

# Acknowledgements & Disclosures

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As an employee of the Maricopa Community Colleges, you must complete certain mandatory annual Acknowledgements and Disclosures. Others are completed on a semester basis depending on need.

1. To view Acknowledgements and Disclosures, go to:  
<http://www.maricopa.edu/disclosure/>.
2. Click on the Acknowledgements and Disclosures that need to be completed.

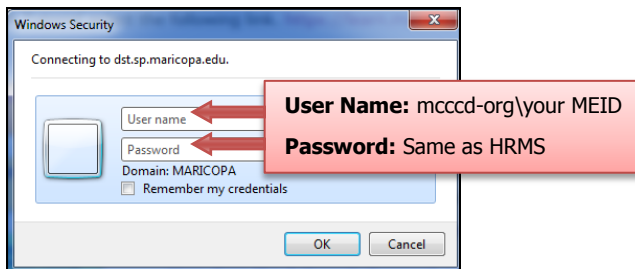
**Annual:**

- Acknowledgement and Disclosure 2014 - 2015
- Annual Travel Acknowledgement 2014 - 2015
- Adjunct Faculty and Temporary Employees  
Completion Counts Towards Public Sector and Ethics Training

**Semester:**

- I am an Instructor Reporting a Possible Enrollment Irregularity
- I am an Employee taking a Maricopa Course Using a Tuition Waiver

- You will receive an authentication prompt.
3. Enter your username and password.  
Your username is slightly different from HRMS. It will be mcccc-org\your MEID.  
Your username is not case sensitive.  
For example, mcccc-org\xxtri081244.



4. Click OK.
5. Follow the prompts to complete any given Acknowledgement and Disclosure.  
**Note:** Depending on the form, there may be dropdown menus or radio buttons containing questions that need answering; there may be text boxes for you to enter information.
6. Click the Next button to proceed.
7. Click Finish.

*Source: Business Services*