How to Create a Copy of an Existing Pre-Approval Request

User Guide

Research Security and Export Controls Office
Division of Research
Accessing Huron Disclosure System

To log in, please click [here](https://tamu.huronresearchsuite.com/) or copy and paste the following link in your web browser to log in using your SSO credentials: https://tamu.huronresearchsuite.com/

When you first log in, you will be on your Dashboard, which is the starting point for finding items and performing many basic tasks.
How to Create a Copy of an Existing Pre-Approval Request

1. From the Top Navigator, click the COI tab and then click Requests.

2. From the Requests page, click on the specific pre-approval request that you wish to copy.

3. Then click Copy Request.
Continued..

4. Add a name for the new Pre-Approval Request in the **New Request** name box. Click **OK**.

5. Wait a few seconds and then refresh your browser to see the new Pre-Approval Request listed.

Note: The copied pre-approval request form will be in **Pre-submission** status until you finish editing it and click the **Submit** button.

6. Update the information already included as needed. **Dates need to be changed to fall within the current FY.**

7. On the next page, click the **Submit** button.

8. On the pop-up window, carefully read all certifications and then click **OK**.