To update your disclosure during the academic year, log into START myDisclosures, https://myresearch.uillinois.edu/myDisclosures/.

From the home screen, choose “Start New” under “Report of Non-University Activities.”

You will be asked if you have activities to report and if you are a physician.
You will be directed to a screen allowing you to add a new activity by selecting the green “New Activity” icon or edit a previously entered activity by selecting the green “Previously Entered Activity” icon.

If you are entering a new activity, proceed through the questionnaire as described in the Users’ Guide, starting with the section Activities to Report: List Non-University Activities.
Before submitting your disclosure, add all previously entered activities in which you are still involved. Select the green “Previously Entered Activities” icon.

You will have the option to choose one or more previously entered activities. Select the activities and click on the “Add Selected” button.
If you need to edit or remove an activity, choose the edit or delete options under the “Actions” column.

**My Non-University Activities**

<table>
<thead>
<tr>
<th>NAME</th>
<th>FINANCIAL INTEREST</th>
<th>RETROSPECTIVE DAYS</th>
<th>PROSPECTIVE DAYS</th>
<th>COMPLETE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMNO Corporation</td>
<td>$0 - $4,999</td>
<td>1</td>
<td>1</td>
<td>Yes</td>
<td>Edit</td>
</tr>
<tr>
<td>O Corporation, Inc.</td>
<td>$5,000 or more</td>
<td>40</td>
<td>40</td>
<td>Yes</td>
<td>Edit</td>
</tr>
</tbody>
</table>

**New Activity**

Once you've listed all your activities, you can click the button below to go to the last step, certifying and submitting your disclosure:

[Continue] [Back To Guidelines]
Once you have added all of your current activities to your disclosure, you will proceed to the “Review and Certify” page. You will again have the opportunity to revise your disclosure. Once you are satisfied that your disclosure is complete and correct, click on the green “Submit My Disclosure” button.

The annual reporting of non-university activities takes place every fall. As changes occur in your non-university activities, your disclosure should be updated.

myresearch.uillinois.edu/myDisclosures/