

## HOW TO VIEW DISCLOSURES IN MY DEPARTMENT OR DIVISION

*eOPC User Guide July 1, 2009*

The purpose of this guide is to provide SOM Department and Division Directors step-by-step instructions on how to use eOPC to view disclosures and annual statements submitted by faculty, staff and students in their department or division.

**STEP 1:** Open a browser and go to the eOPC website at <http://e-opc.jhmi.edu/>.

**STEP 2:** If this is your first time using eOPC, please request an account at [policy@jhmi.edu](mailto:policy@jhmi.edu), otherwise proceed to STEP 3.

**STEP 3:** **Login** to the website by entering your **JHED ID** and **Password**, then select **Login** (Figure 1).

*Tip 1* After a successful login, your eOPC workspace appears (Figure 2).

*Tip 2* If you are unable to login, contact the eOPC HelpDesk at [policy@jhmi.edu](mailto:policy@jhmi.edu), or call 410-516-5560.

*Tip 3* If you don't know your JHED login, contact JHED at <https://jhed.jhu.edu>.

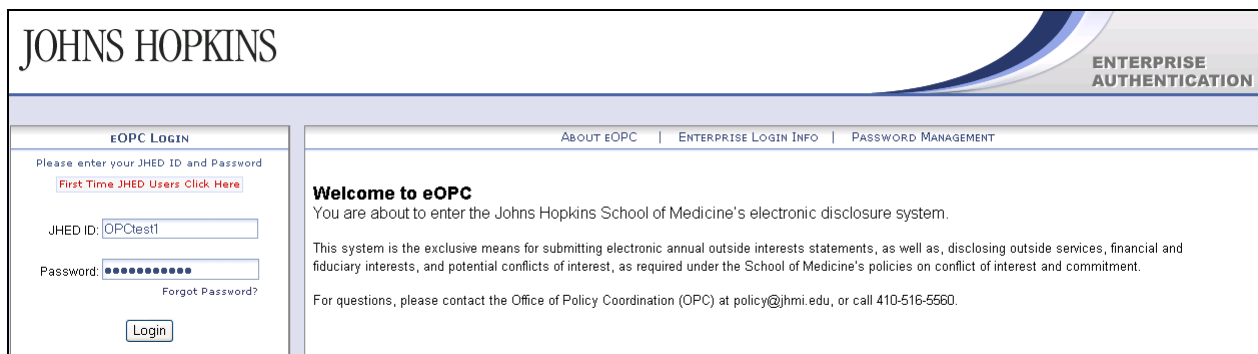
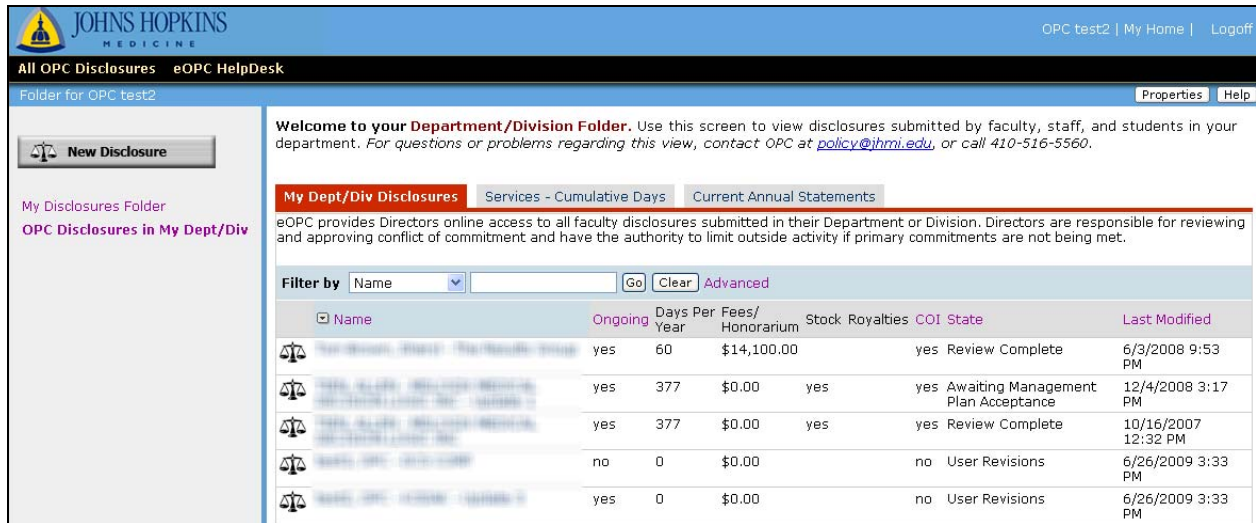


