Creating a new Outside Activity Disclosure

Step 1: Launch eDisclose

Open the myUSF portal by clicking on this link: http://my.usf.edu and taking the following steps:

1) Enter your NetID.
2) Enter your NetID password.
3) Click on the Sign In button to log into myUSF.

Choose eDisclose from the Business Systems drop-down menu of myUSF.
Step 2: Open & Complete Your Outside Activity Form

Click on the **New Outside Activity** button to open a new Outside Activity form. Read the training pages and answer the associated questions.

Click the **Continue** button to proceed through the form. This button is located on the upper and lower right-hand corners of every page of the form.
Step 3: Submit Your Form

Check the checkbox on the Disclosure Saved page of your form and then click the Finish button. This will submit your Outside Activity Form.

Congratulations, your Outside Activity disclosure is submitted!