The **Home** tab is your entry to the UA Vitae system. The tabs next to the Home tab will allow you to navigate the system.

- **Messages**: Timely information signaling notification or action
- **Resources**: Help and Help Videos provided by the vendor (may not address UA Vitae customizations)
- **Quicklinks**: College or department specific forms

**Note**: Data is entered under **Standard Input Forms** and is viewed under **My Reports**.
Review and verify biographical data.
  - Under the **My Data** tab, click on **Profile Form**, to view your data.

Review and verify course information (and other imported data, if any)
  - Select **Spring 2012 - Winter 2012** and **Spring 2011 - Winter 2011**.
• Once you have reviewed your data, click on **Save and Return** until you are ready to submit your data for the review process. (Clicking on **Submit Completed Activity Input For Review** will close out your workload and course forms for the review process).

**Enter your current data.**
• Under the **My Data** tab, click on **Activity Input Form**.
• Input activities (e.g., teaching, research, and service).

• Once you have submitted your data, it can be reviewed in My Reports.
• Help buttons are located in the upper right, left side margins and the bottom of each page and resources on the Home tab. Help information is provided by the vendor and may not address UA Vitae customizations for each college.

• Click on Question Marks for more information..