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Using myVITA - Introduction and Dashboard

James Roger Weaver

Missouri University of Science and Technology, weaverjr@mst.edu

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Using myVITA

Introduction and Dashboard

Tutorial Produced and Narrated By:
Roger Weaver
Director of Library Operations and Scholarly Communications
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 top navigation bar for the Missouri S&T Curtis Laws Wilson Library. Below the navigation bar, the breadcrumb trail reads "Curtis Laws Wilson Library / Subject Guides / myVITA / Home". The main heading is "myVITA" with a sub-heading "A web-based faculty activity reporting system." and a search box. A sidebar on the left contains a menu with items: Home, Quick User Reference, Quick Evaluation Reference, Current News, Help, and Tutorials. The main content area features a "Home" heading and a paragraph describing myVITA as a faculty activity reporting system. A call-to-action button with the myVITA logo and the text "Click here to access" is positioned to the right of the text.

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

The screenshot shows the top navigation bar for the Missouri S&T 150th Anniversary website. Below the navigation bar, the breadcrumb trail reads "provost.mst.edu / Faculty / myVITA". The main heading is "Office of the Provost" with contact information for 210 Parker Hall, 900 W 13th St., Rolla, MO 65803, and phone number 937.353.4130. The myVITA logo is prominently displayed. Below the logo, a paragraph describes myVITA as a faculty activity reporting system. At the bottom, there are three dropdown menus labeled "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.

Select...

Import Records

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



myVITA Using myVITA

Home
myVITA

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

Review, Promotion and Tenure

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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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