



## **How To – Mark Activities as Complete**

1. Log in to the Huron System using your SSO credentials: <https://tamu.huronresearchsuite.com/>
2. Navigate to your **Disclosure Profile** using the “Recently Viewed” or “Pinned” section of the **Dashboard** or the **COI tab**
3. Select **Edit Disclosure Profile**
4. Navigate to the **Entity Disclosure Table** in the **Entity Disclosure Information** section
5. If the activity has ended but still falls within the preceding 12 months, select the **Update** button to the left of the entity in the disclosure table and add any notes and/or attachments to indicate that the activity is no longer active
6. If the activity has ended and no longer falls within the preceding 12 months, select the blue **X** to the right of the entity to delete the entry entirely
7. If the activity also required a Pre-Approval Request (PAR), navigate to the **Approved Requests** table in the **Entity Disclosure Information** section
8. Select **Mark Complete**
9. Select **Continue** until you reach **Complete Disclosure Profile** page
10. Select **Certify and Submit**
11. A certification screen will automatically appear where you will certify that all of the information provided is correct, accurate and complete
12. Select **OK**
13. Your screen will automatically refresh to show your Disclosure Profile Workspace that should reflect today as the last completed date and a **No Action Required** state