Figure 1

**STEP 4:** **Be sure** that you have arrived at the **My Disclosures in My Dept/Div** workspace. The workspace should look much like Figure 2 below. If the workspace you see is different from Figure 2, you are viewing a different workspace and must switch workspaces. To switch workspaces go to STEP 5, otherwise skip to STEP 6.

*Tip 1* If you have any problems, contact the eOPC HelpDesk at [policy@jhmi.edu](mailto:policy@jhmi.edu), or call 410-516-5560.



Folder for OPC test2

**Welcome to your Department/Division Folder.** Use this screen to view disclosures submitted by faculty, staff, and students in your department. For questions or problems regarding this view, contact OPC at [policy@jhmi.edu](mailto:policy@jhmi.edu), or call 410-516-5560.

My Dept/Div Disclosures Services - Cumulative Days Current Annual Statements

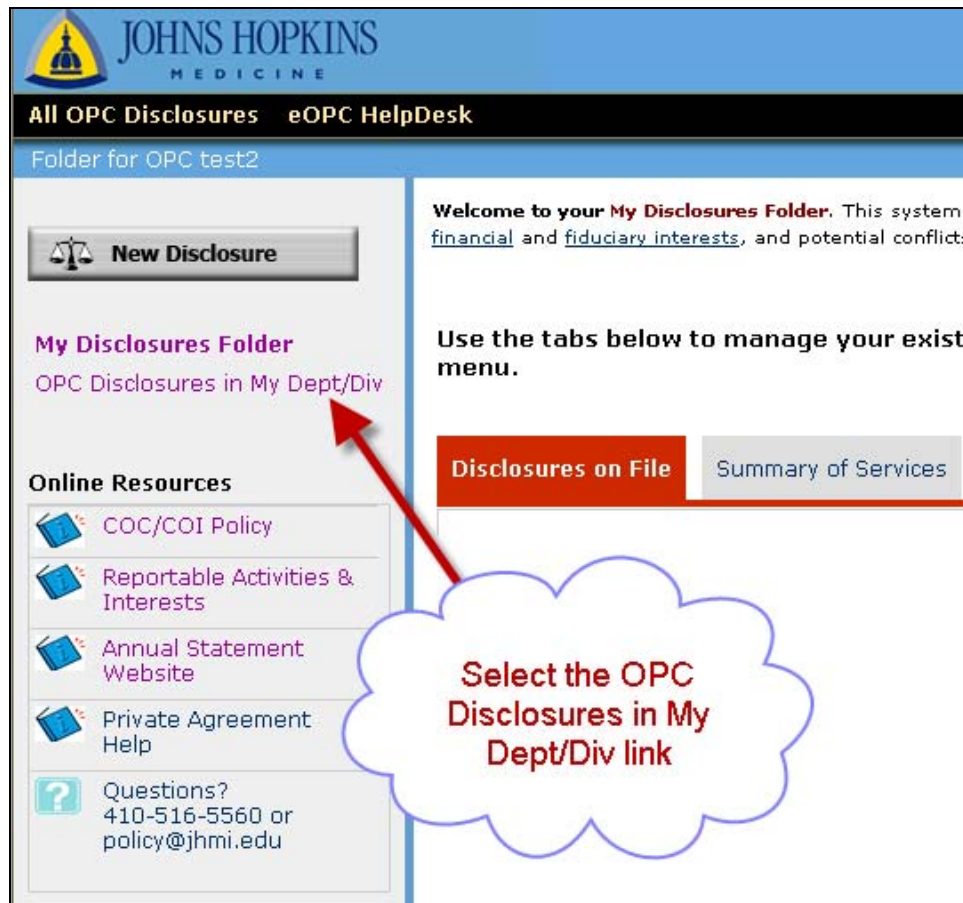
eOPC provides Directors online access to all faculty disclosures submitted in their Department or Division. Directors are responsible for reviewing and approving conflict of commitment and have the authority to limit outside activity if primary commitments are not being met.

