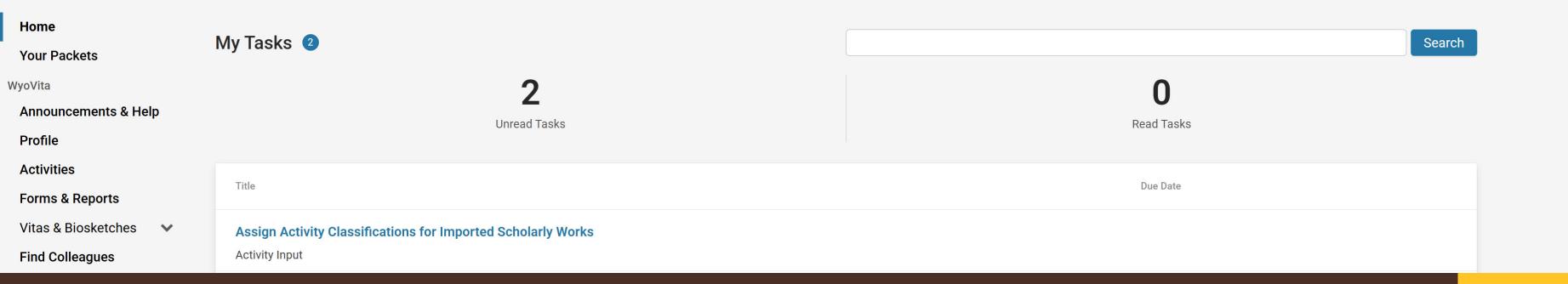


WyoVita: Faculty Activity Reporting

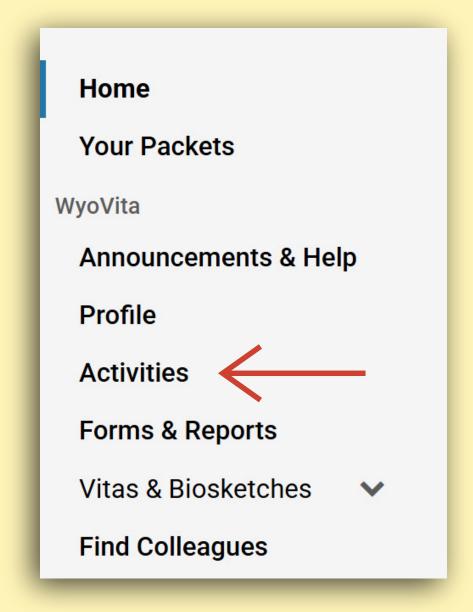


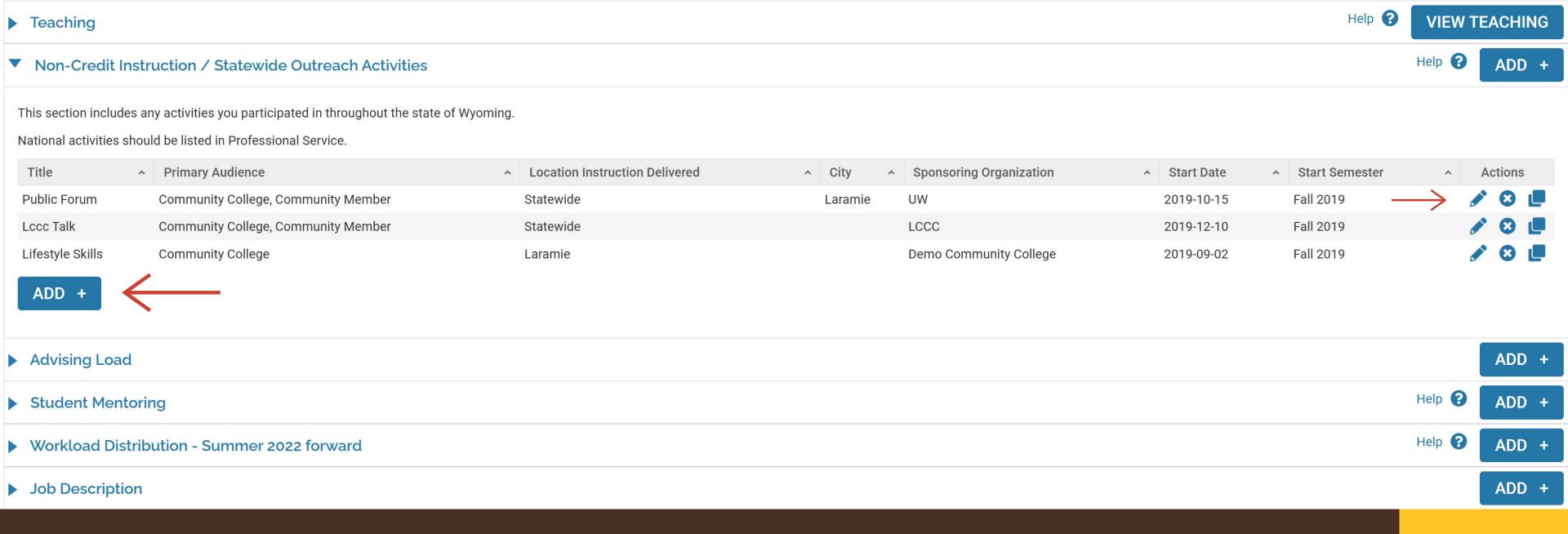


Your Dashboard

Your dashboard will be the first thing you see upon logging into WyoVita. Here you can access your profile, activities, and see any notifications that require action.

To begin reporting your activities, click Activities on the menu to the left of the screen





Activity Sections

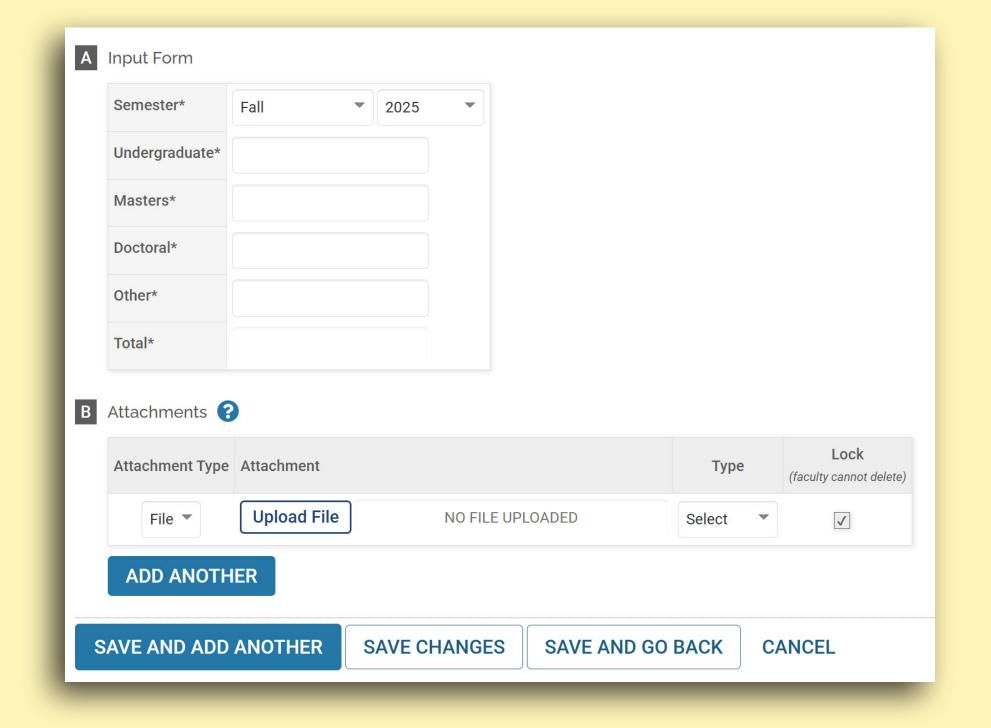
To add information to your profile, expand the relevant section by clicking on the blue arrow beside it. Click add at the bottom of the section to add more, or click on the pencil icon to the right to edit existing entries.



Teaching and **Job Description** are not sections that faculty can fill in themselves. Your teaching data is uploaded automatically through Banner, and your job description is uploaded by your college's office staff based on the job description form you complete with your supervisor. If you notice errors in either section, get in touch with your office staff.

Activity Forms

Below is an example of the Advising Load form. Enter your information into the fields and click Save and Go Back to return to the profile sections, or click Save and Add Another to add another entry.







Report Your Activities

Continue as needed on other sections. The information you enter into WyoVita will automatically populate your CV, so be as thorough as possible.

If you run into any issues with activity reporting, get in touch with your college's Dean's office staff for assistance.

