



WyoVita: *Uploading Job Descriptions*

Overview

1. Job Description Guidelines

2. Emulate Users

3. Enter Job Description

4. Troubleshoot Common Issues



Job Description Guidelines

Guidelines on faculty workloads can be found on our website
(<https://www.uwyo.edu/acadaffairs/academic-personnel/policies-guidelines/index.html>)

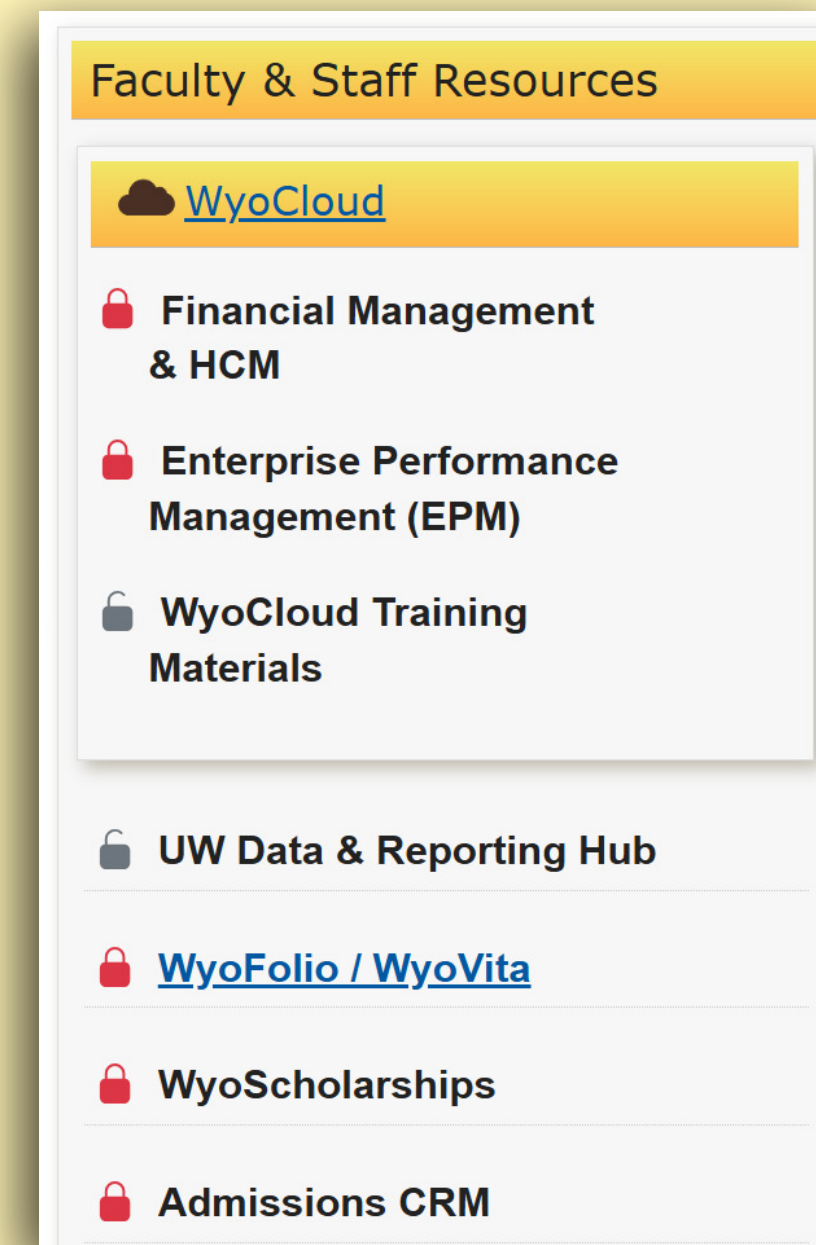


Emulate Users

Logging In To WyoVita

WyoWeb

- You can log into WyoVita through WyoWeb.
- Under Faculty & Staff Resources, click on WyoFolio/WyoVita to log in.
- Once logged in, you will be taken to your dashboard.



