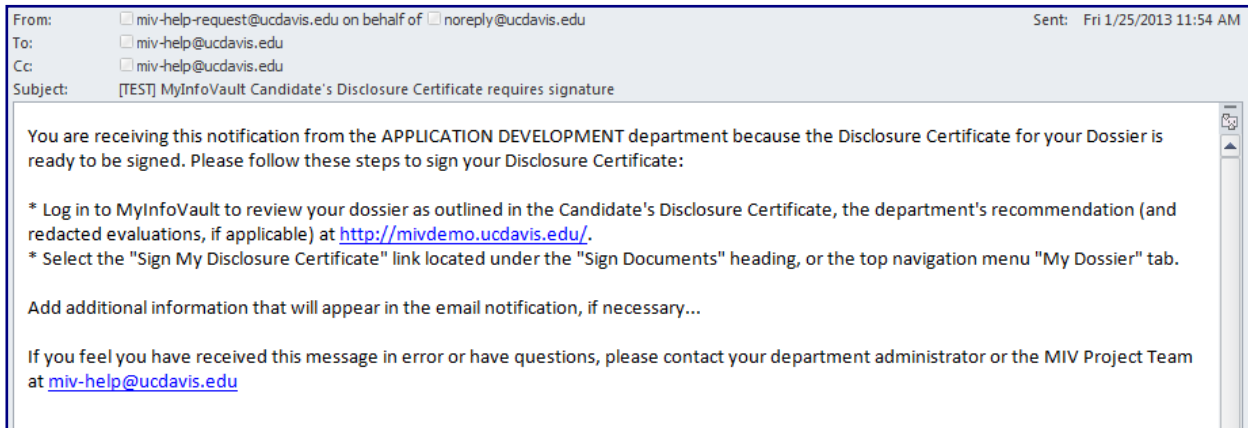
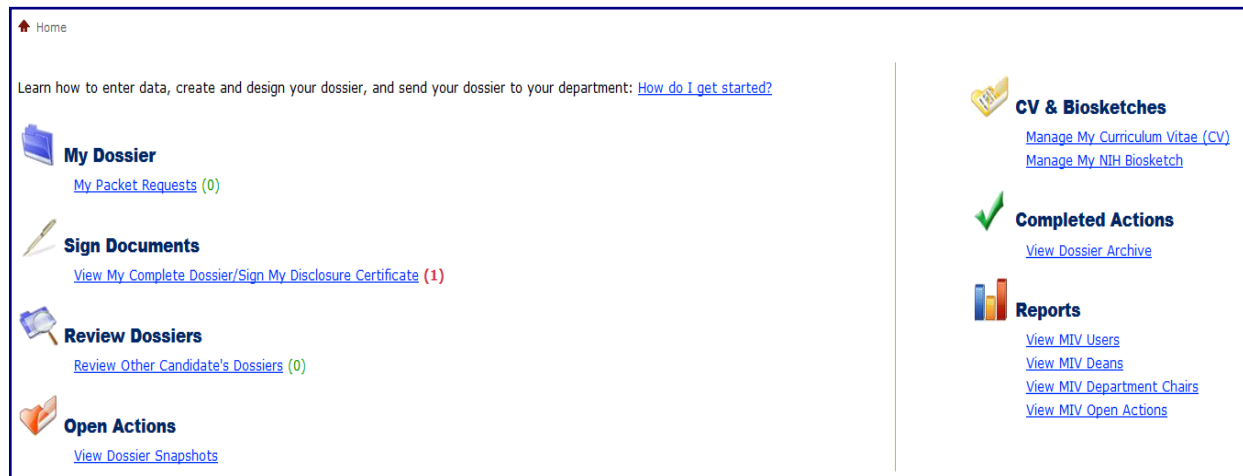


## STEPS FOR SIGNING YOUR DISCLOSURE CERTIFICATE

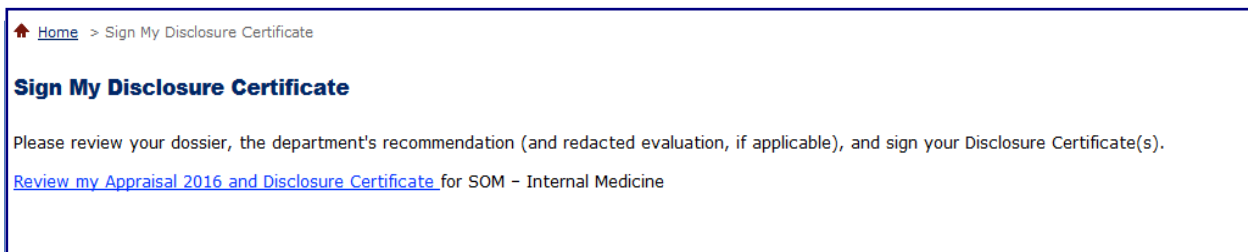
1. You will receive an e-mail in your inbox informing you that you have a disclosure certificate to be signed.



2. Log into MIV and click "Sign My Disclosure Certificate" on your home page (there should be a red number behind this link).



3. Click on "Sign My Disclosure Certificate" and you will receive another link that says "Review My [action name & year] and Disclosure Certificate."



- Click on that link and you will receive a message that says “View My Dossier as One PDF File: [action & year]”

[Home](#) > [Sign My Disclosure Certificate List](#) > Sign My Disclosure Certificate (Elisabeth Adler-Lund) [Return to My Account](#)

### Sign My Disclosure Certificate

**Candidate:** Elisabeth Adler-Lund  
**View My Dossier as One PDF File:** [Merit 2013](#)  
**Signature Requested for:** [My Candidate's Disclosure Certificate](#)  
**Requested by:** Information and Educational Technology – Application Development

I certify that I have reviewed my dossier as outlined in the Candidate's Disclosure Certificate, and I have reviewed the department's recommendation (and redacted evaluations, if applicable).

- Click on the action and year link (Merit 2013 in the example above) to review their entire dossier as one PDF file. This PDF file includes all redacted extramural letters (if applicable) and any other documents added to MIV by the department. This is your opportunity to save a copy of the dossier to your computer. You may also review only the “My Candidate’s Disclosure Certificate,” but this is only the disclosure certificate, not the entire dossier.
- After you are satisfied with your review, click the button “Sign My Candidate’s Disclosure Certificate,” at which time you will receive a confirmation screen:

(Elisabeth Adler-Lund) [Return to My Account](#)

[Home](#) > [Sign My Disclosure Certificate List](#) > [Sign My Disclosure Certificate](#) > Sign My Disclosure Certificate: Confirmation

### Sign My Disclosure Certificate: Confirmation

Candidate's Disclosure Certificate has been signed by:  
**Elisabeth Adler-Lund:** 1/25/13 12:02 PM

- If you are NOT satisfied with your review, click “Cancel” and alert the department administrator or department chair that you have declined to sign their disclosure and that the dossier needs additional work.

**NOTE:**

- If you have a joint appointment you will need to sign a disclosure for each department.
- Signing this certificate acknowledges that you have approved of the dossier as reviewed.
- If changes are made to the dossier, you will need to sign a revised disclosure certificate for each of your appointments.