

INSTRUCTIONS - TO COMPLETE AND SUBMIT YOUR DISCLOSURE FOR FISCAL YEAR 2020-21

- Please sign into the **Employee Self-Service** tab with your UT NetID and Password.
<https://irisweb.tennessee.edu/irj/portal/ESS>
- Under the **Personal Information** area, choose the **Outside Interest Disclosure** link and follow the instructions on the screen.
- Employees can use the **Help** and **Video** buttons at the top of the screen for additional information or to watch a brief video explaining the form.

After completing and submitting the form, it will be routed electronically through the review and approval process as set forth in the Conflict of Interests Policy.

Since the form was rolled out in November, we have discovered some issues with completing and submitting the form. Here are some tips to help.

TIPS for Completing the Form:

- If you have issues, please try using another browser. Chrome and Firefox work best. Please do not use Internet Explorer as it will cause the "Submit" button to gray out and not let you submit the form.
- If the **Outside Interest Disclosure** link does not immediately open a new window, it is likely that your browser's pop-up blocker has prevented it from opening. Refer to the steps here: <https://utk.teamdynamix.com/TDClient/2277/OIT-Portal/KB/ArticleDet?ID=120570>.
If you need help with your UT NETID, password, or duo authentication, please call the UTHSC Helpdesk at (901) 448-2222 or email helpdesk@uthsc.edu.