This guide is intended for all faculty and staff who are involved in the conflict of interest/commitment approval chain of command.
LOGGING IN

- In your preferred web browser, go to https://outsideactivity2.utsystem.edu/
- Enter your UTPB credentials and click Login
ACCESSING APPROVER PORTAL

1. From the home screen click [Go to Approver Portal]

2. Approval Portal statuses
   a. Approvals Needing Your Action – items awaiting your review and action
   b. Pending Final Approval – items that you have approved but have not yet reached a final status (have not travelled up the approver hierarchy)
   c. Final Approved/Final Acknowledged – items that you have reviewed and approved which have also reached a final status. This section could also include records that were deactivated or withdrawn by the employee
1. Under Approvals Needing Your Action, click Review
   a. You will see the Requests Review Page which includes all details of the request submitted by your employee on the left and your actions on the right in green. There are instructions at the top that coincide with your role in the approver chain.

2. Complete all fields in the Approver Actions section on the right.
3. Select an action from the drop-down menu and add comments for the next person in the approver chain
   a. Note: the approval must follow the organizational chart all the way to the President so keep that in mind when choosing an action. If you are routing to another person, you will enter their name in the box that appears.

4. Click Submit Form
   a. You will see a confirmation of your action at the top of the green section. The approval has now been routed to the next person and you will see it under Pending Final Approval in the Approver Portal.
Before Your Action

After Your Action
HAVE QUESTIONS?

- For policy and situational questions contact:
  - Doug Binnion – Compliance Manager (binnion_d@utpb.edu, 432-552-3702)
  - Narita Holmes – Title IX Coordinator (holmes_n@utpb.edu, 432-552-2697)

- For portal use questions contact:
  - Jessica Luna – Training Coordinator (luna_j@utpb.edu, 432-552-4701)
  - Doug Binnion – Compliance Manager (binnion_d@utpb.edu, 432-552-3702)
  - Narita Holmes – Title IX Coordinator (holmes_n@utpb.edu, 432-552-2697)