

HOW TO UPDATE A RELATIONSHIP

Follow these instructions to update a relationship:

STEP 1: Copy and paste the eOPC website address into a browser window:
<https://e-opc.jhmi.edu>

STEP 2: **Login** to eOPC by entering your **JHED ID** and **Password** and selecting the **Login** button (Figure 1).

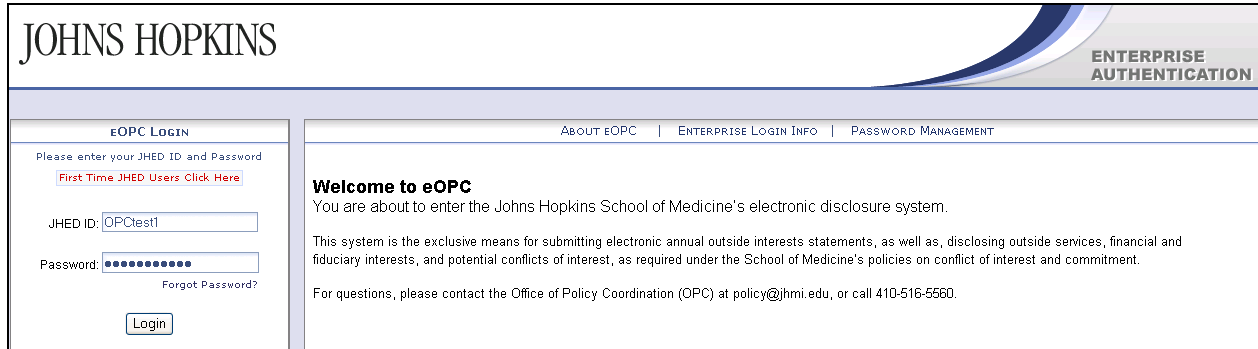


Figure 1

STEP 3: Once you have logged into eOPC, you will arrive at your **My Disclosures Folder**. You will see an announcement that reads **“Welcome to your My Disclosures Folder”** (Figure 2).

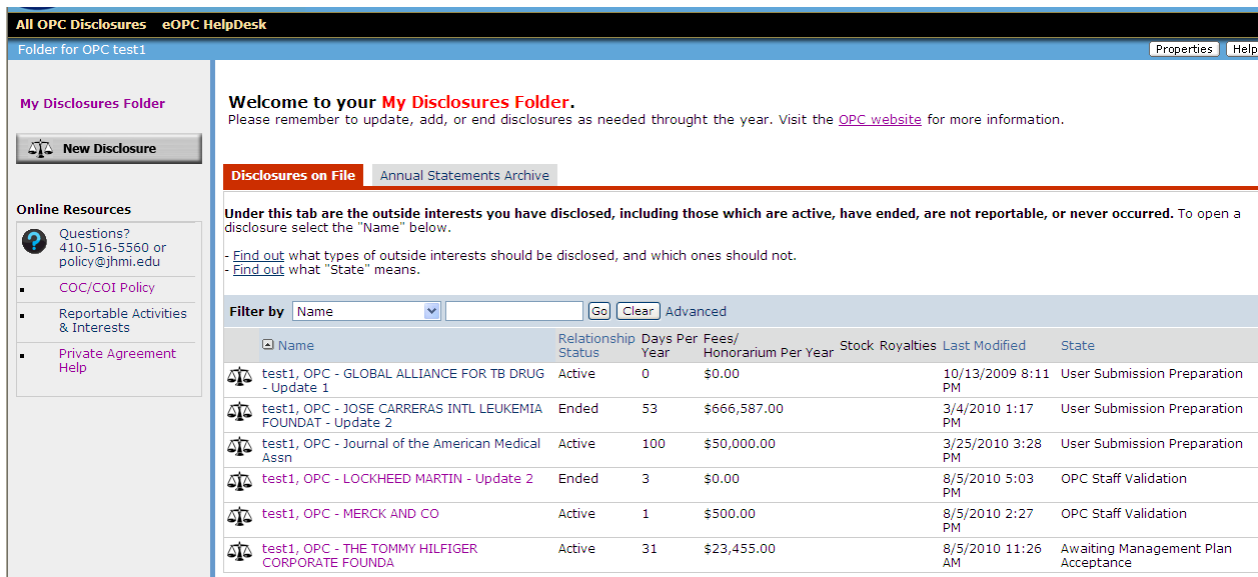


Figure 2

STEP 4: Select the disclosure you would like to update.

*Note: You may update relationships only if their disclosure status is **Available for Update**.*

STEP 5: Select **Prepare Update or End Relationship** located on the left of your screen (Figure 3).

