eDisclose
Frequently Asked Questions (FAQs)

Last Updated: *August 20, 2012*

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1. ## What is eDisclose? (http://edisclose.jhu.edu)
The eDisclose system is a University-wide electronic method to submit, track, and review disclosures of outside interests and/or financial and fiduciary Interests. The system provides a platform for the review of disclosures, annual disclosures, and updated disclosures.

2. ## How do I get an account in eDisclose?

Users can login with their JHEDID and passwords. If you have trouble logging in or if you need an account created for you, contact the COI Staff at your school for assistance:

Bloomberg School of Public Health	mhallacy@jhsph.edu	410.502.0433
Krieger School of Arts and Sciences	cemerson@jhu.edu	410.516.4820
School of Medicine	policy@jhmi.edu	410.516.5560
School of Nursing	mdenny1@jhu.edu	443.287.2902
Whiting School of Engineering	cemerson@jhu.edu	410.516.4820

3. ## What browsers are recommended to use with eDisclose?
For the best experience, use one of the following recommended browsers:

Platform	**Browser**
Microsoft Windows (all versions)	Internet Explorer 7 or later, Firefox 7 or later, Chrome* 9 or later
Apple Mac OS X 10.4x or later	Safari 4 or later, Firefox 3 or later

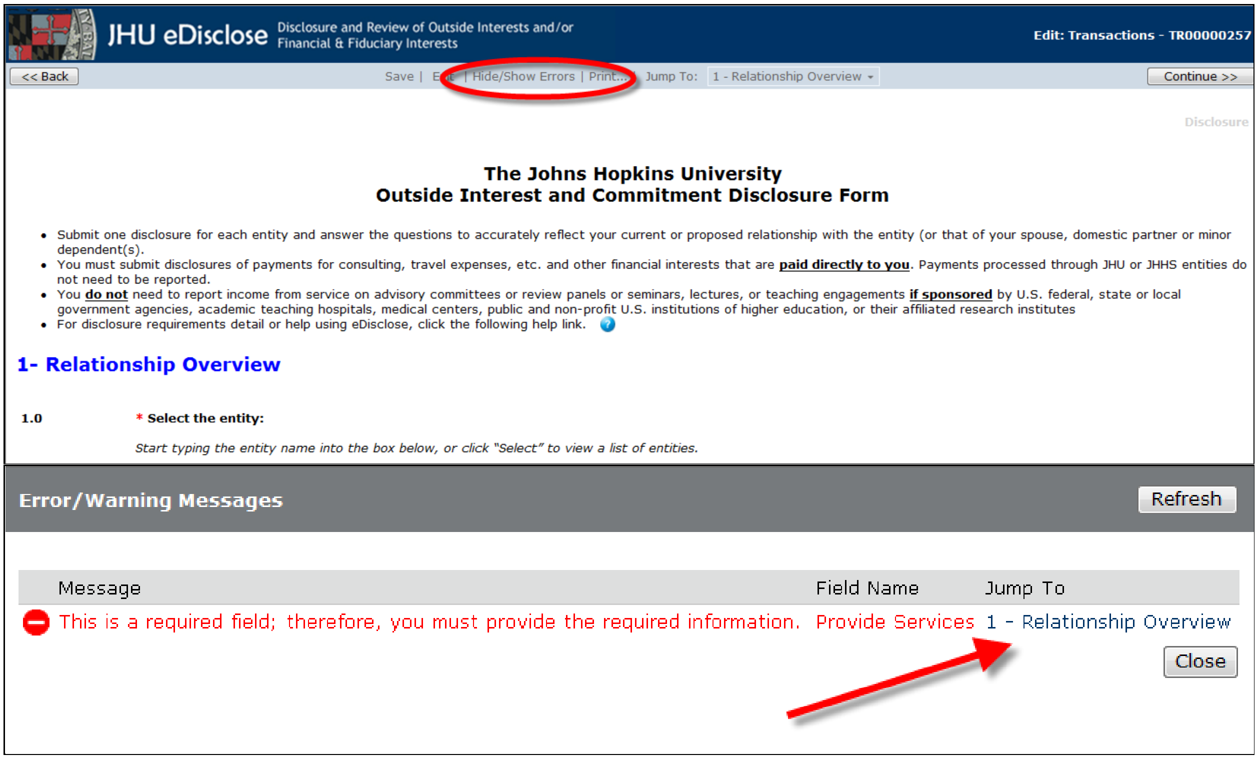
4. ## Can I save my work and come back to the disclosure later?
Yes, you can save your work at any time by using the 'Save' button at the top or bottom of any SmartForm page. In addition, clicking 'Continue' also saves your work. The 'Back' button, however, does NOT save.

