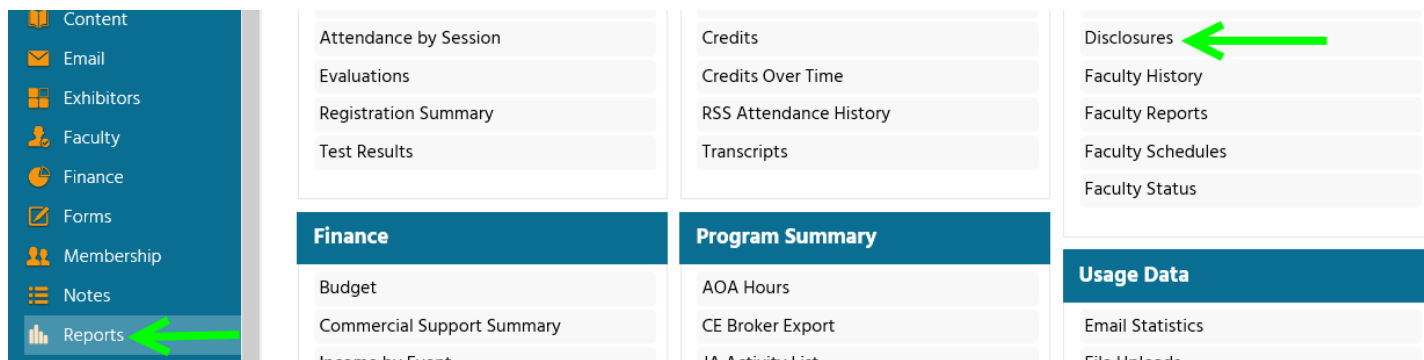


1 Avera CE Portal – Pull Report: Faculty Disclosure

1. Sign in to the [Avera CE Portal](#).
2. Scroll to the bottom of the Home page and click on “Administration” button.
3. Click Reports → Disclosures



4. Start typing in the last name of the person you are searching for in “Individual” box and then click on the drop down choice that matches name of the person.
the report. The report may take a minute to create. Please be patient. When finished you can export the report

Activity: All Parents Only [?](#)

Individual:

5. If the person has completed multiple disclosures, click the down arrow next to the date.

Multiple submissions were found. Click a date to view. 1/20/2017 8:21:58

ere found. Click a date to view. 1/20/2017 8:21:58

- 1/20/2017 8:21:58 PM
- 1/24/2017 10:00:18 PM
- 1/25/2017 8:20:37 PM
- 1/26/2017 5:23:14 PM
- 1/30/2017 3:53:53 PM
- 1/30/2017 3:54:49 PM
- 1/30/2017 3:55:32 PM
- 1/19/2018 8:40:31 AM



- 6. This pulls a disclosure report. **Make sure you are utilizing the email address that was utilized for completion of the disclosure. If this is not done, the disclosure will not populate on your application appropriately.** If no disclosure populates, that person does not have a disclosure on file at all.



- 7. Date of disclosure completion can be verified by scrolling to the bottom of the disclosure.



