

NSU Conflict of Interest Compliance Program Instructions

At the launch of our conflict of interest campaign, you will receive an email from Convercent with a description of the action required by you and link that will prompt you to log in to your employee dashboard and begin NSU's COI Compliance Program. This email may be delivered from noreply@convercent.com or noreply@convercent.us. In most cases, the entire process – including completion of the required COI disclosure questionnaire – will take no more than 20 minutes to complete.

Once you've received the email, simply click on the link in the email that reads: "[Click here to log into Convercent and view the task.](#)"

- After you've clicked the link in the email, you will be redirected to Convercent and should automatically be logged in, as your Convercent profile is connected to your NSU "single sign on".
- If for some reason you are not automatically logged into Convercent after clicking the link, please ensure that you are logged into the Sharklink portal. If you are logged into the Sharklink portal and you are still not automatically logged into Convercent, please use your NSU credentials (NSU Username "bxavier@nova.edu" and NSU Password) to log into Convercent.
- Once you've logged in, you'll be taken to the 'My Actions' section of Convercent, where you will simply click on 'Start' button to begin working on your assigned tasks.
- It is important to note that the assigned tasks must be completed in order. The system won't allow you to move on to the second or third component of the program without having completed the first. The components you'll need to complete are:

1. NSU COI Declaration and Disclosure Policy

- To begin the policy review, click on the 'Start' button which will take you to the 'Course Module' section of Convercent;
- from there, please click on the green 'Download' button.
- By clicking on the 'Download' button, the policy will automatically begin downloading onto your computer or device.
- Please locate and open the download to begin reading and reviewing the NSU COI Declaration and Disclosure Policy.
- Once you've read and reviewed the policy, please click the green 'Attest' button located 'Course Module' section of Convercent
- After clicking the 'Attest' button, a small pop-up attestation box will appear on your screen.
- Once the pop-up appears on your screen, you will need to type your name into the blue shaded signature box and then click the green 'Attest' button on the lower left-hand side of the pop-up box.

2. The Automated Training

- To begin this course, click on the 'Start' button which will take you to the 'Course Module' section of Convercent;
- from there, please click on the green 'Start Course' button;
- shortly thereafter, please click on the green 'Launch Course' button which will cause the course to open in a separate tab.
- Please be patient as it may take a minute or two for the course to load and begin.
- Once the course appears on your screen, please click play and use the navigation buttons at the top right of your screen and presentation.
- If interested in hearing the voiceover, please ensure that your sound is turned on.
- When you've arrived at the end of the video, please click on the blue

'Complete Video' button on the top right-hand side of your screen to ensure that the system registers that you have completed the course.

3. COI Questionnaire and Disclosure Form

- Click on the 'Start' button to begin working on the nine questions listed on the disclosure form
 - Carefully read the information provided at the top of the questionnaire to ensure that you are aware of how to proceed.
 - You can then answer "Yes" or "No" for each specific disclosure type.
 - If you select "No", simply move on to the next question.
 - If you select "Yes", a large pop-up box will appear on your screen enabling you to provide more details.
 - Once you are satisfied with the details that you've provided, please click on the 'Save' button on the lower right-hand side of the pop-up box.
 - In the event that you clicked "Yes" in error, simply click on the 'Cancel' button on lower right-hand side of your screen.
 - Once you've answered all of the questions on the questionnaire, please click on the 'Submit' button on the lower right-hand side of the questionnaire.
 - Immediately after submitting the questionnaire, a small pop-up box will appear informing you that your action item is complete.
 - Once you see that pop up box, click on the 'Dismiss' button which will signify that you've completed NSU's COI Compliance Program.
- You can log back into your employee dashboard as often as needed to complete the required actions prior to this year's deadline, or to update any disclosures as changes arise.
 - Once you have submitted the completed disclosure form, it will be immediately forwarded to the appropriate individuals within your college or unit for review.
 - Your Dean/Vice President will receive a report indicating your completion of the training and submission of the disclosure questionnaire. In the event of the disclosure of an actual or potential conflict, your Dean/Vice President will receive the disclosure questionnaire and may contact you for additional information and/or to discuss measures to eliminate or remediate the conflict concerns.

Please be sure to look for your initial welcome email and invitation from Convercent to get started as well as email reminders regarding any disclosure actions required.

We always appreciate your feedback. Please email hr-coi@nova.edu with any comments, questions or need for support to make this a positive and valuable experience.