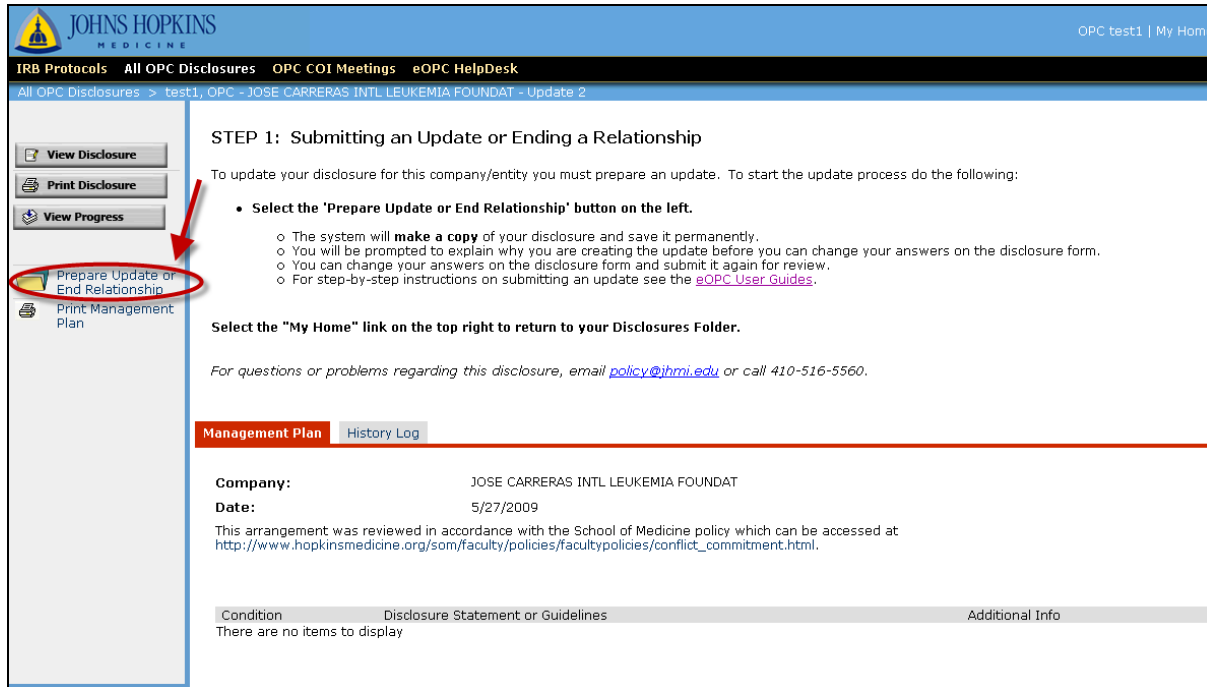


Figure 3

STEP 6: Select **the current status and the reason(s) for the update** from those provided in the pop up window (Figure 4). Select **OK**.

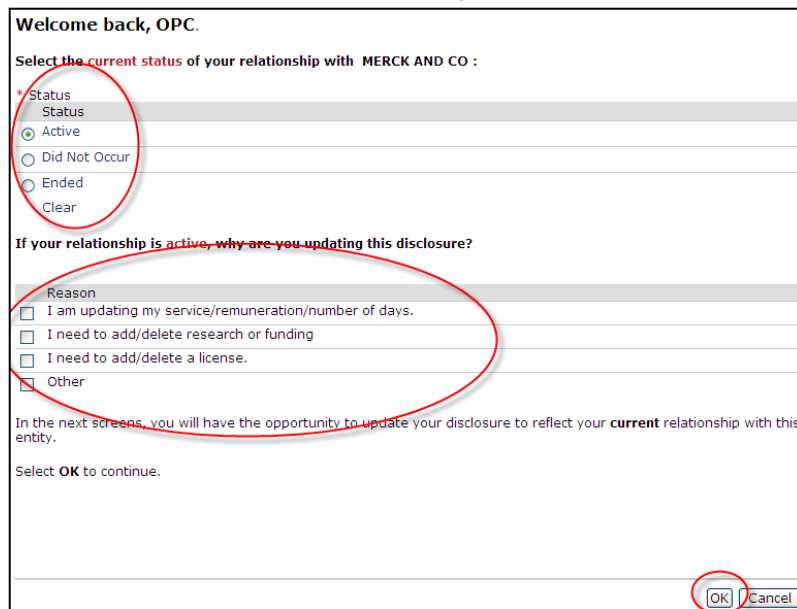


Figure 4

- STEP 7:** Select the **Edit Disclosure** button on the upper left of your screen.
- STEP 8:** **Review your disclosure** and **make any necessary changes**.
- STEP 9:** Select the **Continue** button to advance through the remainder of the disclosure form until you reach **Section 6.0 – Administrative**.
- STEP 10:** Select the **Finish** button to advance to the summary review.
- STEP 11:** **Select the Submit Disclosure** activity to proceed (Figure 5).

