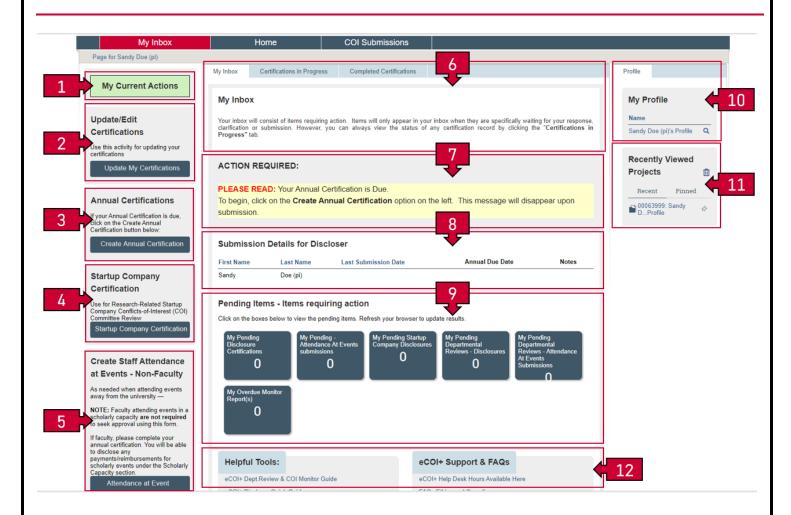
eCOI+ My Inbox Quick Guide





1.	Current Actions	List of actions you can take related to creating or updating your disclosure	
Certifications Cre 3. Create Annual Certification See		Access to update/edit your certification See also: eCOI+ Create/Update/Edit Certifications Quick Guide	
		Create/update your annual disclosure See also: eCOI+ Create/Update/Edit Certifications Quick Guide See also: eCOI+ Disclosure Workspace Quick Guide	
4.	Startup Company Certification	Create a disclosure related to a startup company See also: eCOI+ Startup Company Certification Quick Guide	
5.	Create Staff Attendance at Events (non- Faculty)	Create a disclosure related to a startup company See also: eCOI+ Attendance at Events Disclosure Quick Guide	

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6.	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	
7.	System messages	Informational messages pertaining to your disclosure.		
8.	Submission Details for Discloser	A depiction of where your disclosure is in the review process		
	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	
0		My Pending Startup Company Disclosures	Certifications that require attention/action item to move forward in processing	
9.		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	
		View or edit your eCOI+ profile		
10	. My Profile	See also: eCOI+ My Profile Workspace Quick Guide		
11	List of recently viewed items for quick access. Clear the list by clicking on the litems			

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Related Quick Guides

eCOI+ Terminology Quick Guide

eCOI+ Disclosure Workspace Quick Guide

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eCOI+ Submissions Workspace Quick Guide

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eCOI+ Update/Edit/Create Certification Record Quick Guide

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eCOI+ Research Certification Quick Guide

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Department Reviewer

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