Faculty: Submit Annual Certification:

1. Using a new browser session, log into http://edisclose.jhu.edu using your JHED ID and password.
2. Click My Home. If you have an annual certification to complete, there will be instructions for how to complete it, as well as a link to it on your My Disclosures workspace.
3. Click on the link to open the annual certification.
4. Run the Complete Annual Certification activity on the left hand side of the Annual workspace.
5. Once you click ok, you will note that the Confirm activity goes away.
6. Click My Home. If you have successfully completed your annual certification, you should no longer have an annual certification on the My Disclosures workspace. This goes away when you run the Confirm activity.