



How To – Submit a Pre-Approval Request (PAR)

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” section of the **Dashboard** or the **COI tab**
3. Select **Request Pre-Approval**
4. Follow prompts to enter **Request Information**
 - a. Request name/title:
 - b. Type of request:
 - c. Is your employment at Texas A&M University sponsored under a nonimmigrant benefit?
5. Select **Continue**
6. Follow prompts to enter **Activity Information** for all questions
 - a. ***Providing more detailed information here can help facilitate a faster review process***
7. Select **Continue**
8. Select **Submit**
9. A screen will automatically appear, confirming that you have read and understood the regulations related to these types of requests
10. Select **OK**
11. Your screen will automatically refresh to indicate that the request you just submitted is now **Under Review**