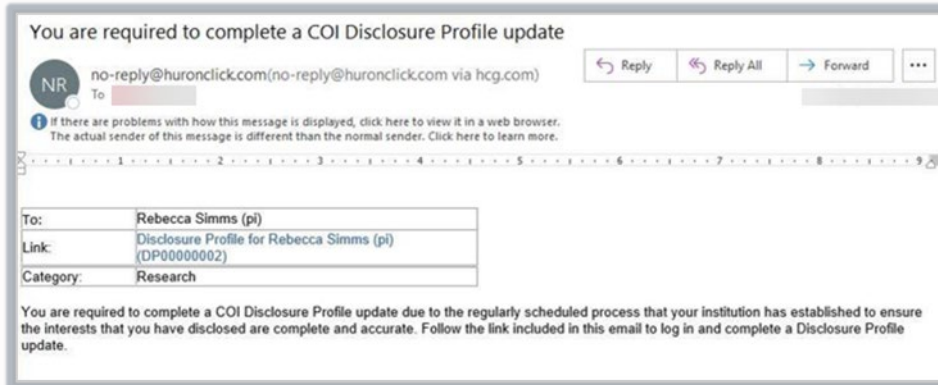


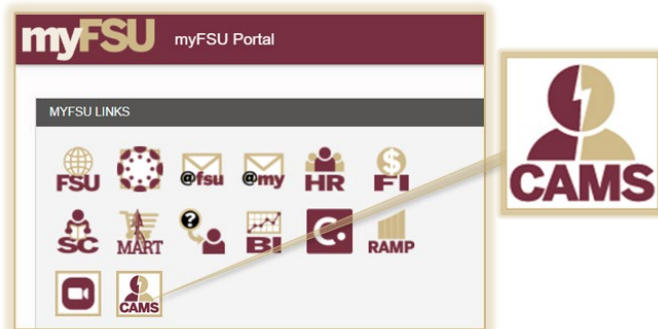
Quick Guide to Getting Started in CAMS

Accessing CAMS

1. Click on the CAMS hyperlink within an email notification



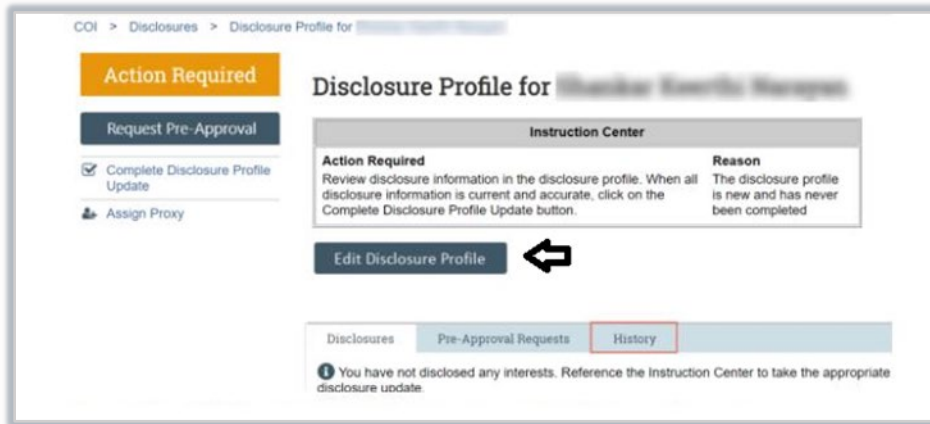
2. Log in to the myFSU Portal and click on the CAMS icon.



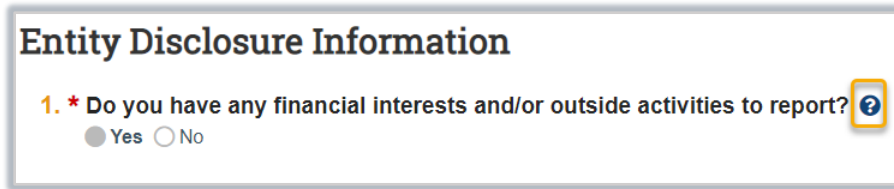
3. Type the CAMS website address in your browser: <https://cams.fsu.edu>

Disclosure Profile

4. Your landing page will indicate “Action Required” to update your profile. Click on “Edit Disclosure Profile” to open the page.

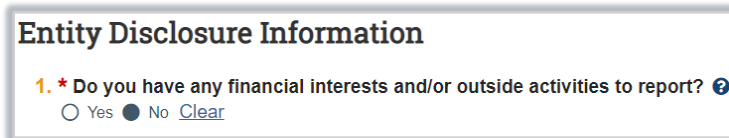


5. Review the training document for your assigned category, then scroll down to begin your disclosure process, beginning with Entity Disclosure Information. Use the (?) bubbles to obtain more information on each disclosure question as you move through the system.



6. If you have nothing to disclose or report, indicate that you have completed the training for your discloser category and follow these steps:

a. For question 1, select “no.”



b. Click **Continue** →

c. Click **Complete Disclosure Profile Update**

d. Click **OK** to verify that all disclosure information is accurate and current.