Request to Edit in KCOI

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

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 2:** **Open** the Reporter’s disclosure. Under the Reporter’s name and contact information there will be a **Red Bar**. Click on **Request to Edit**. This action sends a notification to KCOI administrators that the Reporter would like their disclosure sent back.

**STEP 3:** Once the request is made there will be a confirming **Orange Bar**. The KCOI administrator will review the request and, in most cases, return the disclosure to the Reporter for updating.

If the Reporter would like to cancel this request, they can use the **Cancel Edit Request** option that should appear along with the orange bar (on the right side of the screen).