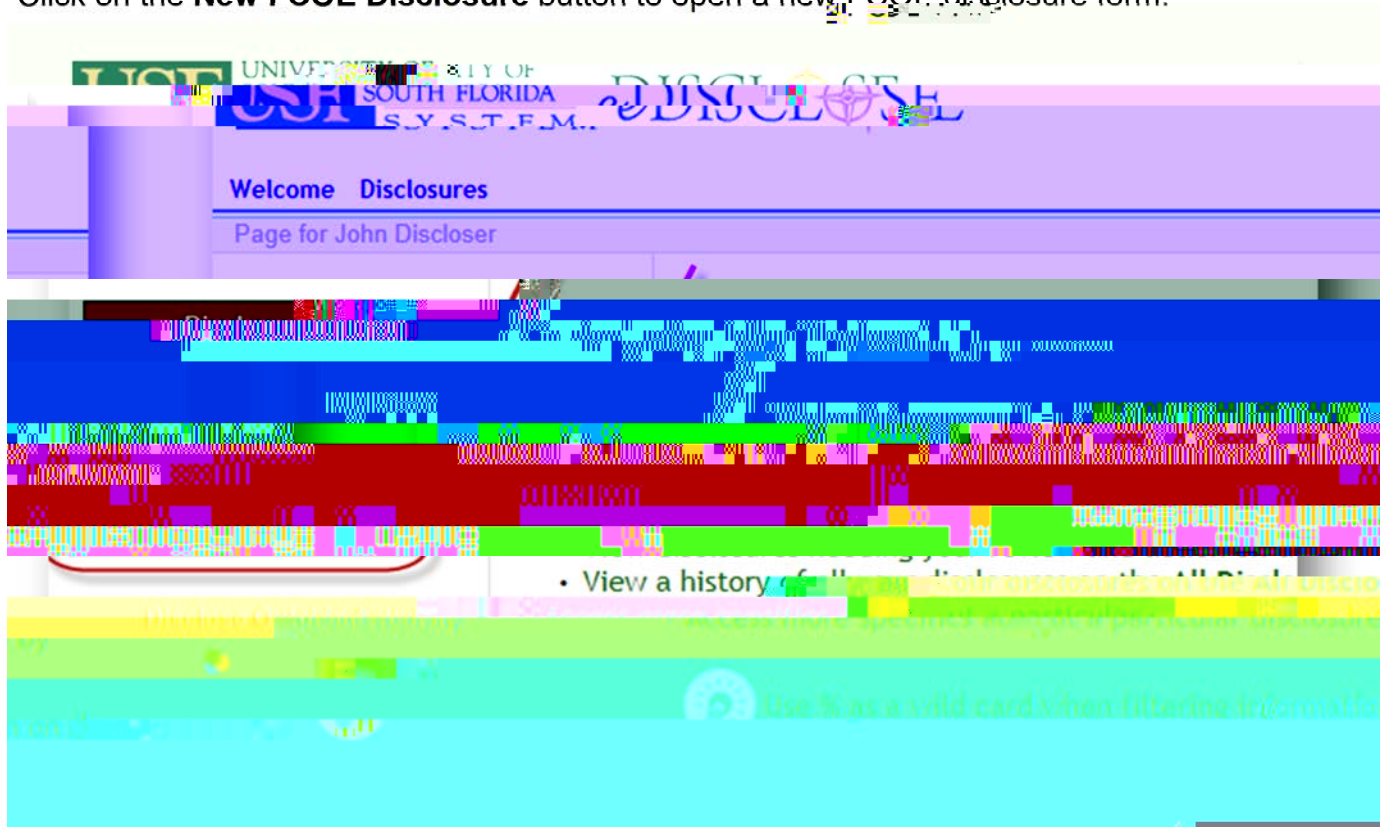


Choose eDisclose from the **Business Systems** drop-down menu of *myUSF*.



## Step 2: Open & Complete Your FCOE Form

Click on the **New FCOE Disclosure** button to open a new FCOE 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.

