

**From:** [All-extension](#) on behalf of [Lewis, Debby via All-extension](#)  
**To:** ["all-extension@lists.service.ohio-state.edu"](mailto:all-extension@lists.service.ohio-state.edu)  
**Subject:** [All-extension] Vita News  
**Date:** Friday, December 4, 2020 4:29:57 PM  
**Attachments:** [image001.png](#)  
[ATT00001.txt](#)  
**Importance:** High

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Greetings!

Extension-specific help about Vita can be found on the Learning and Organizational Development (LOD) website (<http://go.osu.edu/OSUEvitaHelp>); use the menu to the left to access “helpful documents” or “training recordings”. Added this spring to the “helpful documents” of this page, is the “Vita Guide for OSU Extension Employees” with a clickable table of contents, best practices and a glossary (<http://go.osu.edu/OSUEvitaGuide>).

We also have a “playlist” on the LOD YouTube channel of some sessions we held in May “Extension Reporting and Vita: Your Data Matters!” <http://go.osu.edu/OSUEreportingHowToVideos> While you’re visiting the LOD YouTube channel, be sure to subscribe and click the notification bell to be notified when we upload videos to the channel...and SMASH that “like” button

**BACK BY POPULAR DEMAND:** People have liked them so much over the past couple years, that we’ve added some opportunities for “Vita office hours” to the calendar (listed at the bottom of this email along with connection information to Zoom). These are NOT formal Vita training sessions, but rather informal Q&A sessions. **Feel free to hop on a session, ask a question and learn from your peers – no registration needed!**

#### Reminders about Vita...

**First, remember, the preferred browser for Vita is Google Chrome, it will not work in Internet Explorer.** Many users’ problems I’ve helped with are resolved simply by changing browsers. If you are having technical difficulties using Vita, please contact [vita@osu.edu](mailto:vita@osu.edu). If you take screen shots of any technical difficulties you might encounter, please add the images as **attachments** to your email to the Vita team; do not insert them into the body of the email. Remember, if you have basic questions about how to use the system or where to put stuff, you can contact me ([lewis.205@osu.edu](mailto:lewis.205@osu.edu)). Feel free to copy me if you send emails to [vita@osu.edu](mailto:vita@osu.edu) (to keep me in the loop).

#### Other reminders:

- If, after you SIGN IN to Vita (<https://vita.osu.edu>), you do not have access to add data into the Elements portion of the site (where you would add data like your creative and scholarly work, awards, funding or service), click on the “Curate Elements Data” tile/button. This action will start an overnight, automated process to create your profile in “Elements”.
- If, after you SIGN IN to Vita, you do not have “DEPARTMENT...EXTENSION” in the gray navigation bar, please email [vita@osu.edu](mailto:vita@osu.edu) with the subject line “please add to Extension dept in Vita.” If you USED to have this link in your navigation bar, but it has disappeared, please let the Vita team know that too with the subject line “please RECOVER my

**Extension dept tab in Vita". This may happen to you if you have changed your name this year.**

- If you are trying to copy information from a Word doc into the system, you must use the keyboard shortcut for copy (CTRL+C) and paste (CTRL+V).
- Don't forget to fill out "supporting data" (found in the gray navigation menu bar) for each publication you have entered into the system.
- You may copy Extension **PROGRAMS** from one year to another year; **only** copy Extension **EVENTS within** a calendar year (NOT from one year to another).
- The Extension Annual Report is located on the "DEPARTMENT" tab in Vita. Hover over "DEPARTMENT" and then click on "ANNUAL REPORT"
  - Click on "show advanced filter" button and select 2020 for the report year, then click the "Request Annual Report" button.
  - You will then be able to save it as a Word doc using the red "Save As Word" link (on the right, below the gray navigation bar) and send it to your supervisor (as always, review the document before you send it).
  - **The due date is January 15 for county-based faculty and staff with programming responsibilities.**

**REG data...** The link to the individual REG data collection form is <http://go.osu.edu/AAEEQ>. You can use this form if you are not collecting this information already using a different method (e.g., program registration, 4-H Online, etc.). **Remember, because this form is a fillable PDF, you need to ignore the "please wait" message, download the file, and then open it in Adobe Reader or Acrobat (and not your browser – or you will continue to see the "please wait" message).**

**Vita Office Hours.** In addition to responding to emails as described above, we have a zoom meeting room set up for Vita assistance during the following times. Again, targeting county-based Extension program faculty and staff; no need to register!

- Monday, December 14, 10-11am
- Wednesday, December 16, 11am-noon
- Friday, December 18, 10-11am
- Monday, January 4, 1-2pm
- Wednesday, January 6, 11am-noon
- Thursday, January 7, 2-3pm
- Monday, January 11, 2-3pm
- Wednesday, January 13, 11am-noon

Join a "Vita Office Hours" Zoom Meeting (times listed above)

<https://osu.zoom.us/j/622635567?pwd=ZThPVElOOHBycTBoRUkrNkhmNG1Zdz09>

Thank you and have a great weekend!

Debby



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