

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

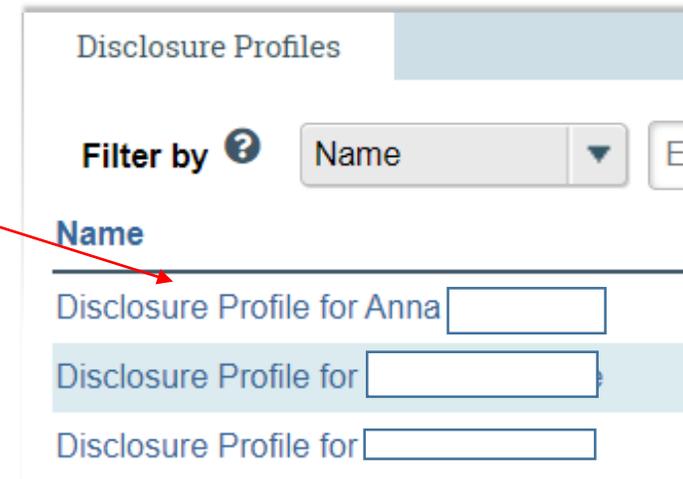
What a Proxy cannot do:

- 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 Proxy Update

 Assign Proxy

 Remove Proxy

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.

[Edit Disclosure Profile](#)

Discloser proxy: Iana Greive

Disclosures				Pre-Approval Requests				History							
Filter by				Activity				Enter text to search							
				+ Add Filter				X Clear All							
Activity				Author				Activity Date							
<input checked="" type="checkbox"/>				Proxy Update Completed				Greive, Iana G				8/10/2022 1:50 PM			