Assigning a Delegate in KCOI:

The COI Delegate functionality allows Reporters to assign Delegates. *Delegates can add, edit, and update answers and information within the Reporter’s KCOI disclosure. However, Delegates cannot submit the disclosure for review. This MUST be done by the Reporter. Once the Delegate completes their action(s) the Reporter must return to the disclosure, review the updates, certify, and submit.*

Steps to Assign a COI Delegate:

**STEP 1:** Go to [www.usmd.kuali.co/coi](http://www.usmd.kuali.co/coi). Log in using your University User ID and Password.

**STEP 2:** Navigate to KCOI. If prompted, select the Campus: **UMD - College Park**.

Complete the University’s Multi-Factor Authentication (MFA) if prompted to do so. From the Kuali “Apps” Page - Click “CONFLICT OF INTEREST” (the icon with two arrows).

**STEP 3:** Click on **Manage Delegates** in the left navigation bar of the COI portal.
**STEP 4:** Click on the Add Delegate button and start typing the person's name; select the correct name once it appears. Click the Add button. Repeat this process to assign a second delegate.

*Please NOTE:* The individuals you have assigned as delegates are listed under My Delegates.

**STEP 5:** Click the trashcan icon to remove delegates. In the dialogue that appears, click the Confirm button to complete this change.