Home

Your Packets

WyoVita

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Administration

Reports

Administration

My Tasks2

2Unread Tasks

0Read Tasks

Title	Due Date
Assign Activity Classifications for Imported Scholarly Works	
Activity Input	
Review Possible Duplicates from Activity Imports	
Activity Input	

Search

Access the Emulate User Tool

In the menu on the lefthand side of your dashboard, click on Administration to expand the dropdown. Click on the second Administration to access your tools, then select Emulate User under Tools.

Tools

Emulate User

Clear Faculty Scholarly Duplicates

Find a Faculty Member

Click on the number in the Total column beside the unit the faculty member is under. This screen will look different for each administrator depending on access levels.

Count By Unit

Employment Status

Full Time

Assigned To Unit As

Primary Unit

Unit ☐	Total	Attached In			
		University	Division	College/Unit	Acaden
☐ Academic Affairs Division	1431	-	-	-	
☐ College of Agriculture, Life Sciences, and Natural Resources Subdivision	335	-	-	2	
☐ College of Arts & Sciences Subdivision	207	-	-	-	
☐ College of Business Subdivision	79	-	-	7	
☐ College of Education Subdivision	68	-	-	1	
☐ College of Engineering & Physical Sciences General Subdivision	333	-	-	-	
☐ College of Health Sciences Subdivision	169	-	-	1	
☐ College of Law Subdivision	34	-	-	2	
☐ Enhanced Oil Recovery Institute Subdivision	1	-	-	-	
☐ Haub School of Environment & Natural Resources Subdivision	46	-	-	-	
☐ Honors College Subdivision	14	-	-	-	
☐ Provost Subdivision	45	-	-	-	
☐ School of Computing	26	-	-	14	
☐ School of Energy Resources Subdivision	48	-	-	4	
☐ University Libraries Subdivision	26	-	-	12	



Faculty	
Unit	University of Wyoming
Assigned To Unit As	
Employment Status	All Faculty
Begin	Fall 2025
End	Fall 2025

Select Faculty

Search Names Below



Aadland, David

Clapp, Joshua

Greenberg, Matthew

Krueger, Kem

Oneto, Stephanie

Sparks, Melissa

Emulate Faculty

Search for a name to locate the faculty member you would like to emulate. When you see their name in blue below the search bar, click on it.

A pop-up window will appear confirming the name and Faculty ID. Click Okay to emulate.

Emulate

Emulate the following

Name: Joe, Cowboy

Faculty ID: UW1234

→

OKAY

CANCEL

Home

Your Packets

WyoVita

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches 

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My Tasks

2

2

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0

Read Tasks

Title

Due Date

[Assign Activity Classifications for Imported Scholarly Works](#)

Activity Input

[Review Possible Duplicates from Activity Imports](#)

