Convercent Guide for Disclosure Reviewers

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:

convercent™

A new disclosure 0013aa22 was submitted and received.
Click here to sign in to Convercent and view the disclosure.

2

convercent

Username

yourEID@vcu.edu

Password

password

☐ Remember me

SIGN IN

Forgot your password?

Raise a concern

3

Central Authentication Service

Verify the URL

Please verify the URL for this page begins with
https://login.vcu.edu/

VCU eID

Don't know your eID?

Password

Forgot your password?

Login

☐ Warn me before logging me into other sites.

About Us   About CAS   About eID   Contact Us

VCU

View Disclosures

1

Convercent Dashboard ✱

My Organization

2

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

3

Dashboard › Queue

Disclosure Manager

Default View 1

☐	Disclosure Id	First Name	Last Name	Disclosure Status
☐	0006aa21	Tori	Randolph	Pending
☐	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.

VCU

Clear or Reject Disclosure

- 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.