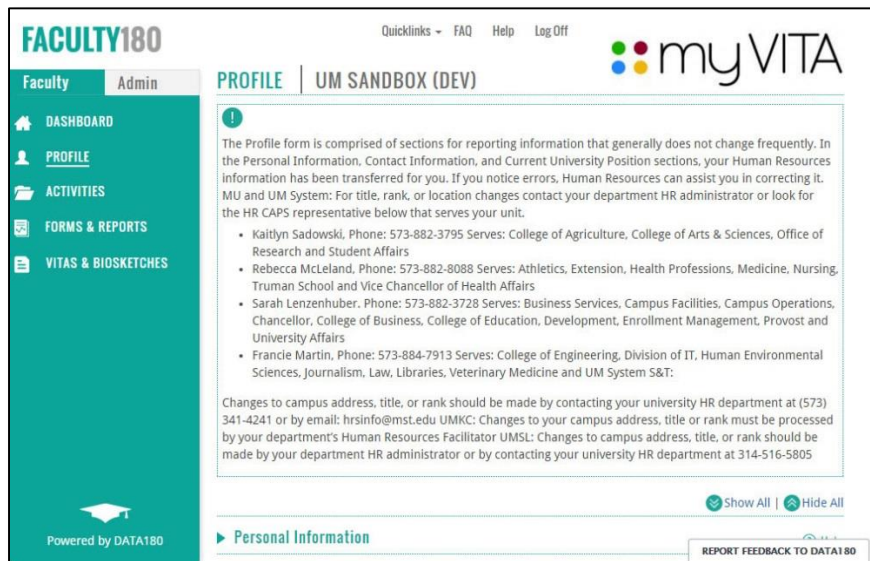# Getting Started with the Profile Form

The Profile Form is the biographical information about you. It is important that this section have accurate information. Click on the Profile menu option to open this section of myVITA.

Review the Personal Information, Contact Information and Current University Position to verify the accuracy of the imported information. This information cannot be changed in myVITA. If you find discrepancies, they must be updated with your department's Human Resource contact. MyVITA refreshes daily, so this information is kept current with little to no interaction from you.

Information in the following sections can be updated by you to be as detailed as required. Inputing your data will help to keep your Biosketches and CV up to date, relevant, and useful. Not only for outputting your own CV, but so other faculty can search for colleagues for collaboration and scholarly activities and so the University can report accomplishments to the off-campus community.
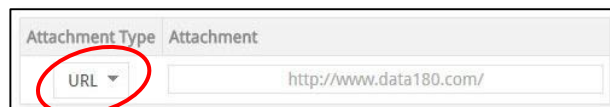
Adding Attachments
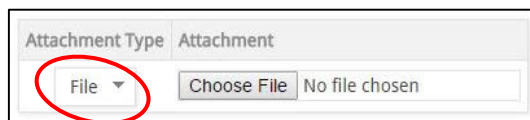
Some sections allow you to add attachments. MyVITA accepts any file format; however, we recommend attaching commonly used formats like Microsoft Office or PDF files so that others can open them.

File sizes are capped at 750 MB per file.

If you have file sizes larger than this, you can upload it and attach the URL.

MyVITA recommends you use the online repository provided by your campus. If you are unfamiliar with this offering, you can find more information at **https://mospace.umsystem.edu/**

Getting Help in myVITA

There are several resources to get you the answers and assistance you need to use myVITA successfully.

At the top right of the Dashboard, there are links to Quicklinks, FAQ, and Help.

Quicklinks: Easy to find bookmarks of pages you frequently visit or use.

FAQ: Faculty submitted questions and answers specifically for our University.

Help: Links to conduct specific searches. The developer's videos and forums for information. Clicking on Help will open a new window, with information specific to the section you are in and resource links for further exploration.
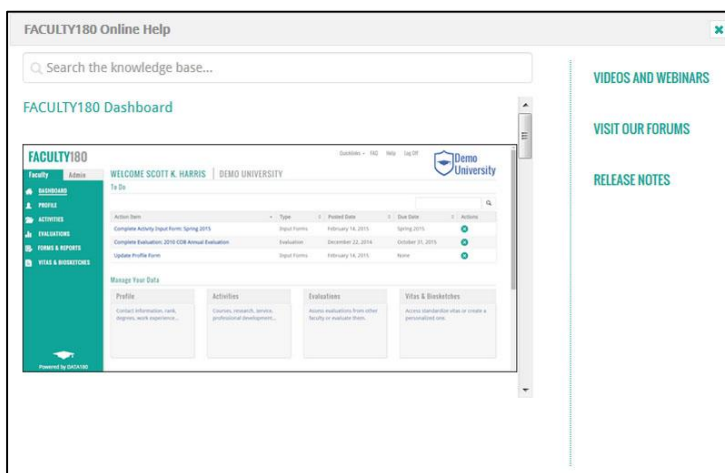
Note the Help bubbles on the right side of the application – they will have additional information for each section.

University Help Resources

If you need further assistance, an online FAQ has been created to help. You can access it at **http://www.umsystem.edu/ums/aa/faculty/myvita_trainingfaqs**

If you are experiencing issues with logging in, browsers, printing, or some feature of the system is not working properly, contact your campus help desk.

MS&T – 573-341-4357	UMKC – 816-235-2000
MU – 573-882-5000	UMSL – 314-516-6034

If you have questions about entering your activities or information in the system, which category to use for a specific activity, etc., contact **ummyvita@umsystem.edu** for assistance.

Browser recommendations: myVITA features work best in Mozilla Firefox, Google Chrome, and Safari browsers. Internet Explorer is not recommended because of issues with functionality and display. Please set your browser to accept pop-ups from the myVITA site to ensure an optimal experience.