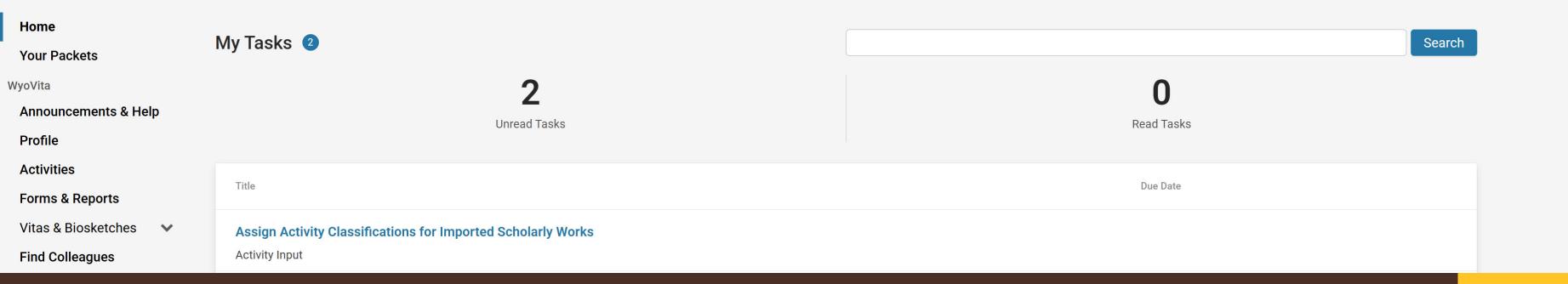


WyoVita: Completing a Profile Form

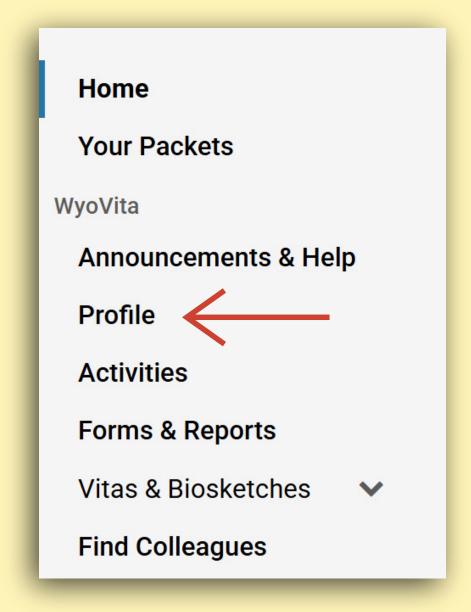


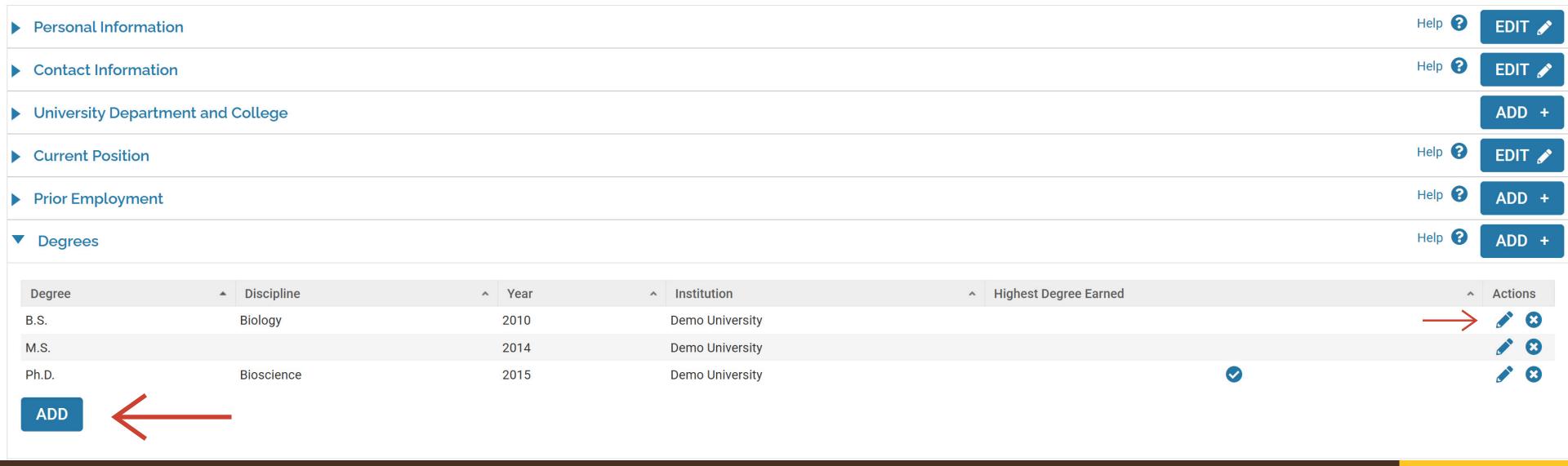


Your Dashboard

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 go to your profile, click Profile on the menu to the left of the screen



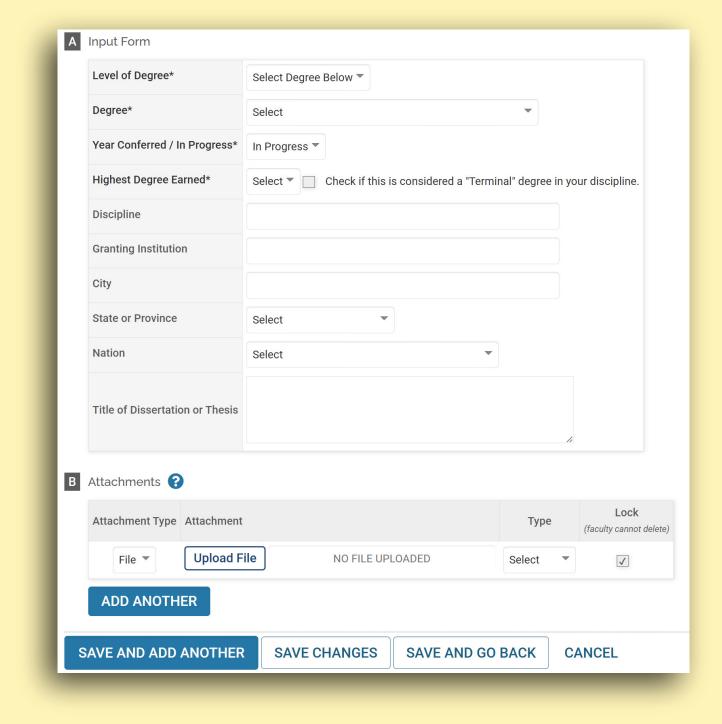


Profile Sections

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.

Profile Forms

Below is an example of the Degrees 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.







Complete Your Profile

Continue as needed on other sections. Remember that the more complete your profile is, the better the reporting will be, so be as thorough as you are comfortable with.

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

