eDisclose User Guide:
Getting Started

Last Updated: August 20, 2012

Recommended Web Browsers

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

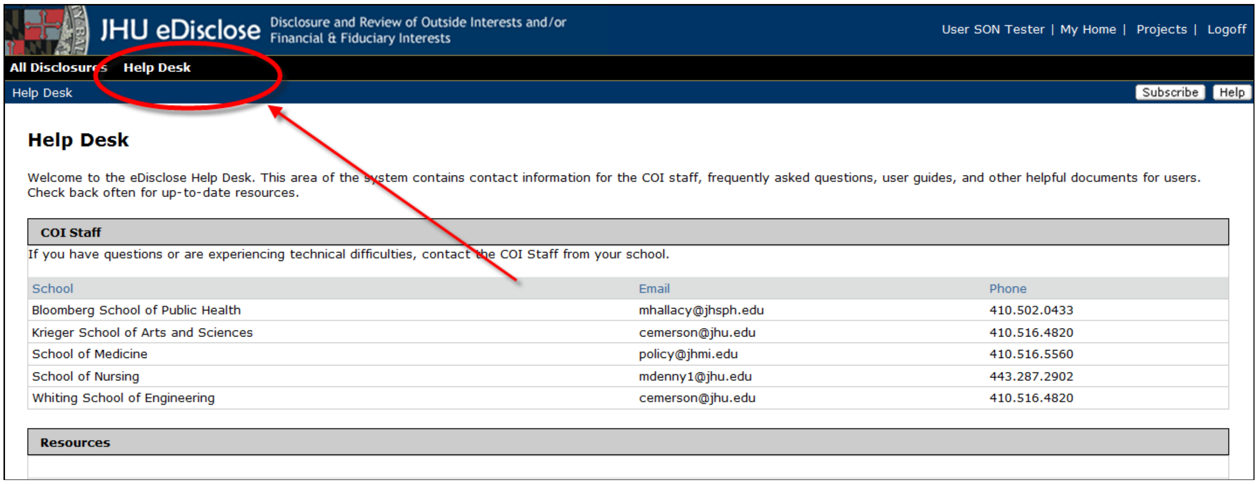
System Login

The eDisclose system is located at: **http://edisclose.jhu.edu**. Users can login using their JHEDID and password. Many user accounts were created prior to go-live, but 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

Getting Help

The **eDisclose Help Desk** page is available in the system (after login) and contains guides, resources, and FAQs to help you become acquainted with the eDisclose system. It is recommended that you peruse these documents prior to using the system as well as any time you have a basic question, as it will be updated regularly.

