- 1. Sign in to the <u>Avera CE Portal</u>.
- 2. Scroll to the bottom of the Home page and click on "Administration" button.
- 3. Click Reports \rightarrow Disclosures

5.

🥠 Content	Attendance by Session	Credits	Disclosures	
Email	Evaluations	Credits Over Time	Faculty History	
Exhibitors	Registration Summary	RSS Attendance History	Faculty Reports	
26 Faculty	Test Results	Transcripts	Faculty Schedules	
Finance			Faculty Status	
Forms	Finance	Program Summary		
	Budget	AQA Hours	Usage Data	
Reports	Commercial Support Summary	CE Broker Export	Email Statistics	
	Income by Event	IA Activity Lict	File Unloads	

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 inished you can export the report

Activity:				•	All 🗆 Pare	ents O	nly 🕜
Individual:				•	\leftarrow		
If the person has completed multiple disclosures, click the down arrow next to the date.							
Multiple submis	sions were fou	nd. Click a date to v	view.	1/20/20	17 8:21:58	•	Show All
ere found. Click a	date to view.	1/20/2017 8:21:58	•	Show A	II		
		1/20/2017 8:21:58	PM				
		1/24/2017 10:00:18	B 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				

2 Avera CE Portal – Pull Report: Faculty Disclosure

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.

0 9 Home	Faculty Disclosures
Activities	Instructions: Select an activity from the drop down list. Alternately, you can look up an individual by last name and if a disclosure has been su finished you can export the report to several formats including PDF.
Email	Activity: Select Activity All Parents Only @ Run
	Individual: Flanagan, Whitney (979) whitney.flanage 🔻
Forms Membership	Disclosure of Relevant Financial Relationships for Continuing Professional Education
📒 Notes 🥼 Reports	Expertise Expertise Please describe expertise and years of training specific to the educational activity and/or upload a CV/Resume. If you
	upload a CV/Resume, please indicate "CV/Resume Attached" in the text box below.

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

illi Reports	accepted scientific principals and methods, and will not promote the commercial interest of the funding company. Agree O Disagree N/A			
	My signature below indicates that I have read and completed this form myself and to the best of my ability provided current and accurate information. I am aware that financial disclosure information provided in this form will be shared with learners prior to their engagement in this CE activity.			
	Whitney Flanagan	ш		
	Signature Whitney Flanagan, MBA, RN-BC	Ξ		
	Previous			
	Disclosure of Financial Relationships Updated on 11/29/2016 by Whitney_Flanagan	•		