UNIVERSITY OF ILLINOIS SYSTEM
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Completing Non-University Investigator Registration

Non-University affiliates do not have a **NetID** and must register with the University of Illinois System to access the *START myDisclosures* application.

Creating an account as a Non-University affiliate

Step	Task
1.	Check your email and locate the email with the subject line **ACTION REQUIRED.** The email includes a **username** generated by the application. You must use the assigned **username** when you register.
2.	In the email, click on the link for **START myDisclosures**. Click the button for **Non-University Login**. Then click **New user? Create an account**.
3.	**Enter the Username** provided in the email in the **Select a username** field. Please remember your username and save it for future use. **Do Not** create a username different than the one sent to you.
4.	Enter your **Email address**.
5.	Enter your **First name**.
6.	Enter your **Last name**.
7.	Enter and confirm a **New Password.** **NOTE**: You must follow the rules for password criteria. Click on (show password criteria). **NOTE:** Please remember your password and save it for future use.
8.	Click on **Create Account**.
9.	Enter the **CAPTCHA Confirmation Code** that appears on the screen.
10.	Click the **Submit** button. **NOTE**: You will receive a message that you have successfully registered.
11.	Click **Continue** to answer account security questions.
12.	Select three security questions.
13.	Enter the answers to your three security questions.
14.	Enter your **Current Password**.
15.	Click the **SAVE** button. **NOTE**: You will receive a message that you have successfully built your security questions.
16.	You will return to a login screen. Login with your username and password to start your **Sponsor Specific Questionnaire.** **NOTE:** New users to *START myDisclosures* must answer four screening questions to determine your reporting requirements. Please be sure to answer "**Yes**" to the determining requirements question #2.