MOREHOUSE SCHOOL OF MEDICINE | Office of Extended Professional Education

How to Guide: Completing Disclosure Forms

Disclaimer:

Before speakers, faculty, or committee members can complete their disclosure form, they will have to be put into the system first.

Disclosure Form Step by Step Instructions:

1. Log in to the EVOLVE site
2. You will see a red triangle stating **"You have faculty forms pending. Please view your faculty dashboard to view and sumbit the forms"**
3. Click on **"view your faculty dashboard"** highlighted in blue
    a. You can also access your faculty dahsboard by hovering over **My Account** and clicking on **Faculty Forms**
4. The activity title will be listed in a table format. Under form name, it will say **Disclosure form**. Click on **Edit form**
    a. Be sure the **Status is Unsbumitted**
5. Complete the form and click **submit**
6. It will take you back to the table. Look under **Status** and click **Submitted** on the drop down menu and click **Apply**. The disclosure form you just submitted should appear.
7. You are all done! Your disclose form wil be reviewed.