eDisclose User Guide:
How to Complete Annual Certification

Last Update	January 25, 2021
Intended Audience	Faculty Member/Owner of Disclosure
Purpose	To provide the user with step-by-step instructions on how to complete annual certification

NOTE: Only the Faculty Member/Owner of Disclosure can complete their Annual Certification.

NOTE: The Annual Certification does not affect the obligation to disclose outside activities and/or financial interests as they arise and before proposing related research. Annual Certification is a separate activity from creating or updating a disclosure.

Follow the steps below to complete the Annual Certification:

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 JHED ID and password

Step 4. Select the Dashboard tab on the top navigation panel

Step 5. Select the "Complete Annual Certification" button on the left-hand navigation panel

Step 6. A pop-up window will appear, listing all of your active or pending disclosures

- Review any active or pending disclosures for accuracy in Step 1
  - If the list is not accurate, navigate to the disclosure to update the information as needed. For additional information, see the User Guide on *How to Update a Disclosure* in the Help Desk section of eDisclose
  - Once your disclosures are updated, navigate back to the Annual Certification by selecting the Dashboard tab and clicking "Complete Annual Certification"

Step 7. **Read and respond to Step 2** of the Annual Certification

Step 8. Read and select an appropriate response in Step 3

Step 9. Select "OK" to finish your Annual Certification

Step 10. You have successfully completed the Annual Certification when:

- The main page of the disclosure workspace indicates completion of your annual certification
- The "Complete Annual Certification" button on the left-hand side has disappeared