

# eCOI+ My Inbox (Department Reviewer) Quick Guide



The screenshot shows the 'My Inbox' page for Betty Doe. The interface includes a left sidebar with navigation options, a main content area with tabs for 'My Inbox', 'Certifications in Progress', 'Completed Certifications', 'Upcoming Meetings', 'Past Meetings', and 'Under Management Plan'. The main content area displays a 'My Inbox' section with a 'PLEASE READ' message about an annual certification, a 'Submission Details for Discloser' table, and a 'Pending Items - Items requiring action' section with various counters. A right sidebar shows 'My Profile' and 'Recently Viewed Projects'. Numbered callouts (1-13) highlight specific elements: 1. My Current Actions; 2. My Roles; 3. Update/Edit Certifications; 4. Annual Certifications; 5. Startup Company Certification; 6. Create Staff Attendance at Events - Non-Faculty; 7. Certifications in Progress tab; 8. My Inbox message; 9. Create Annual Certification button; 10. Pending Items section; 11. My Profile; 12. Recently Viewed Projects; 13. eCOI+ Support & FAQs.

1. Current Actions	List of actions you can take related to creating or updating your disclosure
2. My Roles	If you have multiple roles in eCOI+ they will be displayed here. Selecting a role will change your view of My Inbox
3. Update/Edit Certifications	Access to update/edit your certification See also: <a href="#">eCOI+ Create/Update/Edit Certifications Quick Guide</a>
4. Create Annual Certification	Create/update your annual disclosure See also: <a href="#">eCOI+ Create/Update/Edit Certifications Quick Guide</a> See also: <a href="#">eCOI+ Disclosure Workspace Quick Guide</a>
5. Startup Company Certification	Create a disclosure related to a startup company See also: <a href="#">eCOI+ Startup Company Certification Quick Guide</a>
6. Create Staff Attendance at Events (non-Faculty)	Create a disclosure related to a startup company See also: <a href="#">eCOI+ Attendance at Events Disclosure Quick Guide</a>

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7. Additional information	My Inbox	Your personal inbox with any pending action items
	Certifications in Progress	Certifications that have not been verified/submitted
	Completed Certifications	Certifications that have been fully verified/submitted
	Upcoming Meetings	List of upcoming eCOI meetings
	Past Meetings	List of eCOI meetings
	Under Management Plan	List of disclosure that are currently under a management plan
8. System messages	Informational messages pertaining to your disclosure.	
9. Submission Details for Discloser	A depiction of where your disclosure is in the review process	
10. Pending Items – Items Requiring Action	My Pending Disclosure Certifications	Certifications that require attention/action item to move forward in processing
	My Pending Attendance at Events Submissions	Certifications that require attention/action item to move forward in processing
	My Pending Startup Company Disclosures	Certifications that require attention/action item to move forward in processing
	My Pending Departmental Reviews - Disclosures	Certifications that are awaiting a departmental review to submitted
	My Pending Departmental Reviews - Attendance At Events Submissions	Certifications that are awaiting a departmental review to submitted
	My Overdue Monitor Report(s)	Only applicable for COI Monitors- overdue annual check-in report
	My Reviewer Assignments	Disclosures submitted for Departmental Review
	My Reviewer Assignments for Startup	Startup Company disclosures submitted Departmental Review
11. My Profile	View or edit your eCOI+ profile  See also: <a href="#">eCOI+ My Profile Workspace Quick Guide</a>	

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12. Recently Viewed Items	List of recently viewed items for quick access. Clear the list by clicking on the  icon.
13. Resources	Links to additional resources, tools and FAQ's

## Related Quick Guides

- [eCOI+ Terminology Quick Guide](#)
- [eCOI+ Disclosure Workspace Quick Guide](#)
- [eCOI+ My Inbox Quick Guide](#)
- [eCOI+ Submissions Workspace Quick Guide](#)
- [eCOI+ My Profile Workspace Quick Guide](#)
- [eCOI+ Workflow and States Quick Guide](#)
- [eCOI+ Update/Edit/Create Certification Record Quick Guide](#)
- [eCOI+ Startup Company Certification Quick Guide](#)
- [eCOI+ Research Certification Quick Guide](#)
- [eCOI+ Attendance at Events Quick Guide](#)

## Department Reviewer

- [eCOI+ Department Reviewer Quick Guide](#)
- [eCOI+ My Inbox \(Department Reviewer\) Quick Guide](#)
- [eCOI+ Disclosure Workspace \(Department Reviewer\) Quick Guide](#)