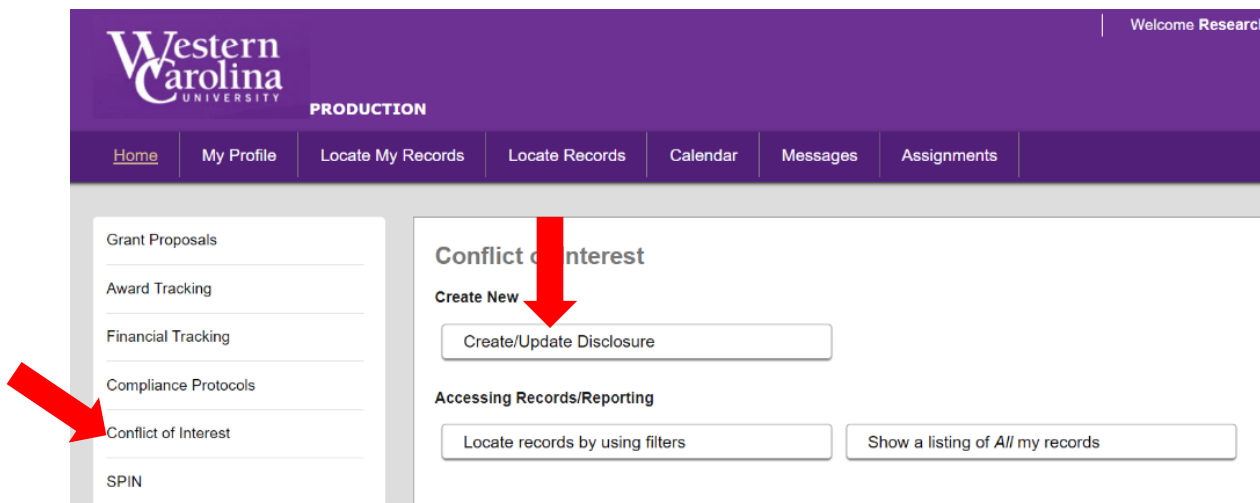


Creating and Submitting Your Self-Disclosure

1. At the top of your browser window, type the URL: <https://wcu.infoedglobal.com> and SELECT **Enter** on your keyboard. You can also click the link that is provided to you in an ACTION REQUIRED email from the Conflict of Interest Office.
2. At the prompt, **LOG IN** with your WCU ID and password.
3. Below the Home tab, SELECT **“Conflict of Interest”** or navigate to the widget on your home screen and SELECT **“Create/Update Disclosure”** and review the compliance instructions on the portal.



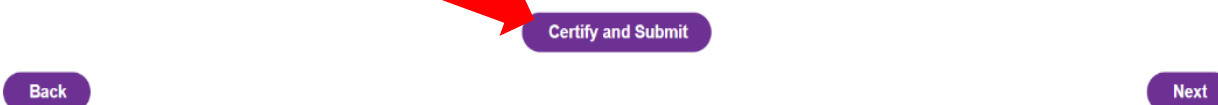
4. In the **“Create/Update Disclosure”** screen SELECT **“Edit/Submit Disclosure.”**
5. A new window will appear with the Disclosure Form. Answer all questions, clicking the **“Next”** button when each page is completed. Some questions may not be visible to you if, based on your answers, they do not apply.
6. CLICK **“Certify and Submit”** at the bottom of the page when all questions have been addressed to send your completed disclosure to the COI Reviewer.

By submitting this disclosure,

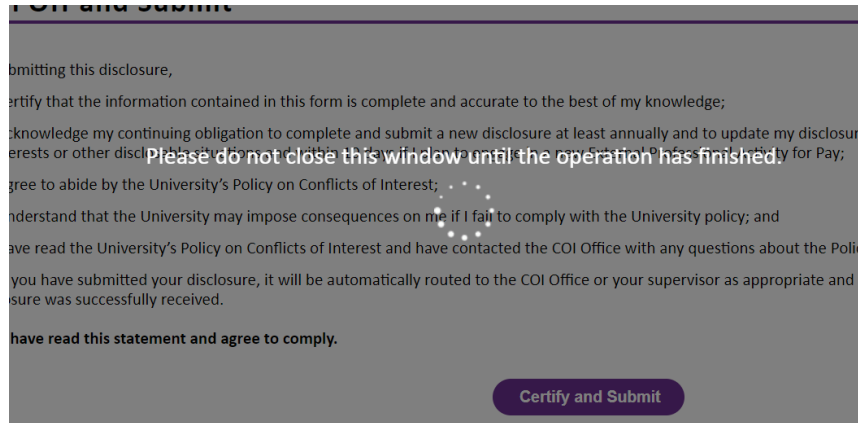
- I certify that the information contained in this form is complete and accurate to the best of my knowledge;
- I acknowledge my continuing obligation to complete and submit a new disclosure at least annually and to update my disclosure within 30 days if I acquire any new financial interests or other disclosable situations and within 10 days if I plan to engage in a new External Professional Activity for Pay;
- I agree to abide by the University's Policy on Conflicts of Interest;
- I understand that the University may impose consequences on me if I fail to comply with the University policy; and
- I have read the University's Policy on Conflicts of Interest and have contacted the COI Office with any questions about the Policy.

Once you have submitted your disclosure, it will be automatically routed to the COI Office or your supervisor as appropriate and you will receive an email confirming that your disclosure was successfully received.

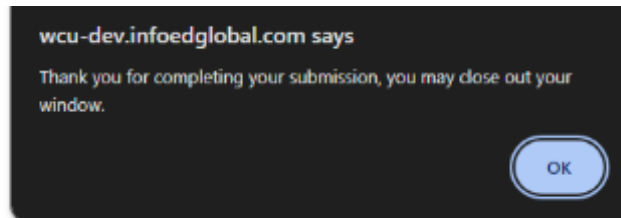
I have read this statement and agree to comply.



7. Allow the operation to finish and DO NOT close the window while the system is completing your submission. The screen may appear as below:



8. After the operation is completed, a window confirming your submission will appear. Please CLICK "OK" and close your browser.



9. If you acquire any new outside activity or financial interest over the course of this calendar year, or if the nature of any previously disclosed information changes, you must return to update your information within 30 days of the change. New External Professional Activities for Pay (if applicable) must be submitted at least ten (10) days prior to beginning the activity.
10. You can update your disclosure as follows:
 - Login to the InfoEd Portal
 - Select "Re-Certify or Update Disclosure" on the Home Page
 - Complete the Disclosure and click "Certify and Submit"

For more information on Conflicts of Interest, please visit the [COI Program website](#).