Filter by Name    [Advanced](#)

Name	Ongoing	Days Per Year	Fees/Honorarium	Stock Royalties	COI State	Last Modified
[Name]	yes	60	\$14,100.00		yes Review Complete	6/3/2008 9:53 PM
[Name]	yes	377	\$0.00	yes	yes Awaiting Management Plan Acceptance	12/4/2008 3:17 PM
[Name]	yes	377	\$0.00	yes	yes Review Complete	10/16/2007 12:32 PM
[Name]	no	0	\$0.00		no User Revisions	6/26/2009 3:33 PM
[Name]	yes	0	\$0.00		no User Revisions	6/26/2009 3:33 PM

Figure 2 – eOPC workspace

**STEP 5:** To switch to the **OPC Disclosures in My Dept/Div** workspace, select the **OPC Disclosures in My Dept/Div** link on the left (Figure 3). This will load the correct workspace.



**Figure 3 – switch workspaces**

- Tip 1* You can submit a personal disclosure for yourself by selecting the *My Disclosures Folder* link on the left.
- Tip 2* You can switch back to other workspaces at any time by selecting them on the left.

**STEP 6:** To view a particular disclosure, select the **My Dept/Div Disclosures** tab, and then select a disclosure from the list. (Figure 4)

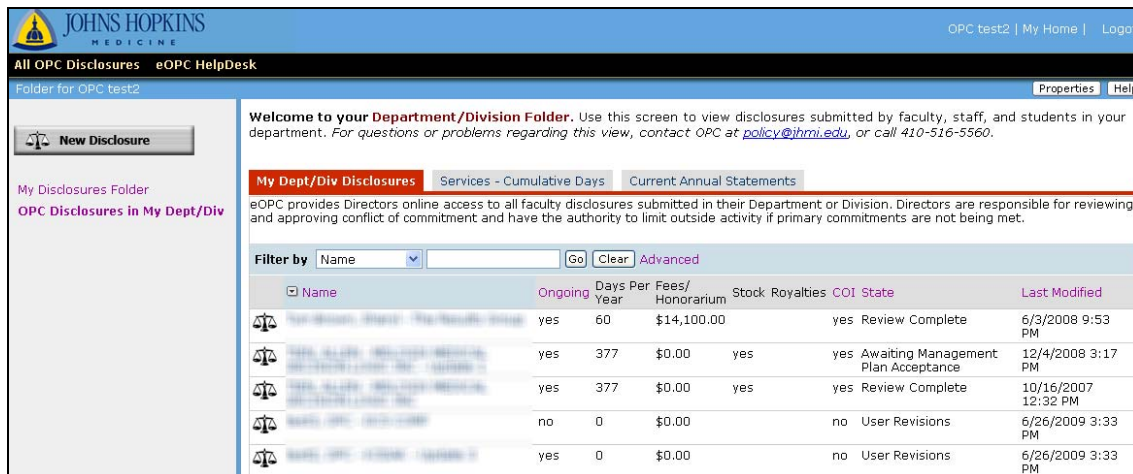


Figure 4

*Tip 1* You have read-only access to all disclosures made by faculty/staff/students who have selected your department/division as their primary department/division.

*Tip 2* You also have read-only access to all Management Plans assigned by OPC Staff for each faculty.

