

## Disclosures Report

The Faculty Disclosures Report allows you to search for completed Faculty disclosures by activity name or by the name of an individual.

To access faculty disclosures, from the main menu, go to **Reports > Disclosures**.

### 1. To search by activity:

- Search for an activity in the search box and select it from the drop-down list.

Activity:  
  Parents Only  [Create Report](#) Individual:  [Export PDF](#)

- Click **Create Report**.

Activity:  
  Parents Only  [Create Report](#) Individual:  [Export PDF](#)

- The report will display as a PDF file. Click the **Download PDF** link, which will allow you to review, download or print each faculty member's completed Disclosure Form.



**NOTE:** Searching by an Activity will return **ALL** the faculty members' disclosures for that specific activity.

### 2. To find a specific faculty member's Disclosure:

- enter the last name in the **Individual** field and select the individual from the list. You do not need to select the 'Create Report' button.

Activity:  
  Parents Only  [Create Report](#) Individual:  [Export PDF](#)

- If the faculty member has NOT completed a disclosure a message will display stating 'No disclosure is on file for this user.'
- If the faculty member has a legacy disclosure from Eeds a message will display stating 'This submission could not be retrieved. Please try resubmitting the form.'

- If the faculty member has completed multiple disclosures over time, a message will display stating 'Multiple submissions were found. Click a date to view.'
- Select the date of the faculty member's disclosure from the drop-down list. The screen will refresh, and the faculty member's disclosure will display for the selected date.

Activity:   Parents Only [Create Report](#) Individual:  [Export PDF](#)

Multiple submissions were found. Click a date to view.

- 1/20/2022 10:21:35 AM
- 1/20/2022 10:21:23 AM
- 1/19/2022 4:59:27 PM
- 9/8/2021 3:23:08 PM
- 6/8/2020 2:32:57 PM
- 5/21/2020 11:30:25 AM
- 5/19/2020 10:52:35 AM

- Click **Show All**, and the system will display all completed disclosures for the faculty member.
- Click the **Download** or **Print** icons to save or print a PDF file of the disclosure.

