



Convercent Guide for Disclosure Reviewers



VCU

Integrity and Compliance

Log into Convercent

1 Bookmark this link for easy access:
<https://app.convercent.com/en-US>

Or click the link when you receive a disclosure notification in your VCU email:



A new disclosure 0013aa22 was submitted and received.
[Click here to sign in to Convercent and view the disclosure.](#)

2

A screenshot of the Convercent login page. It features the Convercent logo at the top, followed by 'Username' and 'Password' fields. The username field contains 'yourEID@vcu.edu' and the password field contains 'password'. There is a 'Remember me' checkbox and a 'SIGN IN' button. Below the button are links for 'Forgot your password?' and 'Raise a concern'.

3

A screenshot of the Central Authentication Service (CAS) login page. It has a yellow header with the text 'Central Authentication Service'. Below the header, it says 'Verify the URL' and 'Please verify the URL for this page begins with https://login.vcu.edu/'. There are fields for 'VCU eID' and 'Password'. A 'Login' button is present, along with links for 'Don't know your eID?' and 'Forgot your password?'. At the bottom, there is a checkbox for 'Warn me before logging me into other sites.' and a footer with links for 'About Us', 'About CAS', 'About eID', and 'Contact Us'.

View Disclosures

1



Convercent Dashboard *

My Organization

3

2

- My Action Items
- Cases
- Disclosures**
 - Disclosure Manager**
 - Disclosure Queue
 - My Disclosures
 - + Disclosure For Myself
 - + New Proxy Disclosure

Dashboard Queue

Disclosure Manager

Default View 1

	Disclosure Id	First Name	Last Name	Disclosure Status
<input type="checkbox"/>	0006aa21	Tori	Randolph	Pending
<input type="checkbox"/>	0006aa21	Participant	one	Pending

Review Disclosure Details

Review the information the employee provided to assess their disclosure for potential conflicts of interest.

0023aa19 : Disclosure Details

Jennifer Davidson (34567) 5 Disclosure(s) Date Created: 12/3/19

Type	Gifts Given
Department Name	Manufacturing
Hire Date	7/9/2015 12:00:00 AM
Job Title	Director of Manufacturing
Location Name	Shanghai Manufacturing Facility
Manages People	True

Details Notes Messages Tasks

Survey Responses

How is this organization/entity or other party related to BuyerWorld?
customer

Name of the organization/entity
Customer XYZ

Please describe the type of gift that was given
a plane ticket to a conference

Date the gift was given
12/3/2019

PENDING

ACTIVE MORE

Not watching

Recent Activity

- 03 DEC Disclosure Access Changed: External Group Granted Access by Autumn Sanelli (23456) today 2:26 PM
- 03 DEC Disclosure Access Changed: COI Disclosure Management Administrators Granted Access by Autumn Sanelli (23456) today 2:26 PM
- 03 DEC Disclosure Access Changed: Autumn Sanelli (23456) Granted Access by Autumn Sanelli (23456) today 2:26 PM
- 03 DEC Disclosure Access Changed: Jennifer Davidson (34567) Granted Access by Autumn Sanelli (23456) today 2:26 PM
- 03 DEC Disclosure Created by Autumn Sanelli (23456) today 2:26 PM

See All Activity

Disclosure status; click here to change to "In Review."

You can change your notification preferences for this specific disclosure.

Use "Messages" to communicate with the employee if you need more information to assess their disclosure.

Clear or Reject Disclosure

The screenshot shows a user interface for managing disclosures. On the left, a table lists 3 disclosures, with the first one dated 6/15/22. To the right of the table is a dropdown menu currently set to 'IN REVIEW'. A blue arrow labeled '1' points to this dropdown. A second dropdown menu is shown to the right, containing the options 'Clear Disclosure' and 'Reject Disclosure'. A blue arrow labeled '2' points to this second dropdown.

- If cleared **with conditions**, please communicate those conditions in the clearance message and/or provide a management plan for the employee to sign, if applicable.
- If rejected, please communicate reason for rejection in closure message.

The screenshot shows the 'Disclosure Clearance' form for a disclosure with ID 0186aa16. The form includes fields for 'Type' (Outside Employment) and 'Relationship with VCU'. The 'Clearance Message' section contains a text area with the placeholder text 'Your clearance message will be typed here.' and a red arrow pointing to the text area. At the bottom right, there are 'Cancel' and 'Submit' buttons, with a red arrow pointing to the 'Submit' button. A large yellow number '3' is overlaid on the bottom right of the form. A red circle highlights the 'Cleared No Conditions' radio button, which is selected.