Quick Start Guide
The **Home** tab is your entry to the UA Vitae system. Each tab has boxed sections for navigation. The Home tab has these sections:

- **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

Data is entered from the **My Data** tab under **Standard Input Forms** and is viewed under **Vitas & Biosketches** and **My Reports**. The **Profile Form** has biographical information imported from UAccess. The **Activity Input Form** is where you will enter current data. Credit Bearing Courses and Grants and Contracts are also imported.
Review and verify biographical data. Under the **My Data** tab, click on **Profile Form** to view your data.

Next, review and verify course and TCE report information from **Initiated Activity Input Forms**. Courses will be available for review during an initiated input period, determined by your unit. This may be a single semester, multiple semesters, or an entire year (Spring through Winter semesters).
Once you have reviewed your course data, click on **Save and Return** at the bottom of the page.

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

Once data has been submitted, there are a number of ways you can view it. For example, under **Vitas & Biosketches**, you can access your Annual Review Summary or create and access your personal CV or biosketch. Under **My Reports**, you can get counts of your individual activities, search other faculty members’ data by keywords, or view a report of your collaborators.
Help is available in various locations on each page and resources on the Home tab.

Click on question marks for more information that will appear in a text box.