THE UNIVERSITY OF ARIZONA COLLEGE OF NURSING
Learning & Healthcare Technology Innovations

UA Vitae FAQs

Version	Date	Description of Change
1.0	12/17/2019	Original guide
1.1	11/16/2020	Updated screenshots to reflect interface changes, visual not functional changes

❖ When can I log into UA Vitae?
  o You can log into UA Vitae at any time during the year to record your data. Each year, CON initiates an input process in the winter specific to the information gathered for annual reports and reviews. Even if you entered data throughout the year, you will need to review the information and submit your annual report.

❖ Where do I find the input form?
  o When we have an active input form, typically during December through January, you will see it on your Dashboard in your My Tasks section.

❖ A course is listed incorrectly. How do I change it?
  o You are only able to request course changes during a short window during the semester of the course. Announcements are sent during the window. If you notice an inaccuracy after this window, the only option is to make a comment under the semester in Teaching: Credit Bearing Courses.

❖ An activity I entered last year has changed this year. For example, my workload this year is different from my workload last year. Should I delete or edit my previous activity to reflect this current year's information?
  o No! Never delete or edit previous entries in UA Vitae unless you made a mistake when entering. We need to retain the historical record for all years. If something has changed, add an end date to the existing activity and use the "Add" button to add a new entry for the current year.
❖ I'm receiving the error message, "The following sections require your attention before submitting" when I try to submit.
  o You have activities listed as "ongoing" in one or more section. You will see a red note with "Activities require your attention." You need to review to confirm whether they are still ongoing or select that they have ended and their end term. Even if you did not make a change, you will need to click "Update" to confirm you have reviewed each section.

❖ I can't add a new activity; the "Add" button is grayed out.
  o If you have ongoing activities in a section, you will see the "Activities require your attention" warning. You will not be able to add new activities until you resolve the ongoing ones. Please see immediately preceding question for more information.
❖ I'm not sure where I should add [X] activity.

Last updated: 11/16/20np

- First refer to the UA Vitae Where to Enter Data guide. If that doesn't answer your question, ask your division for guidance. Keep in mind the purpose of your annual report is to provide a vita to your peer review committee and division chair for your annual review.

❖ How can I see what the reviewers will see?
  - Near the top of the page, there is a "Preview" button. Use it to preview the vita as your reviewers will see the data you entered. You can also print or save to PDF with this function.

❖ Does my information from UA Vitae display on the CON website directory?
  - Yes, some information from UA Vitae displays on our CON website. For a list of those fields, please refer to our website: https://www.nursing.arizona.edu/resources/con-website-directory. If there is any sensitive information you do not want to display in one of these sections, change the "Display thru API" selection to "No."