UDisclose System: Update Your Disclosures

Disclosures & Relationship Management (DRM)

DRM Help line: 305-243-0877
Update Your Disclosures

The UDisclose System allows you to quickly and efficiently update your disclosures through a series of smart forms.

How to access the system

1. **https://UDisclose.miami.edu**

   You can update your disclosures directly from “My Inbox” by expanding the arrow next to COI located under “Links by Solution.”

   1.1. Alternatively, click the “COI tab” (red circle on the upper toolbar) to navigate to the COI workspace and click on “Update Disclosures.”

      A pop-up window will appear; enter the reason for your disclosure update and click “OK.”

2. On the certification workspace, click “Edit.”

   The **Institutional Responsibilities** smart form page will appear. If you are simply updating disclosures, you do not need to edit this page; click “Continue” to navigate to the **Foreign Engagements** page and then the **What to Disclose** or **Disclosure Details** pages.

3. Alternatively, use the drop-down menu to navigate to the **Foreign Engagements** and then the **What to Disclose** or **Disclosure Details** pages.
**Update Disclosures**

4. To add a disclosure, click “Add Disclosure.” Complete the pages and click “Finish” on the last page.

5. To edit a previously reviewed disclosure, click the pencil icon.
   - Note, you will not be able to edit disclosures that are under review by the DRM.
   - Contact the DRM for assistance at 305-243-0877.

6. To remove a disclosure, click the X icon. Select Yes and click “OK.”
   - Only disclosures that have been reviewed can be deleted.
   - Remember to remove any relationships that have ended.

**Finish and Submit**

7. On the last page, select the check box to submit the certification.
   - Note: To submit later, leave the check box blank. Use the Submit Disclosures action on the certification workspace to submit.

8. Click “Finish.” You can log off the system.

**Respond to an error message**

9. If you receive an error when submitting a certification, click on the “Hide/Show Errors” button on the green toolbar.

10. A table will appear at the bottom of the page. Click on the words (link) under “Jump To” to complete the required action.