Emulation Screen

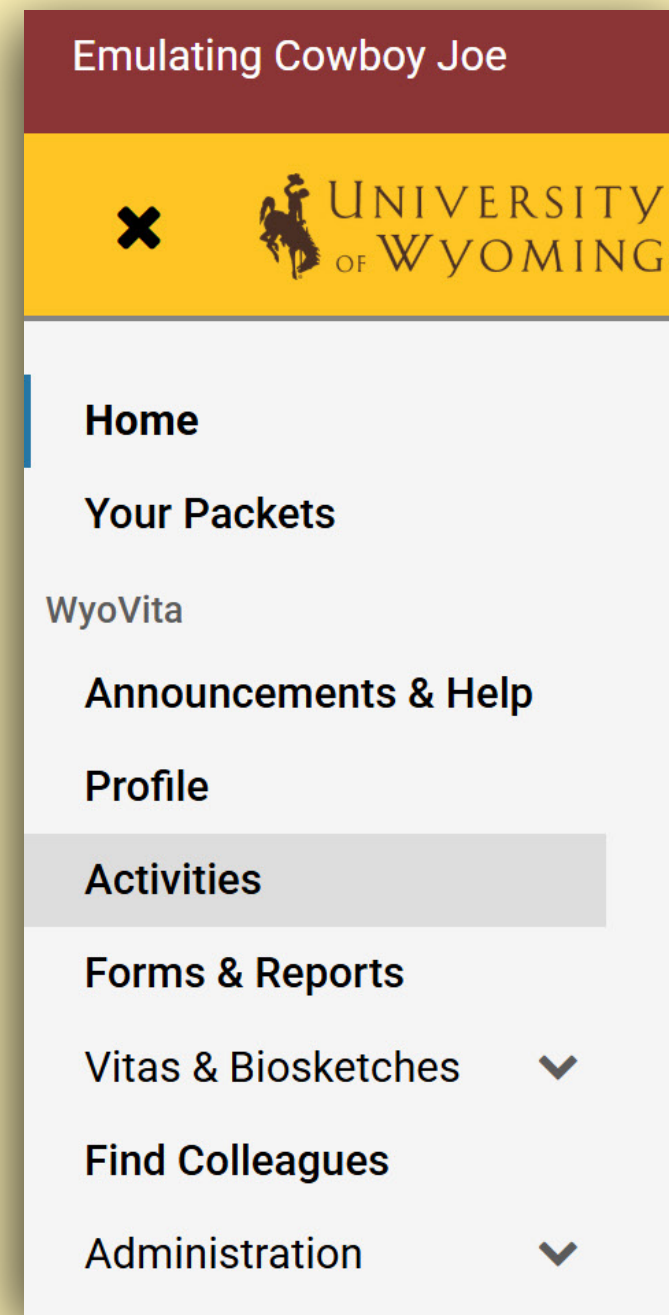
When you see the red bar across the top of the screen, you are successfully emulating a user. You can now see their WyoVita account as they see it, and make changes to their profile and activities as a designee.



**Enter Job
Description**

Activity Reporting

On the menu to the left of the screen, click on Activities. This will take you into the faculty member's activity reporting.



▶ Teaching

▶ Non-Credit Instruction / Statewide Outreach Activities

▶ Advising Load

▶ Student Mentoring

▶ Workload Distribution - Summer 2022 forward

▼ Job Description

Help ?

VIEW TEACHING

Help ?

ADD +

ADD +

Help ?

ADD +

Help ?

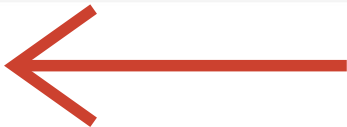
ADD +

ADD +

This section will be entered by the college/unit after all signatures are obtained. If you see an error please reach out to your Dean's office.

Teaching ^	Research and Creative Activity ^	Service - University & Professional Service ^	Advising or Mentoring ^	Administration ^	Extension (Should only be used by the College of Agriculture, Life Sciences, and Natural Resources) ^	Clinical/Diagnostic/Professional Practice ^	Other, including Professional Development ^	Other description ^	Outreach/Community Engagement ^	Total ^	Start Semester ^	End Semester ^	Actions
62.5	32.5	5								100	Fall 2019	Fall 2019	  
37.5	32.5	5		25						100	Fall 2020	Spring 2021	  
37.5	27.5	5	5	25						100	Fall 2020	Spring 2021	  
25	25	10	10	30						100	Fall 2021	Spring 2022	  

ADD +



Add a Job Description

On the Activites screen, click on the blue arrow beside Job Description to expand that section.

Click Add below the table to enter a new job description.

Activity Form

Fill out all of the fields to match what is shown on the signed form. Fields not relevant can be left blank.

Note: Job descriptions should never be Ongoing. These should be year to year.

