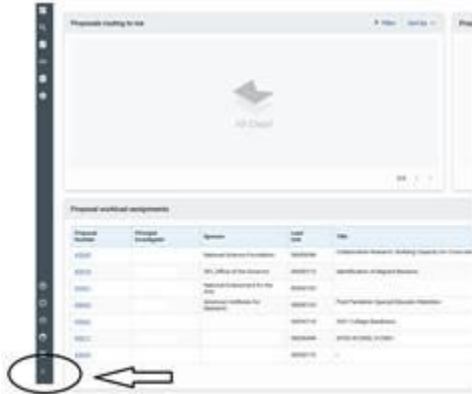# SFI Submission Instructions

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. The 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.

Disclosures

Update Disclosure

LAST ACTION DATE