**STEP 7:** Select the **View Disclosure** button on the left to view the details of the disclosure as it was completed by faculty.

*Tip 1* To navigate through the Disclosure Form, select Continue and Back. Select Exit to exit the form.

*Tip 2* For a printer friendly version, select the Printer Friendly button on the left.

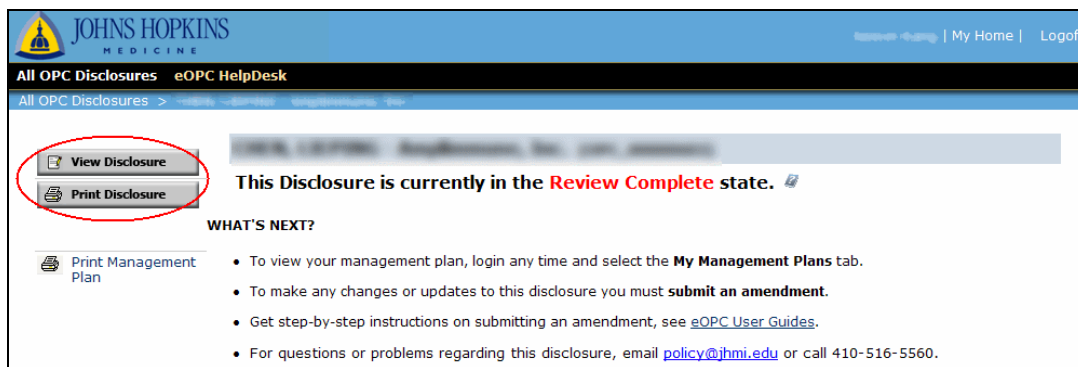
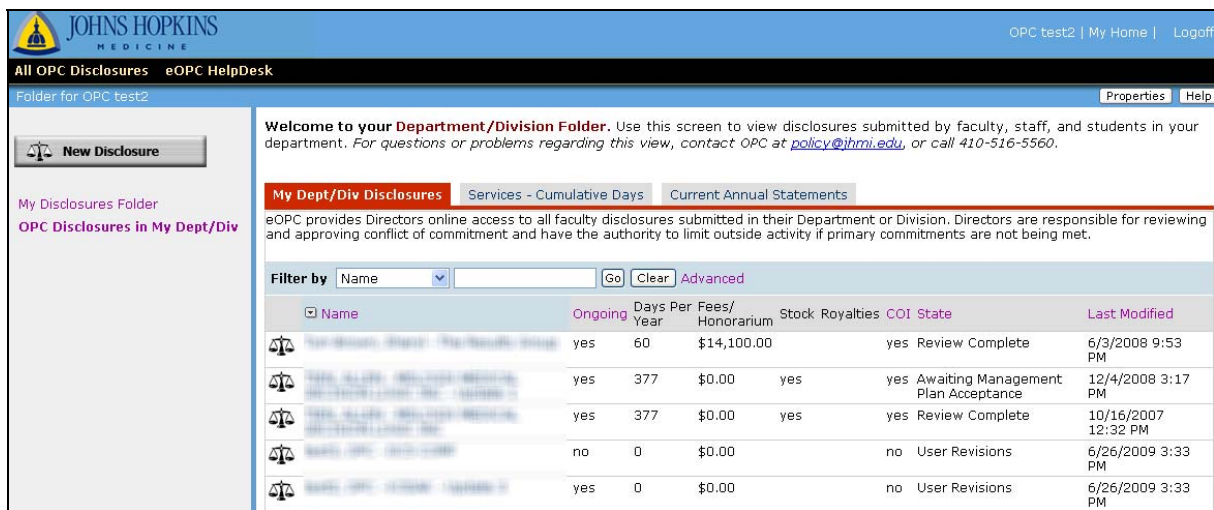


Figure 5

**STEP 8:** Select the **Outside Services Cumulative Days Per Year** tab. This view provides a unique list of faculty who have disclosed using eOPC including their name, total number of days for each service, and a grant total of days spanning

all disclosures. The cumulative day totals do not include services where the term has expired.