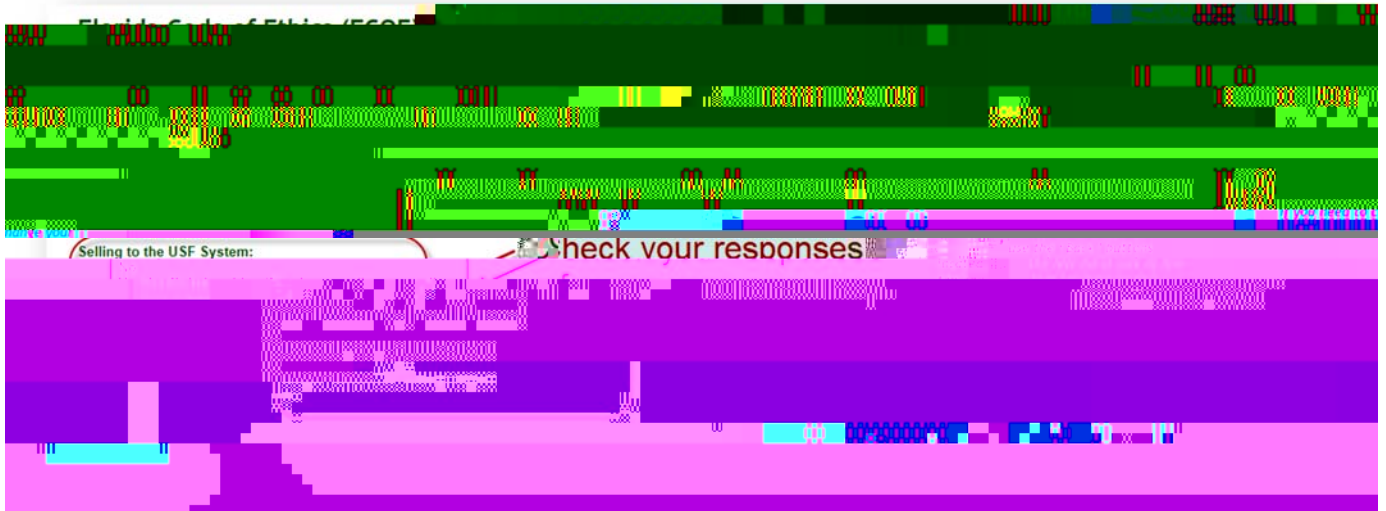


# Step3: Submit Your FCOE Form

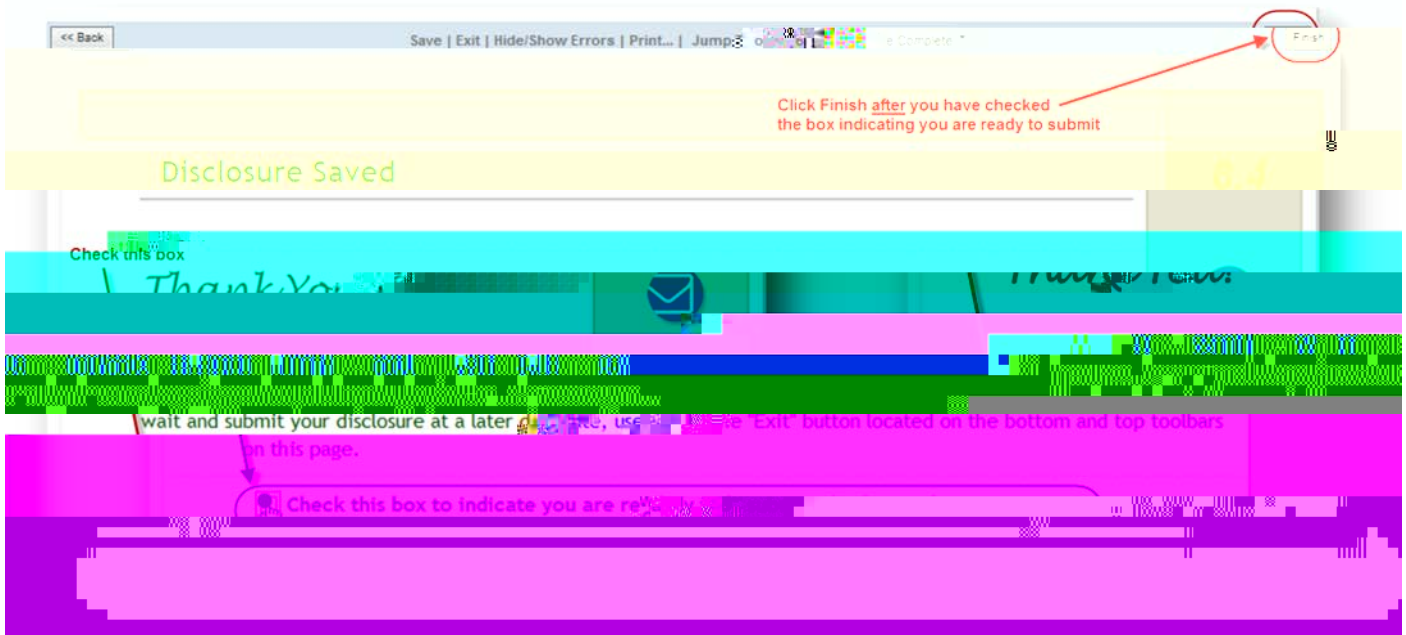
Review the **Florida Code of Ethics (FCOE) Summary** page for accuracy.



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



Check the checkbox on the **Disclosure Saved** page and then click the **Finish** button. This will submit your FCOE form.



**Congratulations, your annual FCOE Disclosure is submitted!**