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Using myVITA - Profile

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Using myVITA Profile

Tutorial Produced and Narrated By: Roger Weaver Director of Library Operations and Scholarly Communications Library and Learning Resources

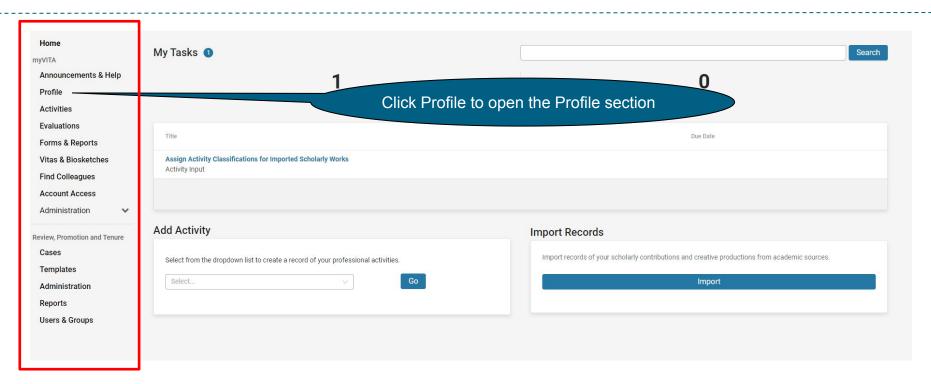


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::myVITA Using myVITA







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Quicklinks 🗸

Welcome to myVITA, the university's new faculty reporting system!

With this release, you have access to the Profile Form below. The Profile Form is comprised of sections for reporting information that generally does not change frequently. The Activity Form sections are where you will report teaching, service, research, and scholarly contributions.

If you need guidance or help with myVITA, visit the myVITA informational website at www.umsystem.edu/myvita.

If you used FAS (the previous faculty reporting system), records were transferred for you from Degrees, Professional Licensures, Areas of Interest, Professional Memberships, Honors and Awards, Work History, and Impact Statements.

Personal Information, Contact Information, and Current University Position information has been transferred for you from Human Resources.

- If you notice errors in the locked fields in these sections of the Profile Form, this information can be changed.
- Once processed in HR, updates to this section of myVITA will be updated within two business days.
- If you want to correct your home or cell phone numbers, you can change this setting in myHR "Personal Info" and "Employee Data." Click here to access myHR.
- If other information needs to be corrected (such as name, title, etc.) Human Resources on your campus can assist you in correcting it.

MU & UM System: To request changes, contact your departmental HR representative

S&T: To request changes, contact your university HR department at (573) 341-4241 or by email: hrsinfo@mst.edu

UMKC: Changes must be processed by your department's Human Resources Facilitator

UMSL: Changes must be made by your department HR administrator or by contacting your university HR department at 314-516-5805

Jump to Section 🗸

Personal Information

Contact Information

Current University Position

External Facing Website Options

Degrees

▶ Professional Licensures and Certifications

Show All I A Hide All



















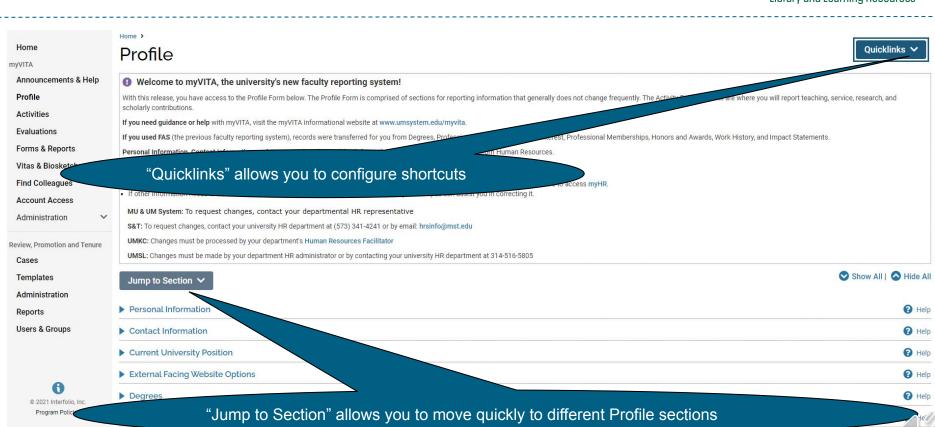






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▶ Personal Information	Help
▶ Contact Information	Help
Current University Position	Help
External Facing Website Options	Help
▶ Degrees	Help
▶ Professional Licensures and Certifications	Help
▶ Researcher IDs	Help
Areas of Interest and Expertise	⊘ Help
▶ Professional Memberships	Help
Work and Professional Experience	⊘ Help
Military Experience	Help
▶ Teaching Statement and Overview	⊘ Help
Research Statement and Overview	Help
Service Statement and Overview	⊘ Help
Impact Statements: Personal and Career	Help
▶ Biography	Help
Curriculum Vitae (uploaded file)	

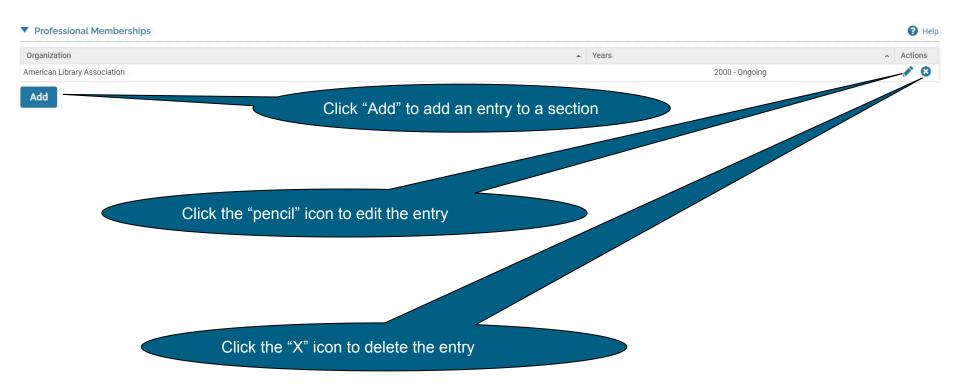
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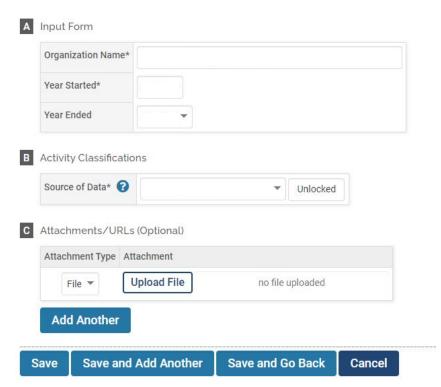












A Note About Attachments

- Many forms in myVITA allow you to add attachments. myVITA accepts any file format.
- We recommend attaching only commonly used formats like Microsoft Office or PDF.
- PDF is the most preferred because it is more likely to be readable in the future.
- File sizes for attachments are capped at 750MB per file.







Additional Resources and Support

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

Email: myvita@mst.edu

Call: 573-341-4008

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