Update Disclosure Profile Quick Guide

Step 1: Navigate to Your Disclosure Profile
Log in to CARA and navigate to the COI tab and Disclosures subtab. Alternatively, if you have received an email notification stating that you need to complete a disclosure or provide an update, follow the link in the email.

Step 2: Update Your Disclosure Profile
On the disclosure profile workspace, click 'Edit Disclosure Profile'. Review the Instructions and Policies page and click 'Continue'. On the 'Entity Disclosure Information' page click 'No' if you have nothing to disclose. If you answer 'Yes' you will be prompted to make disclosures about your and your family members' outside activities and interests. Click 'Add' to enter information for each disclosure.

Step 3: Review and Complete Your Disclosure Profile Update
Review your disclosures and confirm you have disclosed outside activities and financial interests that occurred over the last 12 months. Once your disclosure is complete, select 'Continue' and then click 'Complete Disclosure Profile Update' on the next page.

Upon completion, you will receive an email notification indicating that you have successfully completed your disclosure. The discloser's supervisor will also receive a notification indicating that the discloser's submission is complete.

Need Help? Check out the detailed CARA COI Disclosers guide
or contact CARAsupport@baylor.edu.

Click "Add" to enter information for each disclosure.

After clicking "Add", a slide-out box will appear for you to disclose any outside activities or interests you have with entities other than Baylor. Red asterisks indicate required questions.
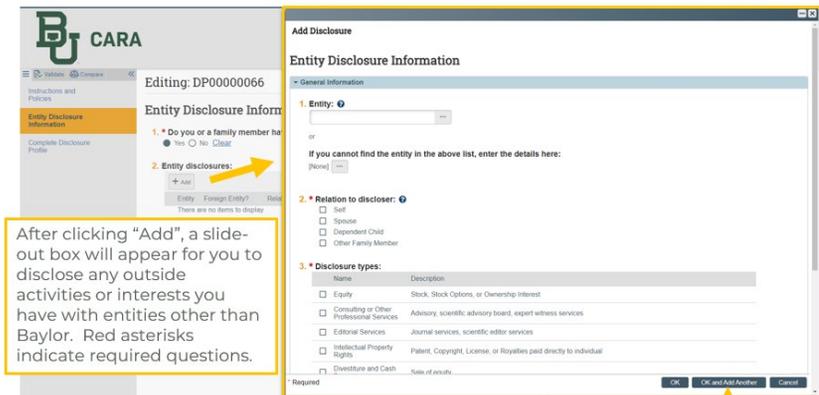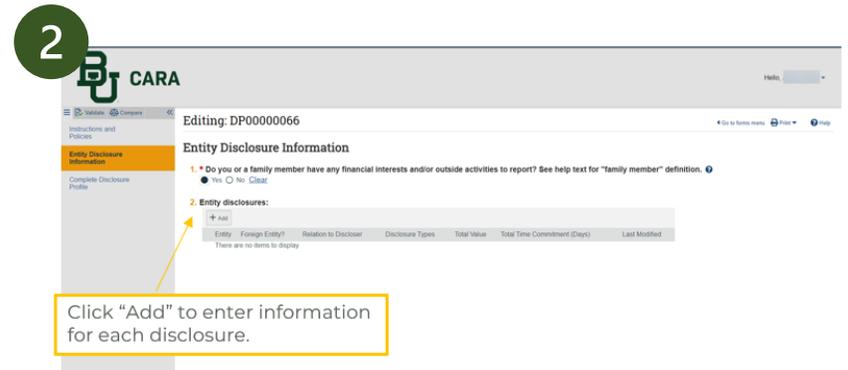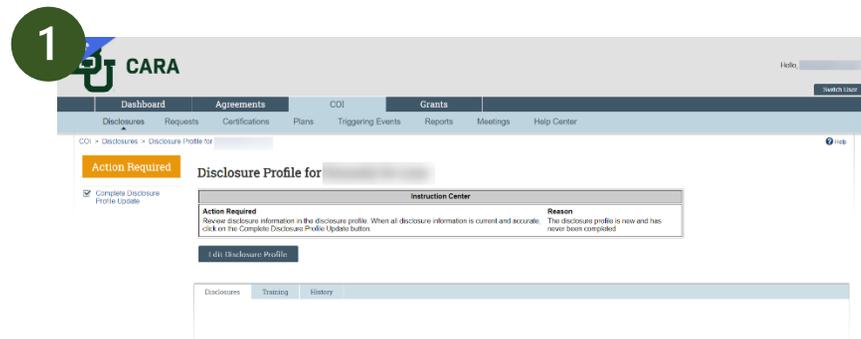
Select "OK and Add Another" if you have outside activities or financial relationships with more than one entity.

Click here to complete your disclosure.

⚠ **Note:** Only clicking the above button will finalize your updates. Do not select 'Finish' unless you plan to log off and return later.