Input Form	
Start Semester*	Fall 2025
End Semester*	Ongoing Ongoing
Primary Department/Unit*	Select
Secondary Depatment/Unit	Select
Teaching	
Teaching- Courses and other activities/Expectations	+ 12pt B I U X₂ X² ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ⌚ I_x Ω <> p 0 words
Research and Creative Activity	
Research and Creative Activity - Activities and Expectations	+ 12pt B I U X₂ X² ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ⌚ I_x Ω <> p 0 words



B Attachments

Attachment Type	Attachment	Type	Lock <i>(faculty cannot delete)</i>
File 	Upload File UPDATED JD FORM.PDF	Select 	☒

ADD ANOTHER

SAVE AND ADD ANOTHER

SAVE CHANGES

SAVE AND GO BACK

CANCEL

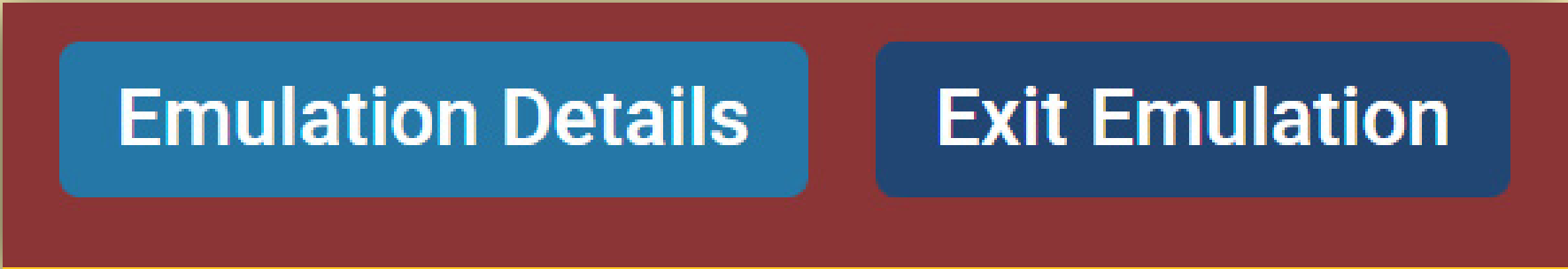
Upload Form

At the bottom of the activity form under Attachments, click Upload File to add the signed job description form. Once uploaded, you should see the file name as above.

Click Save and Go Back when finished.

Exit Emulation

To end the emulation and go back to your account, click on Exit Emulation in the top right corner of the screen.



Emulation Details

Exit Emulation

You should end up back at the emulate user screen, where you can emulate the rest of your faculty to upload their job descriptions.



Troubleshoot Common Issues

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Forms & Reports

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Search

Access Issues

If you are not seeing the Administration tab or the Emulate User tool on your account, it is likely that your access needs to be updated. Reach out to your college administration staff or Faculty Affairs (facultyaffairs@uwyo.edu) to be granted the appropriate access level.

Tools

Emulate User

Clear Faculty Scholarly Duplicates

Unable to Find Faculty

If a faculty member is not showing up when you search their name, there are a few things to try

- Double check which unit you have selected
- Change the Employment Status by clicking Select Faculty. The default is Full Time, and sometimes changing it to All Faculty can make a few more people show up
- Change the Begin semester to the upcoming semester by clicking Select Faculty. If you are looking for a newer faculty member, they may not show under the current semester

If you have tried these and still can't find someone, contact Faculty Affairs for assistance.

Faculty	
Unit	University of Wyoming
Assigned To Unit As	
Employment Status	All Faculty
Begin	Fall 2025
End	Fall 2025

Select Faculty

Search Names Below ←

Aadland, David Clapp, Joshua Greenberg, Matthew Krueger, Kem





Questions?

If you have any unanswered questions regarding this process, please reach out to us at **facultyaffairs@uwyo.edu**.



UNIVERSITY
OF WYOMING

Office of
Academic Affairs