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My Dept/Div Disclosures    Services - Cumulative Days    Current Annual Statements

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Filter by Name

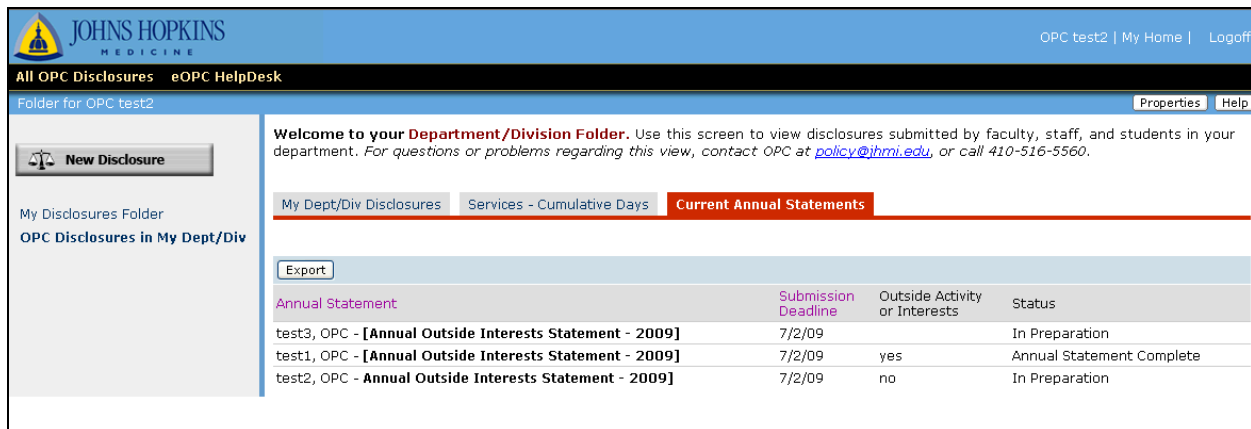
Name	Ongoing	Days Per Year	Fees/Honorarium	Stock Royalties	COI State	Last Modified
test3, OPC - [Annual Outside Interests Statement - 2009]	yes	60	\$14,100.00		yes Review Complete	6/3/2008 9:53 PM
test1, OPC - [Annual Outside Interests Statement - 2009]	yes	377	\$0.00	yes	yes Awaiting Management Plan Acceptance	12/4/2008 3:17 PM
test1, OPC - [Annual Outside Interests Statement - 2009]	yes	377	\$0.00	yes	yes Review Complete	10/16/2007 12:32 PM
test2, OPC - [Annual Outside Interests Statement - 2009]	no	0	\$0.00		no User Revisions	6/26/2009 3:33 PM
test2, OPC - [Annual Outside Interests Statement - 2009]	yes	0	\$0.00		no User Revisions	6/26/2009 3:33 PM

Figure 6

*Tip 1* You can export the records to an Excel spreadsheet by selecting the **Export** button. The system will prompt you to download and save the file to your hard drive.

**STEP 9:** Select the **Current Annual Statements** tab. This tab provides access all annual statements due in your dept/div. (Figure 7)

*Tip 1* You can export the records to an Excel spreadsheet by selecting the **Export** button. The system will prompt you to download and save the file to your hard drive.



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My Dept/Div Disclosures    Services - Cumulative Days    **Current Annual Statements**

Annual Statement	Submission Deadline	Outside Activity or Interests	Status
test3, OPC - [Annual Outside Interests Statement - 2009]	7/2/09		In Preparation
test1, OPC - [Annual Outside Interests Statement - 2009]	7/2/09	yes	Annual Statement Complete
test2, OPC - [Annual Outside Interests Statement - 2009]	7/2/09	no	In Preparation

Figure 7

**STEP 10:** Select **Logout**, located in the top right corner.



*Tip 1* You can switch to your My OPC Disclosures workspace by selecting the My OPC Disclosures link on the left side.