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Using myVITA - Introduction and Dashboard

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Using myVITA

Introduction and Dashboard

Tutorial Produced and Narrated By:
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Library and Learning Resources



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myVITA Using myVITA

- Faculty Reporting System
- Support the management of academic units
- Companion product called Review, Promotion and Tenure (RPT)



Who can enter information into myVITA?

- Tenured, Tenure-Track, and Ranked NTT
- Delegates



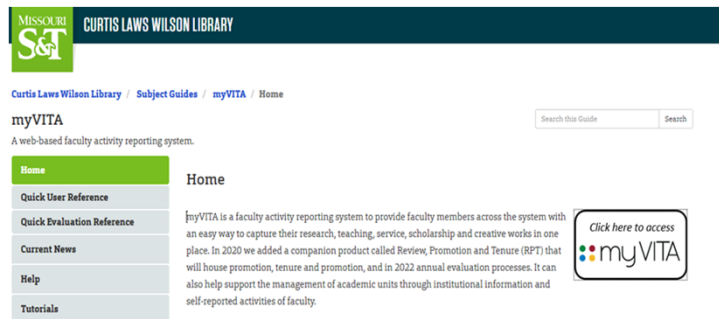
Who can see information in myVITA?

- You and your delegates see your information.
- You and your department head or evaluator see your evaluations.
- Administrators such as your Dean and Provost see your evaluations



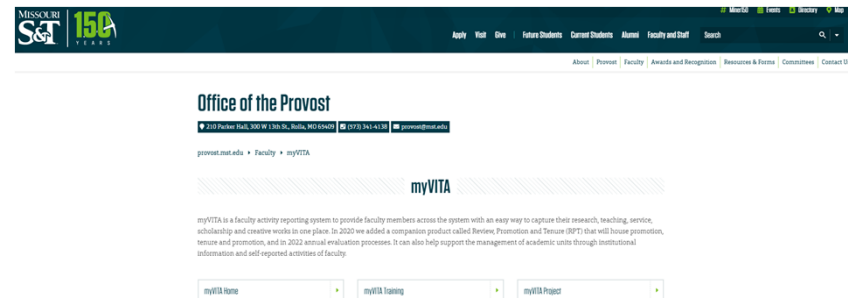
myVITA Using myVITA

- Library Guide at: <https://libguides.mst.edu/myVITA>
- Provosts Office at: <https://provost.mst.edu/faculty/myvita/>
- Direct access at: <http://www.data180.com/faculty180/umsystem>
- Log in using your University Username and Password.



The screenshot shows the myVITA library guide page. At the top, there is a dark green header with the Missouri S&T logo and the text "CURTIS LAWS WILSON LIBRARY". Below the header, the breadcrumb trail reads "Curtis Laws Wilson Library / Subject Guides / myVITA / Home". The main heading is "myVITA" followed by the subtitle "A web-based faculty activity reporting system." and a search box. On the left, there is a vertical navigation menu with items: Home, Quick User Reference, Quick Evaluation Reference, Current News, Help, and Tutorials. The "Home" item is highlighted in green. The main content area features a paragraph describing myVITA and a "Click here to access" button with the myVITA logo.

<https://libguides.mst.edu/myVITA>



The screenshot shows the myVITA page on the Provost's Office website. At the top, there is a dark green header with the Missouri S&T logo and the text "150 YEARS". Below the header, the breadcrumb trail reads "About | Provost | Faculty | Awards and Recognition | Resources & Forms | Contact Us". The main heading is "Office of the Provost" followed by the address "210 Parker Hall, 900 W 13th St., Sallis, MO 65201" and the phone number "314.352.4130". Below this, there is a link to "provost.mst.edu" and a breadcrumb trail "Faculty > myVITA". The main heading is "myVITA" followed by a paragraph describing the system and a search box. Below the search box, there are three dropdown menus: "myVITA Home", "myVITA Training", and "myVITA Project".

<https://provost.mst.edu/faculty/myvita/>



Recommended Browsers





CAUTION: When navigating in myVITA, please do not use the back, forward or refresh browser buttons, as this could cause errors and may result in a loss of data. Use the navigation within myVITA to ensure smooth transitions between pages.



myVITA Using myVITA

Home
myVITA
Announcements & Help
Profile
Activities
Evaluations
Forms & Reports
Vitas & Biosketches
Find Colleagues
Account Access
Administration

Review, Promotion and Tenure
Cases
Templates
Administration
Reports
Users & Groups

My Tasks 1

1 Unread Tasks

0 Read Tasks

Title	Due Date
Assign Activity Classifications for Imported Scholarly Works	
Activity Input	

Add Activity

Select from the dropdown list to create a record of your professional activities.

Import Records

Import records of your scholarly contributions and creative productions from academic sources.



myVITA Using myVITA

Home
myVITA

- Announcements & Help
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- Evaluations
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Additional Resources and Support

Visit: <http://libguides.mst.edu/myVITA>

Email: myvita@mst.edu

Call: 573-341-4008

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