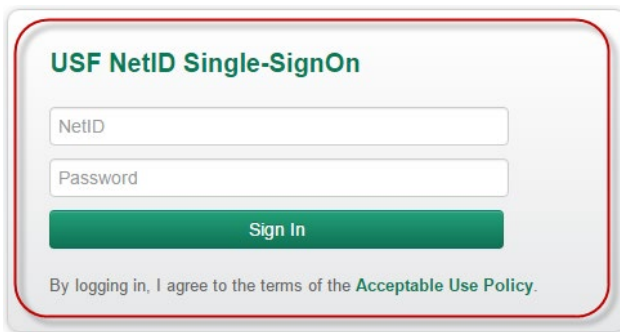


# Creating a new Florida Code of Ethics (FCOE) Disclosure

## Step 1: Launch eDisclose

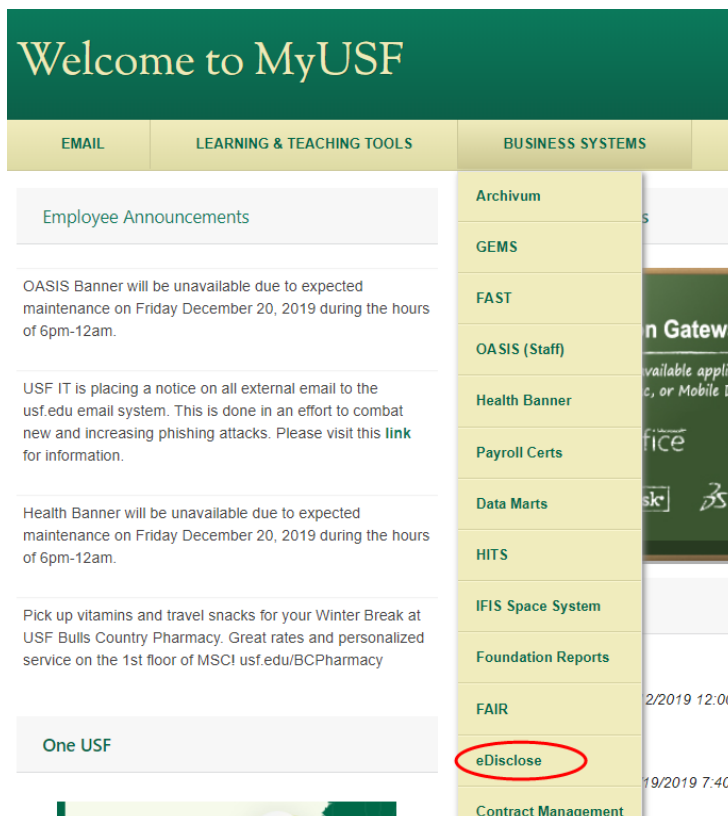
Open the *myUSF* portal by clicking on this link: <http://my.usf.edu> and taking the following steps:

- 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](#)."

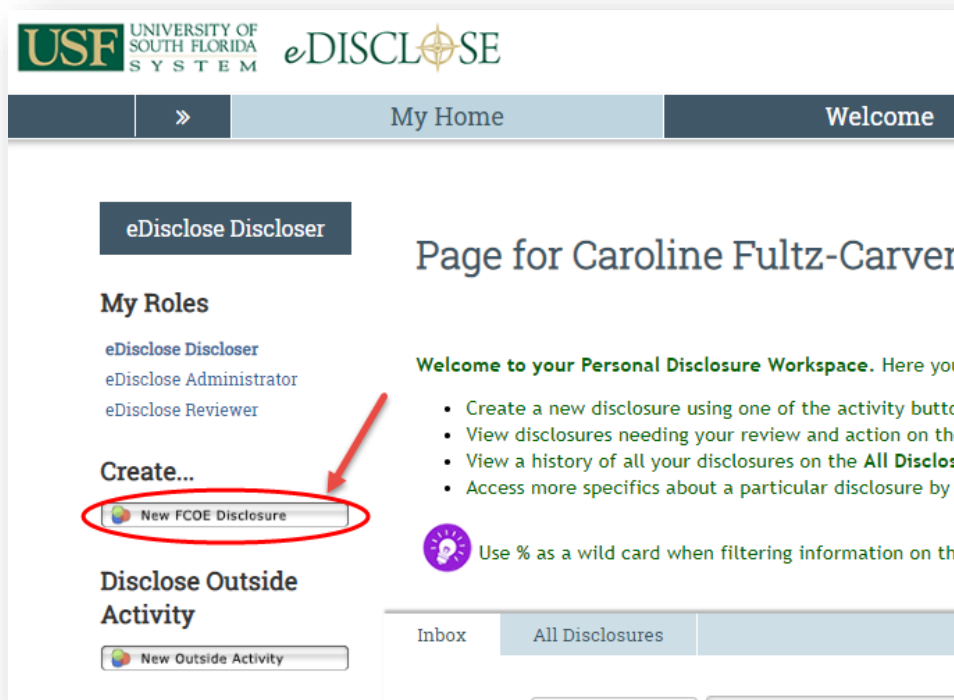
Choose eDisclose from the Business Systems drop-down menu of myUSF.



# Creating a new Florida Code of Ethics (FCOE) Disclosure

## Step 2: Open & Complete Your FCOE Form

Click on the **New FCOE Disclosure** button to open a new FCOE 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 FCOE Form.

The screenshot shows the 'Disclosure Saved' page in the eDISCLOSE system. At the top, the USF University of South Florida System logo and 'eDISCLOSE' branding are visible, along with the edit ID 'Edit: Disclosure - DISC-00039723'. A navigation toolbar includes buttons for 'Back', 'Save', 'Exit', 'Hide/Show Errors', 'Print', 'Jump To', and 'Finish'. The main content area features a 'Disclosure Saved' header, a 'Thank You!' message, and a paragraph of instructions. A red callout bubble points to the 'Finish' button, stating: 'Click Finish button after you have checked the box indicating you are ready to submit.' Another red callout bubble points to a checkbox, stating: 'Check this box'. The checkbox is currently unchecked and is labeled: 'Check this box to indicate you are ready to submit your disclosure for review now.' On the right side of the page, there is a vertical sidebar with the number '6.4' and a blue envelope icon.

**Congratulations, your FCOE disclosure is submitted!**