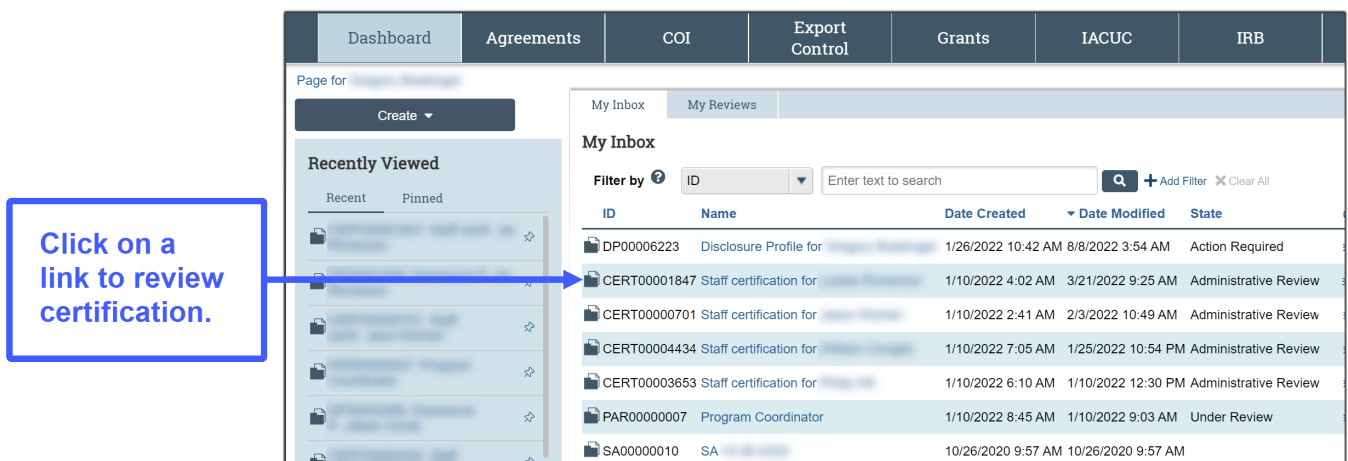# Quick Guide to Reviewing Disclosure Profile in CAMS

This guide will give basic guidance through the review process of disclosure profiles and certifications in CAMS. Guides for Clarification Requests, Management Plans, and Pre-Approval Requests are available on the CAMS Website Training page. A video demonstration of the CAMS Certification review process is also available.

How to Review a Disclosure Profile Certification in CAMS:

1. Enter CAMS using the icon in the myFSU portal.
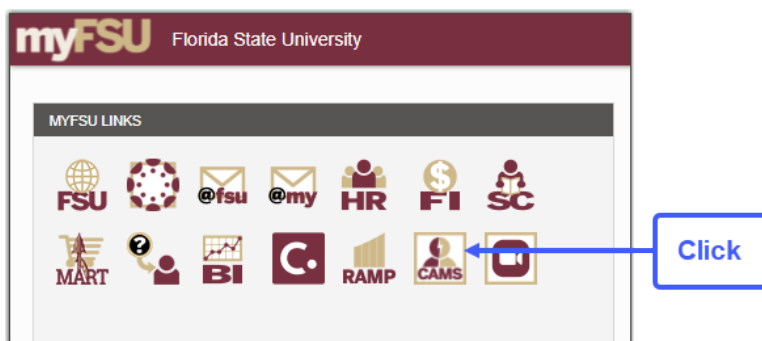
2. CAMS will open to your Dashboard Inbox which shows all Certifications that are awaiting review.

3. The disclosure certification will open in Administrative Review.

Click to see disclosures.

4. Use the check boxes on the right to indicate that each section has been reviewed. This will also save your progress in case there is a need to stop in the middle of reviewing a profile.

Click

5. Click on "View" to open a pop-up window for more detail about a specific item being disclosed.

6. When your review is complete, click on "Assign Reviewer" to assign it to the next reviewer. Only the Final Level 3 reviewer should click "Submit Administrative Review."

7. The Assign Reviewer window will open. Click the ellipses (…) to choose the next reviewer from the pick list. If you are the first reviewer of the disclosure profile, select the Level 2 reviewer. If you are the Level 2 reviewer, select the Level 3 reviewer. Add comments for the next reviewer to reference and click OK.
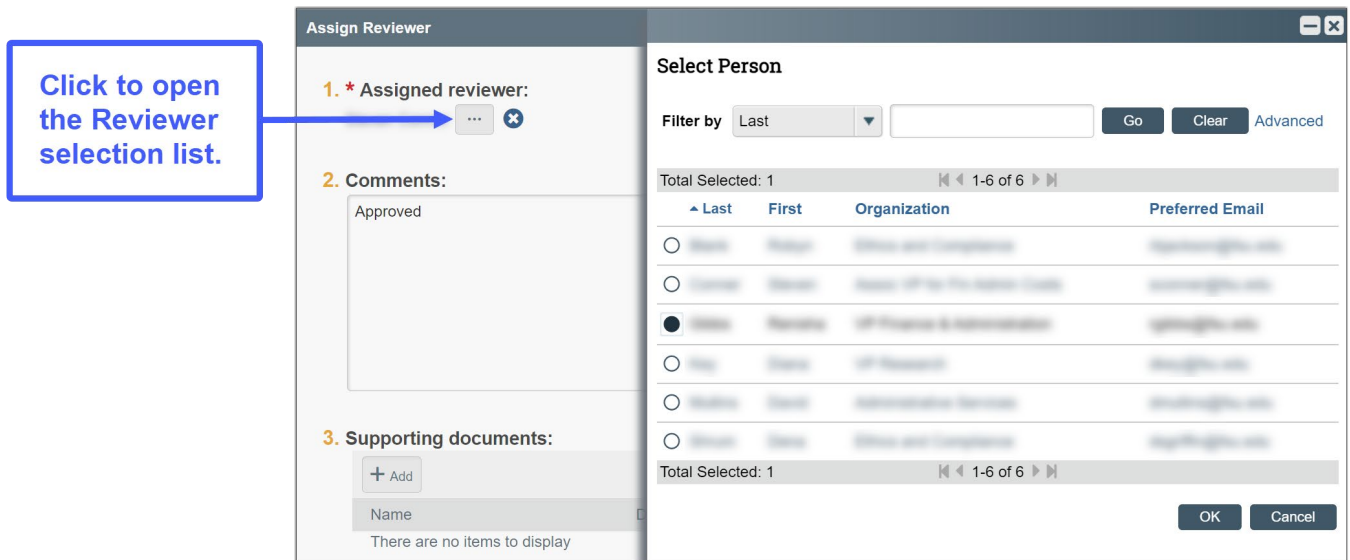
8. The Certification stays in Administrative Review and will show that it has been assigned to the next reviewer. CAMS will notify the next reviewer that the certification has been assigned to them. Click the Dashboard tab at the top to return to your Inbox.