



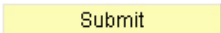



Completing the Conflict of Interest Law Acknowledgement (Self Service)

Step	Action
1.	Begin by logging into the HR Direct system.
2.	Enter the desired information into the User ID field. Enter a valid value e.g. " jsmith ".
3.	Enter the desired information into the Password field. Enter a valid value e.g. " October7& ".
4.	Click the Campus list. 
5.	Click the Campus list item. <i>Worcester.</i>
6.	Click the Login button. 
7.	Upon login, a message displays regarding the Conflict of Interest Law requirements.
8.	Click the OK link to navigate to the Conflict of Interest Acknowledgement page. Click the Cancel link to go to the standard Home page. If you choose to not complete the acknowledgement form upon login, you can also access this page using the following navigation: Go to the NavBar on the right, click Navigation , then Employee Self Service , then Personal Information , then COI Acknowledgement . You will also continue to receive this screen each time you login to the application until you complete the acknowledgement. In this example, you will complete the acknowledgement form.

Step	Action
9.	Click the OK link. 
10.	Click the Click here to access the Summary of the Conflict of Interest Law link.
11.	The Summary of the Conflict of Interest Law document opens in a new window as a PDF. You can either print a copy of the document or save it to your computer.
12.	Click the Close button. 
13.	Use the Submit button to acknowledge you received a copy of the document. Click the Submit button. 
14.	Use the Submit Confirmation page to acknowledge that your transaction has been saved.
15.	Click the OK button. 
16.	The Summary of Conflict of Interest Law page reopens. The Submit button is grayed out and the acknowledgement date displays the Current Date .
17.	You should receive an email confirmation if the HR Direct application has a valid email address for you.
18.	Congratulations! You have successfully acknowledged your receipt of the Summary of the Conflict of Interest Law. End of Procedure.