

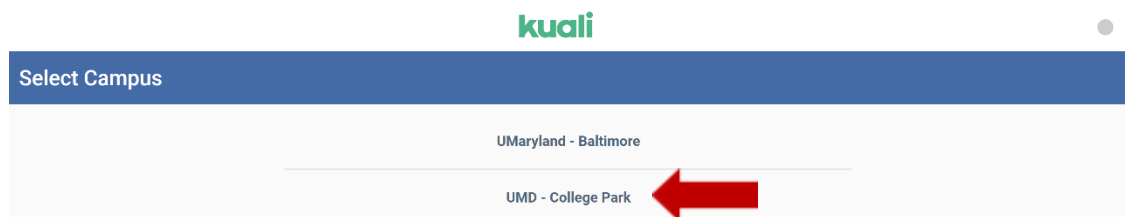
## Assigning a Delegate in KCOI:

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.*

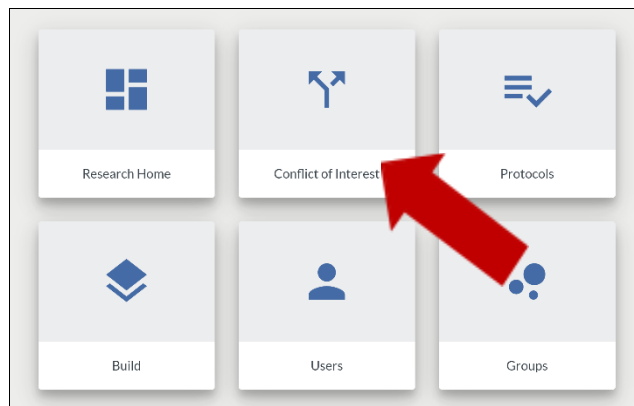
### Steps to Assign a COI Delegate:

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

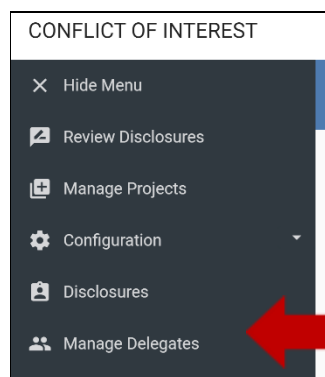
**STEP 2:** Navigate to KCOI. If prompted, select the Campus: **UMD - College Park**.



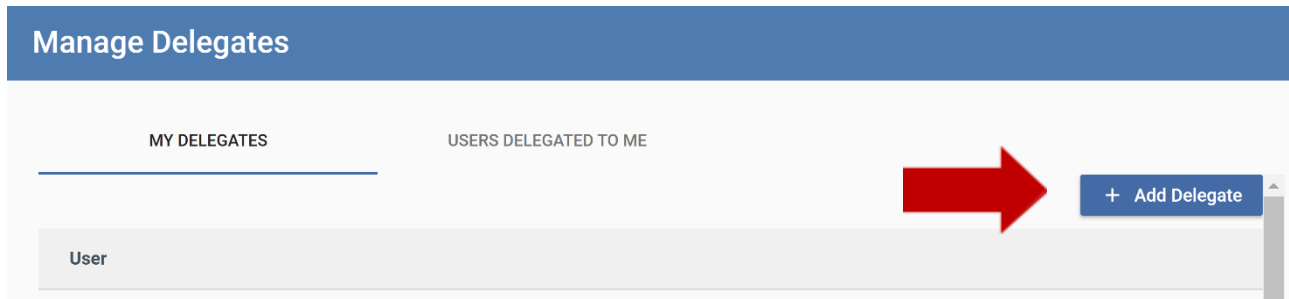
Complete the University's Multi-Factor Authentication (MFA) if prompted to do so. From the **Kuali "Apps" Page** - Click **"CONFLICT OF INTEREST"** (the icon with two arrows).



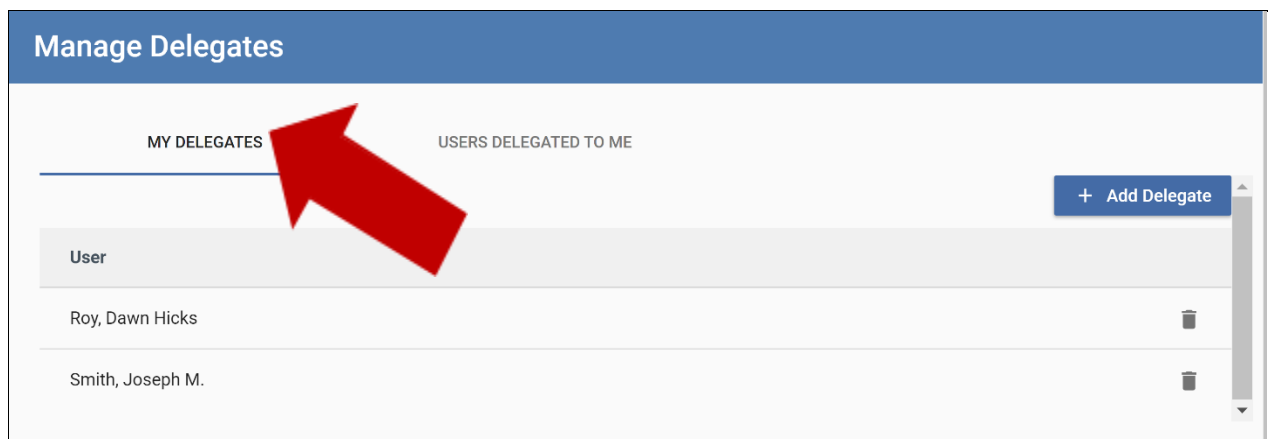
**STEP 3:** Click on **Manage Delegates** in the left navigation bar of the COI portal.



**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.

