

From: [All-extension](#) on behalf of [Lewis, Debby via All-extension](#)
To: all-extension@lists.service.ohio-state.edu
Subject: [All-extension] Vita News
Date: Friday, December 20, 2019 5:29:28 PM
Attachments: [image001.png](#)
[ATT00001.txt](#)
Importance: High

Hello all,

It's been great talking with many of you during Vita trainings and "office hours" during the past couple weeks and seeing so many of you at Extension annual conference this week! I'd just like to share a few reminders and announcements with everyone.

BACK BY POPULAR DEMAND: We've added some more opportunities for "Vita office hours" (listed at the bottom of this email along with connection information to Zoom). **Feel free to hop on a session, ask a question and learn from your peers.**

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. 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.

Other reminders:

- 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 (<https://vita.osu.edu>). Hover over "DEPARTMENT" and then click on "ANNUAL REPORT"
 - Click on "show advanced filter" button and select 2019 for the report year (it should default to this option), 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.
- **If, after you SIGN IN to Vita, 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), email vita@osu.edu with the subject line "please grant access to Elements in Vita"**
- **If, after you SIGN IN to Vita, you do not have "DEPARTMENT...EXTENSION" in the gray navigation bar, please email vita@osu.edu with the subject line "please add to Extension dept in Vita."**

REG data... The link to the individual REG data collection form is <http://go.osu.edu/AAEEO>. 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).**

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) or Brian Butler (butler.143@osu.edu). 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”.

Feel free to copy me if you send emails to vita@osu.edu (to keep me in the loop).

There is still time to sign up for the Jan 7 Vita training we’re offering via Zoom from 10am-12:30pm. This will be an actual training session (as opposed to office hours) targeted toward county-based Extension program faculty and staff. Click the following link to register (if you haven’t registered already via my previous email) <https://go.osu.edu/Jan7vitaZoomReg>

Additional 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.

- Friday, January 3, 1-2pm
- Monday, January 6, 10-11am
- Thursday, January 9, 9-10am
- Friday, January 10, 8:30-9:30am
- Monday, January 13, 2-3pm
- Tuesday, January 14, 9-10am

Join a “Vita Office Hours” Zoom Meeting (times listed above)
<https://osu.zoom.us/j/622635567>

One tap mobile
+16468769923,,622635567# US (New York)
+16699006833,,622635567# US (San Jose)

Dial by your location
+1 646 876 9923 US (New York)
+1 669 900 6833 US (San Jose)
+1 408 638 0968 US (San Jose)

Meeting ID: 622 635 567

Find your local number: <https://osu.zoom.us/u/aoeW8Wsk3>

Thank you and have a great holiday season!
Debby



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