How to Download your Own Most Current FCOI Disclosure from InfoEd

1. Open a browser and navigate to https:\\infoed.utoledo.edu.
2. Login using your UTAD credentials.
3. On the home page of your portal, look for a widget called "Financial Conflict of Interest Disclosure." You may have to scroll down to see it.
4. Click on the "View Previously Submitted Disclosure" button. This will open your FCOI document in a separate window in PDF view.

   Note: If you do not have a "View Previously Submitted Disclosure" button, stop here and complete your disclosure using the other button ("Create Initial Disclosure" or "Finish Disclosure in Progress").

5. Click the "download" icon, usually in the upper right of the browser window, to download the PDF file to the Downloads folder of the local machine. Once the document is downloaded, you will be able to upload the saved document into IRB Manager as needed.