



How To – Update Disclosure Profile

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. Read the **Instruction Center** for additional information
4. Select **Edit Disclosure Profile**
5. Read **Instructions and Policies**
6. Select **Continue**
7. Complete **Entity Disclosure Information** page, as appropriate
8. Select **Continue**
9. Complete **TAMU Additional Info** page
10. Select **Continue**
11. Select **Certify and Submit**
12. A certification screen will automatically appear where you will certify that all of the information provided is correct, accurate and complete
13. Select **OK**
14. 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