**Use Firefox to log-in, NOT Internet Explorer**

**To:** Researcher
**Subject:** [Maestro] FCOI Annual Disclosure

# Welcome to the Maestro FCOI module.

You have received a new task to enter or renew your Financial Conflict of Interest (FCOI) disclosure as required by System Regulation 15.01.03. Please click [**https://maestro.tamus.edu**](https://maestro.tamus.edu) to login to Maestro.

1. Navigate to sub-tab *Researcher* -> *FCOI* -> *Disclosure Task*. You will see who is your COI official and their contact info.
2. Click on the *Submit Disclosure* or *Renew Disclosure* link to take you to the disclosure document.
3. Enter data, certify and submit your disclosure.

If you need more information, please contact your COI official.

## Maestro Login ID and Password

Your Maestro login ID and password are the same as your login ID and password for Single Sign-On/HRConnect ([**https://sso.tamus.edu**](https://sso.tamus.edu))

## GENERAL MAESTRO INFORMATION

Maestro is an enterprise-wide system to support researchers and research administration across **TheTexas A&M University System**.

The system provides researchers with timely and accurate information needed to manage their research activities and give them different tools to help establish collaborations. Executives can find key performance research data for their institutions, and research administrators have the ability to streamline some of the research administration processes.

## Change your password

To change your UIN password, log into Single Sign-On/HRConnect ([**https://sso.tamus.edu**](https://sso.tamus.edu)). Click on the profile tab. Enter and verify a new password. Click save to complete this change.

## Training

If you are interested in training, please contact **maestro@tamus.edu**