5. ## Why do I keep getting error/warning messages when I try to submit?

- The system will not allow the disclosure to be submitted until all required items are completed on the SmartForm.
- To assess completeness of the form, you can **Turn on** the **Hide/Show Errors** feature, from the blue navigation bar, to provide a list of validation errors that the system finds along the way.

- Click the name of the section to address the required item. As required questions are answered in each section, the error/warning messages will disappear from the list.

- The hide/show errors feature is optional and can be turned on/off at any time from the blue navigation bar.

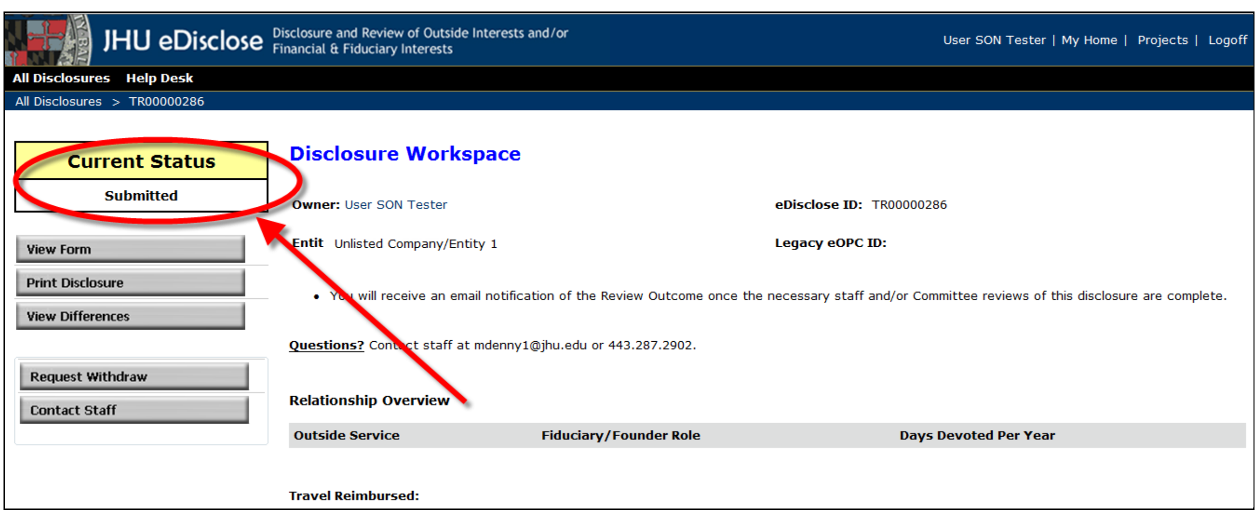


6. ## Can a faculty member/researcher allow someone to have access/submit their disclosure in eDisclose?

No, the faculty member/researcher must create and submit his or her own disclosure.

7. ## How do I know the status of disclosure review?

On the disclosure workspace, you will find the Current Status is located at the top left corner.



8. **How do I make changes to a disclosure?**

From your completed disclosure workspace, select the 'Update Disclosure' activity button and follow the instructions for creating an update. The system only allows one update to be in review at a time. Only disclosures in the Review Complete state are eligible for update.