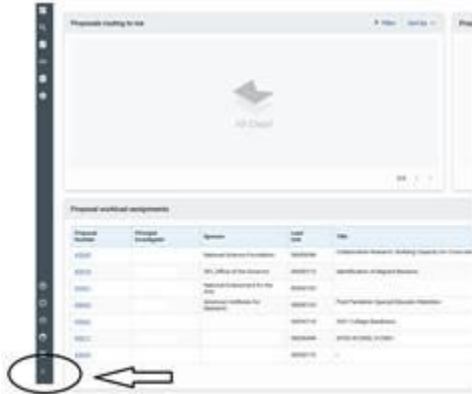


# SFI Submission Instructions

1. When you logon to Kuali, the menu bar may be collapsed and may appear as an inconspicuous gray column on the left side of the screen. At the bottom of the menu there should be an arrow that looks like: >



2. Click the arrow and it should expand the menu bar. Then click the "Switch Apps" tab.



3. Next, click the "Conflict of Interest" tile on the screen.



4. That should take you to your Disclosures Dashboard. Click the blue "Update Disclosure" button to complete and submit your SFI Annual Disclosure.

OF INTEREST

The image shows a software interface with a dark sidebar on the left and a main content area. The sidebar contains the following items: 'Disclosures', 'Projects', 'Users', and 'Me'. The main content area has a blue header bar labeled 'Disclosures'. Below the header, there is a button labeled 'Update Disclosure' with a circular refresh icon to its left. This button is highlighted with a red oval, and a white arrow points to it from the right. Below the button, the text 'LAST ACTION DATE' is visible.