Ancillary reviews allow an assigned reviewer to request input on a disclosure or pre-approval request from anyone on campus and can be used in the approval process or to help determine if a management plan is necessary. The guide will show how to Request an Ancillary Review and View the Response once it is completed.

**Requesting an Ancillary Review:**

1. Open the certification and click “Manage Ancillary Reviews.”

2. The Manage Ancillary Reviews window will open. Click the “Add” button to create the request.
3. Click the ellipses and select a name to assign the Ancillary Reviewer.

4. Choose “Department or College” for the Review type.

5. Select “Yes” to require a response, add directions or documents if desired, then click “OK.”
Viewing a Completed Ancillary Review

1. Open the certification. The History tab will show that the Ancillary Reviewer has submitted a review. To view, click on the Submitted Ancillary Review hyperlink under the Activity column.

![Image of certification and history tab]

2. The Summary of Submitted Ancillary Review window will open showing that the has been completed by indicating an answer of “Yes” under Question 2. This process can be run multiple times as needed. The breadcrumbs across the top of the page allow you to page through the history of the reviews.

![Image of summary of submitted ancillary review]

- Click to view review history