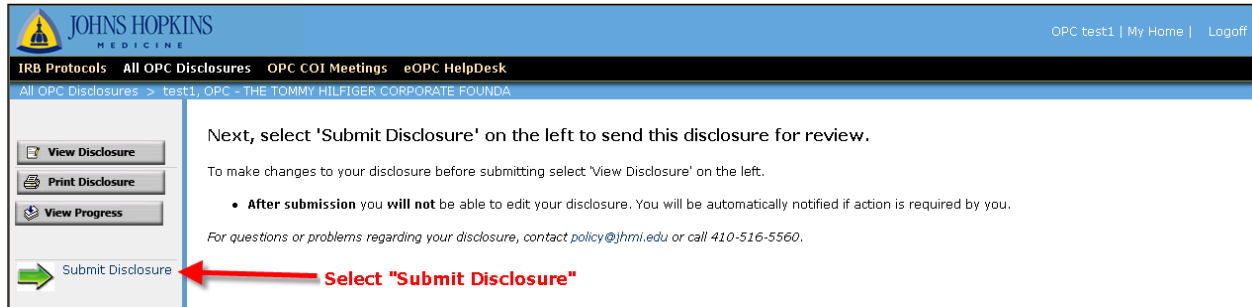
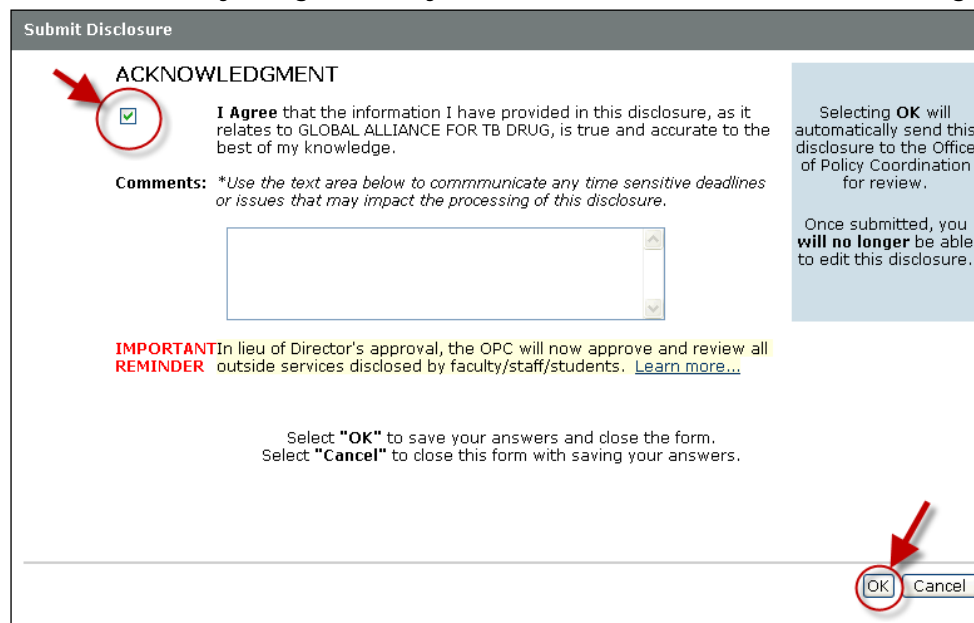


Figure 5

- STEP 12:** Read the **acknowledgment**, which will open in a pop up window, and check the box to indicate you agree that your disclosure is true and accurate (Figure 6).



The screenshot shows the "Submit Disclosure" pop-up window. The title bar reads "Submit Disclosure". The main content area is titled "ACKNOWLEDGMENT" and contains the following text: "I Agree that the information I have provided in this disclosure, as it relates to GLOBAL ALLIANCE FOR TB DRUG, is true and accurate to the best of my knowledge." Below this text is a "Comments:" section with the instruction: "*Use the text area below to communicate any time sensitive deadlines or issues that may impact the processing of this disclosure." There is a text input area below the comments section. To the right of the input area is a light blue box containing the text: "Selecting OK will automatically send this disclosure to the Office of Policy Coordination for review. Once submitted, you will no longer be able to edit this disclosure." Below the input area, there is an "IMPORTANT" section with the text: "In lieu of Director's approval, the OPC will now approve and review all outside services disclosed by faculty/staff/students. [Learn more...](#)". At the bottom of the window, there is a text box with the instructions: "Select 'OK' to save your answers and close the form. Select 'Cancel' to close this form with saving your answers." The "OK" button is highlighted with a red arrow and a red circle.

Figure 6

- STEP 13:** Select the **OK** button to submit your disclosure to the Office of Policy Coordination for review.

Please Note: If you have not answered all required fields in the disclosure form, an error message will appear. You must then navigate back to the pages on which you need to provide required information.

STEP 14: Select **Logoff**, located in the top right corner of your screen.

Please allow the Office of Policy Coordination time to review your disclosure. If the Office of Policy Coordination has questions regarding your updated relationship, you will be contacted via email. If the change(s) to your relationship is/are approved, you will receive a notification via email to log into eOPC and review and accept your management plan.

If you have questions, please contact the OPC at 410-516-5560 or policy@jhmi.edu.