TTUHSC Conflict of Interest and Commitment Disclosure System User Guide

https://app4.ttuhsce.edu/COICDisclosures/

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COIC Disclosure System

• This is what you will see after you click the link to the COIC Module:

Click here to log in to the system.
Login

• The new COIC disclosure system requires eRaider authentication.

Type in your TTUHSC eRaider username and password to log in.
Homepage

- This is what you will see after you log in to the COIC system:
User Options - Disclosure Submission

If you need to submit your annual COIC disclosure form or update your disclosure form, please choose “Disclosure Submission”
User Options

- Disclosure Submission
  Use this link to take the training, submit your annual disclosure, or to submit an updated disclosure.

- Disclosure Review
  Use this link to review disclosures you have been associated with.

- Previous Disclosure Submissions
  Use this link to review your previous disclosure submissions.

The “Disclosure Review” allows you to review any disclosure submissions that you have been assigned as a reviewer for.

For example, if you are in the supervisor role, we might assign you the disclosure of an employee that you supervise to make you aware of the employee’s potential conflict. However, this does not happen very often. Once it does, you will receive an email from us.
User Options - Previous Disclosure Submissions

The “Previous Disclosure Submissions” allows you to view and download all of your previous disclosure forms.
Start the module:

You won’t see this section if this is the fist time you submit your disclosure using this system.

You will see this section if you have already submitted a disclosure, and the you have the option to copy the answers to the new form and verify, without having to type everything again.

Use the arrow to go to the next page
Finish the module:

When you are done, make sure you click “Submit Disclosure”. You will soon receive an email with a copy of your disclosure form to confirm your submission.
Log Off

After receiving your email confirmation, log off here.
You do not need to send us your confirmation or certificate. We have everything on file!
If you have any questions regarding the Conflict of Interest and Commitment module, please do not hesitate to contact me at shen.wang@ttuhsc.edu or 806-743-2307

Thank you!