myVITA Materials   Scholarly Communications

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Using myVITA - Profile

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

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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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My Tasks 1

Search

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Click Profile to open the Profile section

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...   Go

Import Records

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

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Program Policies

Profile

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 ▾

⊙ Show All | ⊙ Hide All

▶ **Personal Information**   ❓ Help

▶ **Contact Information**   ❓ Help

▶ **Current University Position**   ❓ Help

▶ **External Facing Website Options**   ❓ Help

▶ **Degrees**   ❓ Help

▶ **Professional Licensures and Certifications**   ❓ Help

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Jump to Section ⌄

⌄ Show All | ⌃ Hide All

▶ Personal Information — ❓ Help

▶ Contact Information — ❓ Help

▶ Current University Position — ❓ Help

▶ External Facing Website Options — ❓ Help

▶ Degrees — ❓ Help

"Quicklinks" allows you to configure shortcuts

"Jump to Section" allows you to move quickly to different Profile sections

▶ 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)   ❓ Help

▶ 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

Click the "right arrow" to open/expand a section.

▶ Research Statement and Overview   ❓ Help

▶ Service Statement and Overview   ❓ Help

▶ Impact Statements: Personal and Career   ❓ Help

▶ Biography   ❓ Help

▶ Curriculum Vitae (uploaded file)   ❓ Help

▼ Professional Memberships

? Help

Organization	Years	Actions
American Library Association	2000 - Ongoing	✏ ✖

Add

Click "Add" to add an entry to a section

Click the "pencil" icon to edit the entry

Click the "X" icon to delete the entry

Missouri S&T
Library and Learning Resources

A Input Form

Organization Name*

Year Started*

Year Ended

B Activity Classifications

Source of Data* ❓ ▾ Unlocked

C Attachments/URLs (Optional)

Attachment Type	Attachment	
File ▾	**Upload File**	no file uploaded

Add Another

Save **Save and Add Another** **Save and Go Back** **Cancel**

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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