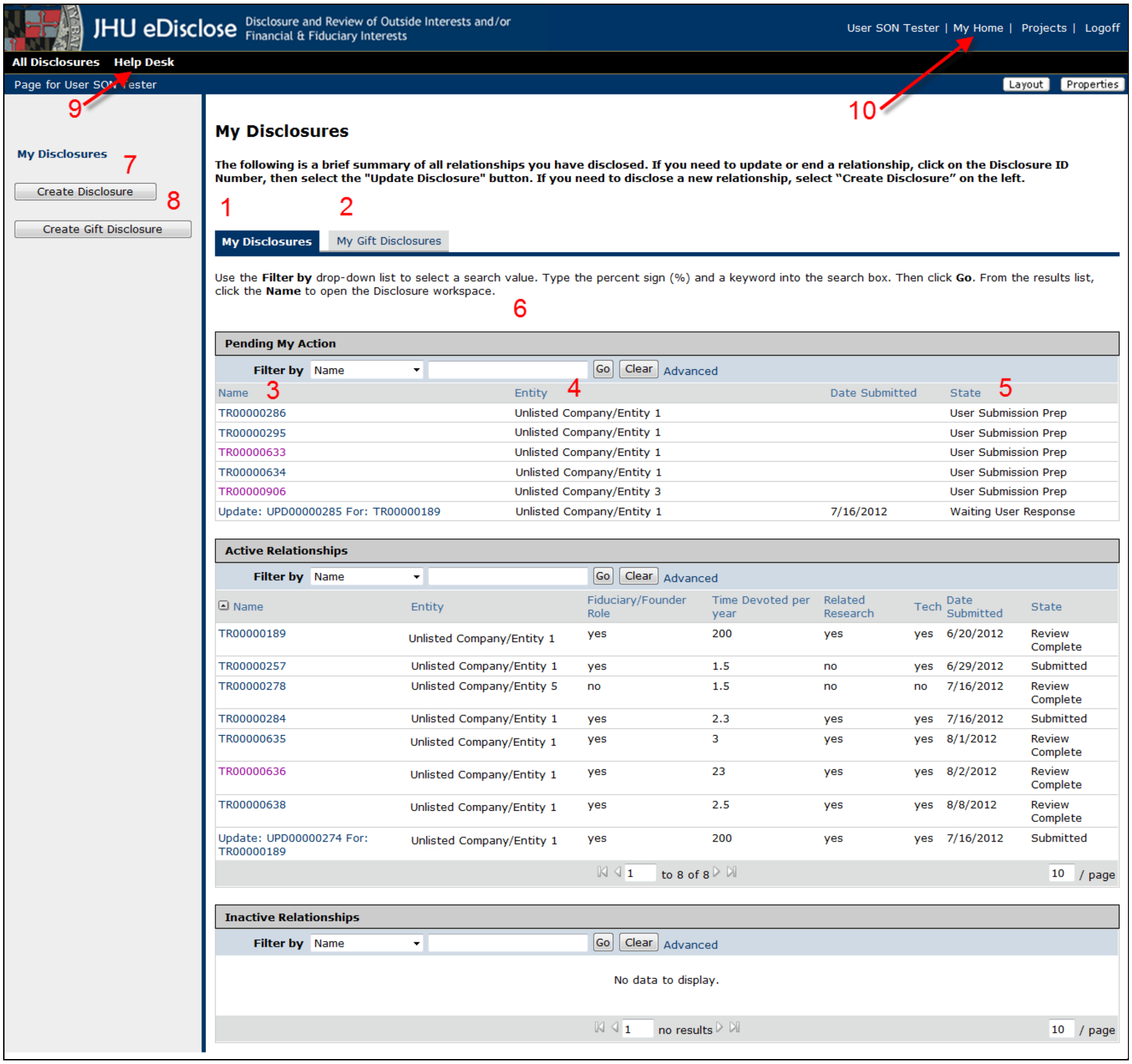


If your questions are not answered by the Help Desk resources or you need regulatory/process assistance, please contact the COI Staff for your school.

Anatomy of the System

As a researcher/Faculty, when you log into eDisclose you should be taken to the "**My Disclosures**" workspace, which contains the disclosures you created. This can be considered your "home page" or "Inbox".

The screenshot below points out key areas of this workspace:



Below is a description of each numbered item indicated on the workspace above:

1. **My Disclosures:** This tab contains disclosures that you created. It is broken into groups (Pending My Action, Active Relationships, and Inactive Relationships). Check this tab frequently to see if any disclosures are pending your action.

2. **My Gift Disclosures:** This tab contains gift disclosures that you created.

3. **Name:** The 'Name' is the ID Number of the disclosure. If you click on the number, you will be taken to the workspace of that disclosure, where you can perform various activities.

4. **Entity:** The 'Entity' is the name of the Entity you have selected on that Disclosure form.

5. **State:** The 'State' indicates where the disclosure is in the review/workflow process.

6. **Filter bar:** This feature allows you to filter the contents of a section by the headings it contains, such as keywords in the 'Name', Disclosure ID #, State. The percent sign (%) is used as a "wildcard" to search for a part of a word or phrase. **Ex. To search for disclosures in the Waiting User Response state, you could search by "%Wait".**

7. **Create Disclosure:** This activity button allows you to create a New Disclosure. Only the Faculty Member/Researcher can create and submit his or her own disclosure.

8. **Create Gift Disclosure:** This activity button allows you to create a New Gift Disclosure. Only the Faculty Member/Researcher can create and submit his or her own gift disclosure.

9. **Help Desk:** This area of the system contains guides, resources, and FAQs to help you become acquainted with the system.

10. **My Home**: 'MyHome' is located at the top-right corner of any screen in the system. You may use My Home at any time to be returned to your workspace, or "home page".