Review Faculty Disclosures

1. Please do not use Internet Explorer. Our system works best with Chrome and Firefox
2. Go to https://uw.cloud-cme.com
3. Sign-In to the portal using your email as your login and your password
4. Scroll to the bottom of the page and click on the Administration link.
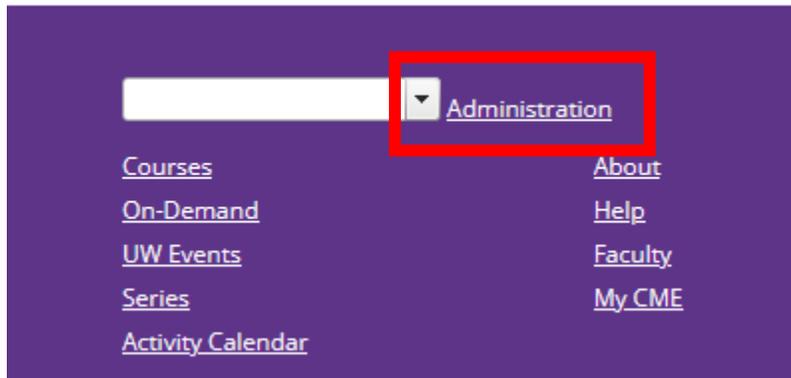
There are several ways to review faculty disclosures. You can look up a specific faculty member through the Disclosure report. Review disclosures for a department course, enduring material, or "Other" activity using the Faculty COI Mitigation Manager screen or the Faculty Management screen. Or for a regularly scheduled series, use the RSS Dashboard.

Disclosure Report

1. Under the Reports dropdown on the left-hand side, select *Disclosures*.
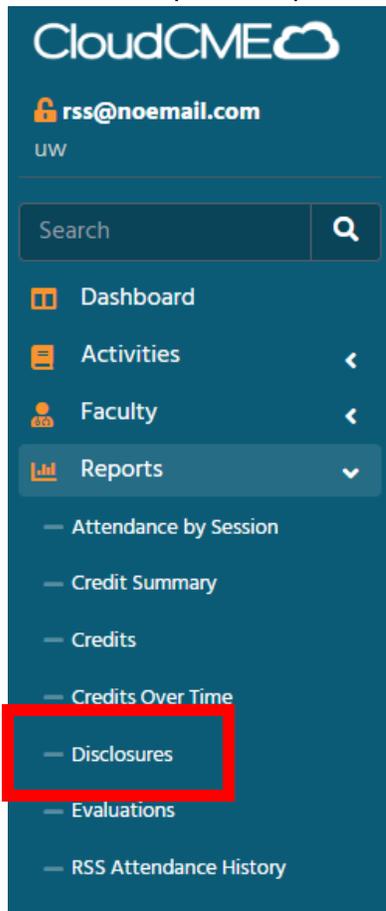
2. You can search for the faculty member by entering their (Last Name, First Name) into the Individual search box or searching by activity ID/Name.

3. Select the name and Export PDF

COI Mitigation Manager

1. Under the Faculty Tab select **COI Mitigation Manager**.
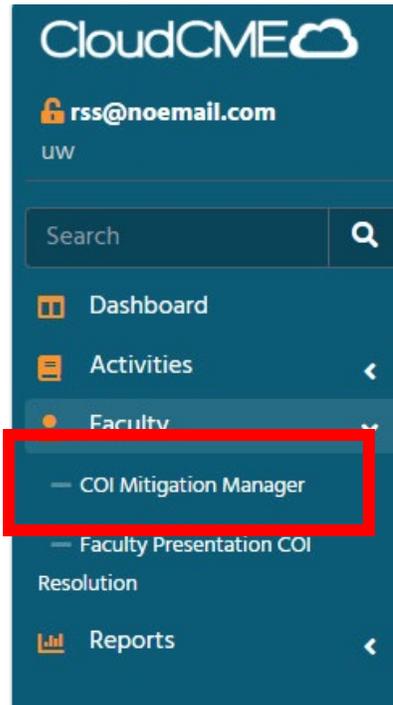
2. Enter the Activity Name or Number, and make sure the Start and End date range include the dates of the activity.

3. Review the disclosure list for faculty and planners.

RSS Dashboard

1. Under the Activities tab select **RSS Dashboard**.
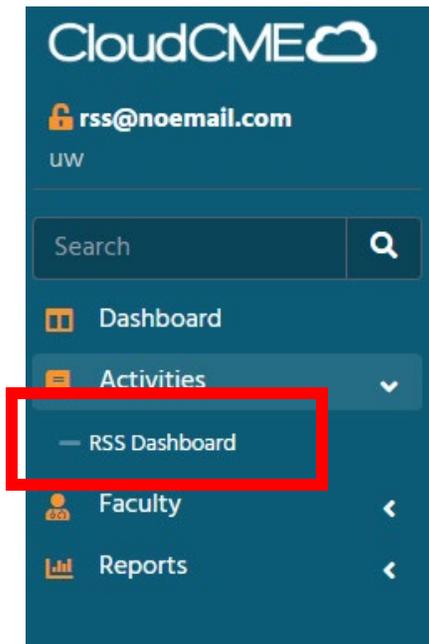
2. Enter the Activity Name or Number and review the date range to include the dates of your activity.

3. For an RSS both the Parent and Child Activities will be listed. Disclosure information will be available under the **Planners & COI Status** column and the **Faculty** column.