Instructions For a **Proxy** in Huron

Research Security and Export Controls Office  
Division of Research
What a Proxy can do:

- View the Disclosure Profile Workspace
- Edit the Entity Disclosure Information
- Assign and remove proxies for the disclosure
- Notify the discloser when the proxy completed the updates
What a Proxy cannot do:

- Certify/Submit the Disclosure Profile Update
- Respond to clarification requests
- Review and accept management plans
- Review and certify training
Complete the Proxy Update

If you are assigned as a Proxy, follow these steps:

1.) Log in the Huron system using SSO.

2.) Under the COI tab, click the link for the specific Disclosure Profile for which you want to complete the proxy update.

3.) If the discloser has something to disclose, click on EDIT DISCLOSURE PROFILE and enter the related information.
Complete the Proxy Update (Continued)

4.) After you have entered all relevant information, or if the discloser does not have anything to disclose, click COMPLETE PROXY UPDATE.

5.) If required, enter comments and upload supporting documents.

6.) Click OK

7.) The discloser receives an email notification that the proxy has completed the updates. The discloser needs to review the updates done by the proxy and then complete and submit the disclosure profile update.
Complete the Proxy Update (Continued)

• NOTE: The proxy details appear in the History tab of the disclosure profile. Just below the state of the disclosure profile, the discloser can see the date on which proxy completed the latest update.