


The screenshot shows the 'My Inbox' page for user Sandy Doe. The interface includes a navigation bar with 'My Inbox', 'Home', and 'COI Submissions'. The main content area is divided into several sections:

- 1:** My Current Actions (green button)
- 2:** Update/Edit Certifications (button with description)
- 3:** Annual Certifications (button with description)
- 4:** Startup Company Certification (button with description)
- 5:** Create Staff Attendance at Events - Non-Faculty (button with description and note)
- 6:** My Inbox header tabs (My Inbox, Certifications in Progress, Completed Certifications)
- 7:** ACTION REQUIRED: PLEASE READ: Your Annual Certification is Due. (yellow alert box)
- 8:** Submission Details for Discloser (table with columns: First Name, Last Name, Last Submission Date, Annual Due Date, Notes)
- 9:** Pending Items - Items requiring action (grid of buttons showing counts for various pending items)
- 10:** My Profile (user profile information)
- 11:** Recently Viewed Projects (list of projects)
- 12:** Helpful Tools and eCOI+ Support & FAQs (links to guides and help desk hours)

1. Current Actions	List of actions you can take related to creating or updating your disclosure
2. Update/Edit Certifications	Access to update/edit your certification See also: eCOI+ Create/Update/Edit Certifications Quick Guide
3. Create Annual Certification	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

eCOI+ My Inbox Quick Guide



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	
9. 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
10. My Profile	View or edit your eCOI+ profile See also: eCOI+ My Profile Workspace Quick Guide	
11. Recently Viewed Items	List of recently viewed items for quick access. Clear the list by clicking on the  icon.	

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](#)