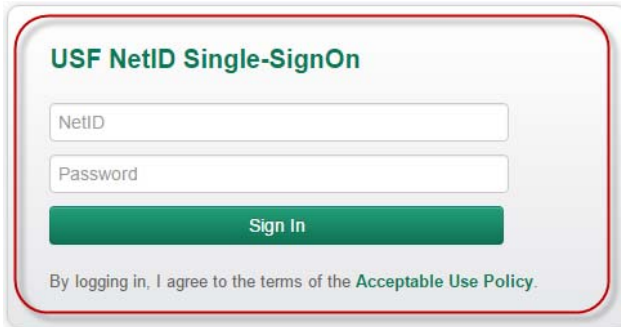


Creating a new Outside Activity Disclosure

Step 1: Launch eDisclose

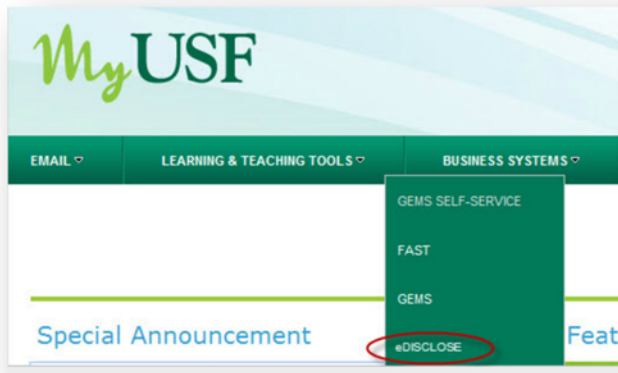
Open the *myUSF* portal by clicking on this link: <http://my.usf.edu> and taking the following steps:

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



The image shows a login form titled "USF NetID Single-SignOn". It contains two input fields: "NetID" and "Password". Below the fields is a green "Sign In" button. At the bottom of the form, there is a line of text: "By logging in, I agree to the terms of the [Acceptable Use Policy](#)."

Choose eDisclose from the Business Systems drop-down menu of myUSF.

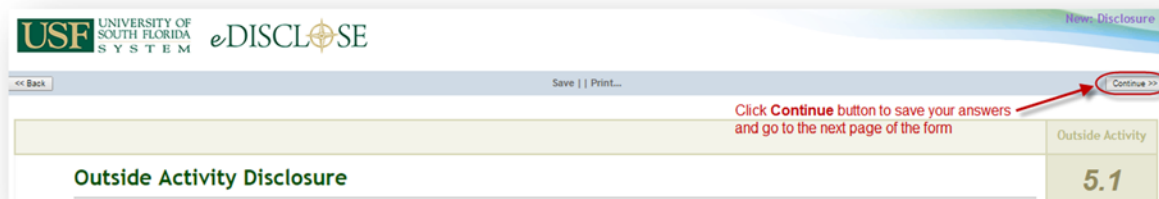


Step 2: Open & Complete Your Outside Activity Form

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!