eDisclose Use Guide: *How to Update a Disclosure*

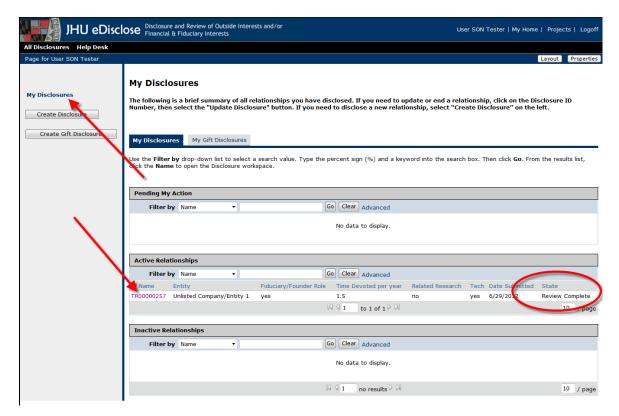
Last Update	August 20, 2012
Intended Audience	Researcher/Owner of the Disclosure
Purpose	To provide the user with step-by-step instructions on how to update a disclosure.

Please first refer to the eDisclose Getting Starting Guide before continuing.

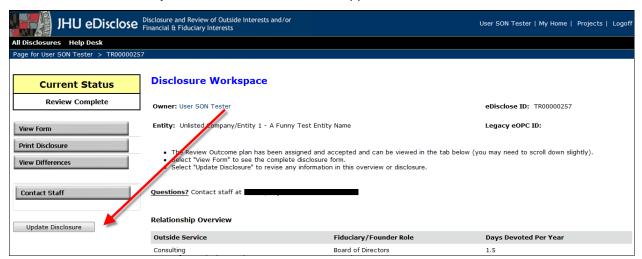
NOTE: Only the Faculty Member/Researcher can create and submit his or her own disclosure.

Follow the steps below to update a disclosure:

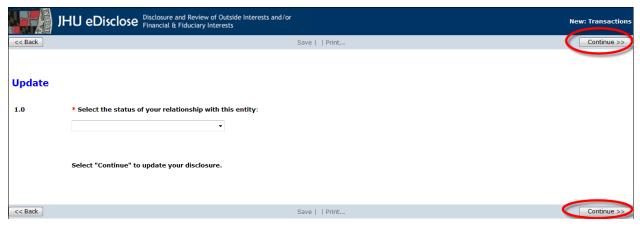
- **STEP 1. Close** all open web browsers.
- STEP 2. Open a new browser and go to: http://edisclose.jhu.edu
- **STEP 3. Login** using your **JHEDID** and **password.**
- **STEP 4. Select** the "**My Disclosures**" workspace link on the left side.
- **STEP 5. Select** a disclosure from the workspace whose state is "Review Complete". To select a disclosure, click on the Disclosure ID which is hyperlinked.
 - NOTE: Disclosures that appear in the "Pending My Action" group cannot be updated until the current review is complete.
 - Once you click on the ID, you will be taken to the Disclosure Workspace.



STEP 6. Select the "**Update Disclosure**" button that appears on the left.



- **STEP 7. Begin** filling out the Update form.
- **STEP 8. Select "Continue"** to proceed to a copy of the **Disclosure SmartForm** where you can make any necessary updates to the disclosure.



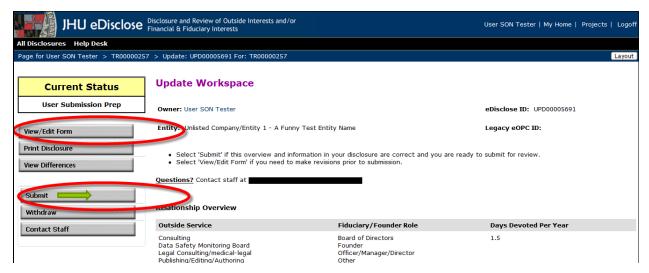
- All required fields are indicated with a red asterisk "*". You must enter at least one character of text, or answer yes or no in these required fields.
- You can select "Save" at any time and exit the form.
- Every time you select "Continue" your work is automatically saved.
- If you select "Back" your work will NOT be saved.



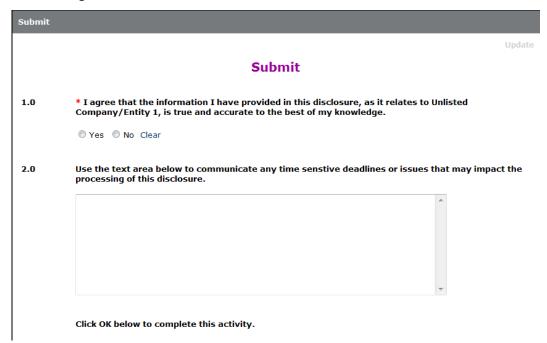
- **STEP 9. Proceed** through all sections of the SmartForm until you arrive at the **Final Page**
- STEP 10. Select "Finish" on the last page of the Smart Form (Final Page). You will be automatically taken back to the Update workspace.



If you want to make additional changes to the SmartForm at this time, select the "View/Edit Form" button to open the Update form/copy of Disclosure.



STEP 11. Select the "**Submit**" activity button. **Read the Certification text**, complete the form by answering Question 1.0, and if needed, 2.0.



If the system finds validation errors they will be displayed for you. You must resolve all validation errors before the system will submit. Click the errors in the list and the system will take you directly to the page where you can correct your answer.

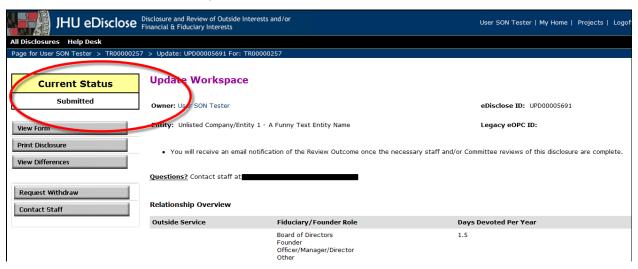


- STEP 12. Once all validation errors are resolved, select the "Submit" activity again.
- **STEP 13. Select "OK"** on the Submit form.

You may have to scroll down to see the OK button.

STEP 14. Review the Update workspace summary.

You will note that the Status on the top left of the workspace changes from "User Submission Prep" to "Submitted".



- The Update will now appear in the appropriate COI Staff's workspace where they can begin processing your update submission.
- You will receive an email that confirms the submission of the update.