



WyoVita: *Completing a Profile Form*

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2

Unread Tasks

0

Read Tasks

Title

Due Date

Assign Activity Classifications for Imported Scholarly Works

Activity Input

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

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Find Colleagues

▶ Personal Information

Help ?

EDIT ✎

▶ Contact Information

Help ?

EDIT ✎

▶ University Department and College

ADD +

▶ Current Position

Help ?

EDIT ✎

▶ Prior Employment

Help ?

ADD +

▼ Degrees

Help ?

ADD +

Degree ▲	Discipline ▲	Year ▲	Institution ▲	Highest Degree Earned ▲	Actions
B.S.	Biology	2010	Demo University		✎ ✕
M.S.		2014	Demo University		✎ ✕
Ph.D.	Bioscience	2015	Demo University	✓	✎ ✕

ADD

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.

A

Input Form

Level of Degree*

Select Degree Below ▾

Degree*

Select ▾

Year Conferred / In Progress*

In Progress ▾

Highest Degree Earned*

Select ▾

☐ Check if this is considered a "Terminal" degree in your discipline.

Discipline

Granting Institution

City

State or Province

Select ▾

Nation

Select ▾

Title of Dissertation or Thesis

B

Attachments ?

Attachment Type	Attachment	Type	Lock (faculty cannot delete)
File ▾	Upload File NO FILE UPLOADED	Select ▾	☒

ADD ANOTHER

SAVE AND ADD ANOTHER

SAVE CHANGES

SAVE AND GO BACK

CANCEL





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.



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