

MyInfoVault

V3 MIV Electronic Signatures Prototype

Version 2.0, 5/26/09

Electronic Signatures no longer require a "signature number" to be entered in MIV as user authentication.

Prototype for access to "Sign My Disclosure Certificate"

- "Sign My Disclosure Certificate" page will replace the former "Packet Menu > Signature request from [Department]" link.
- All MIV Roles can view the Candidate's Disclosure Certificate's (Primary or Joint Appointments).

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[Log Out](#)

[My Account](#) | [Help](#) | [Contact Us](#)

Enter Data ▾ My Dossier ▾ CV & Biosketches ▾ Actions ▾ Reports ▾

Ω | Lisa O'Johnston

Home

Learn how to enter data, create and design your dossier, and send your dossier to your department: [How do I get started?](#)

My Dossier
[Create My Dossier](#)
[View My Dossier](#)
[Send Dossier To My Dept.](#)



Sign Documents
[Sign My Disclosure Certificate \(2\)](#)

Review Dossiers
[Review Other Candidate's Dossiers \(4\)](#)

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Prototype for "Sign My Disclosure Certificate List"

- "Sign My Disclosure Certificate List" page will list all available Disclosure Certificates that need to be signed (Primary and Joint Appointments).
- All MIV Roles can view the "Sign My Disclosure Certificate List" page.

[Log Out](#)
[My Account](#) | [Help](#) | [Contact Us](#)
[Enter Data](#) ▾ [My Dossier](#) ▾ [CV & Biosketches](#) ▾ [Actions](#) ▾ [Reports](#) ▾ | [Lisa O'Johnston](#)
 [Select a User's Account](#)
[Home](#) > Sign My Disclosure Certificate

Sign My Disclosure Certificate

Please review your dossier, the department's recommendation (and redacted evaluations, if applicable), and sign your Disclosure Certificate(s).

[Review my Dossier and Disclosure Certificate](#) for Engineering - Mechanical and Aeronautical
[Review my Dossier and Disclosure Certificate](#) for School of Medicine - Bioethics

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Prototype for "Sign My Disclosure Certificate"

- Electronic Signature email notifications will prompt users to log in to MIV and electronically sign documents.
- Email notifications will not contain dossier documents, letters or signature numbers.
- A Candidate's Disclosure Certificate can only be signed by the Candidate for each appointment (one primary and up to four joint appointments).

[Log Out](#)
[My Account](#) | [Help](#) | [Contact Us](#)
[Enter Data](#) ▾ [My Dossier](#) ▾ [CV & Biosketches](#) ▾ [Actions](#) ▾ [Reports](#) ▾Ω | **Lisa O'Johnston**
 [Select a User's Account](#)

🏠 [Home](#) > [Sign My Disclosure Certificate List](#) > Sign My Disclosure Certificate

Sign My Disclosure Certificate

Candidate: Lisa O'Johnston

View My Dossier as One PDF File: [Merit 2009](#)

Signature Requested for: [My Candidate's Disclosure Certificate](#)

Requested by: Engineering - Mechanical and Aeronautical

I certify that I have reviewed my dossier as outlined in the Candidate's Disclosure Certificate, and I have reviewed the department's recommendation (and redacted evaluations, if applicable).

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Prototype for "Sign My Disclosure Certificate: Confirmation"

[Log Out](#)
[My Account](#) | [Help](#) | [Contact Us](#)
[Enter Data](#) ▾ [My Dossier](#) ▾ [CV & Biosketches](#) ▾ [Actions](#) ▾ [Reports](#) ▾ | [Lisa O'Johnston](#)
 [Select a User's Account](#)
🏠 [Home](#) > [Sign My Disclosure Certificate](#) > Sign My Disclosure Certificate: Confirmation

Sign My Disclosure Certificate: Confirmation

Candidate's Disclosure Certificate has been signed by:

Lisa O'Johnston: 01/28/09, 11:28 AM

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Prototype for access to "Sign Dean's Final Decision/Recommendation"

- "Dean's Final Decision/Recommendation" page will replace the former "Dean's final decision and signature" link from the packet menu.
- Only School/College Administrators and MIV Administrators can view the "Dean's Final Decision" page.

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[Manage Users](#) | [My Account](#) | [Help](#) | [Contact Us](#)

Enter Data ▾ My Dossier ▾ CV & Biosketches ▾ Actions ▾ Reports ▾

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Home

[How do I get started?](#)

 **Sign Documents**
[Sign Dean's Final Decision/Recommendation \(3\)](#)

 **Review Dossiers**
[Assign Dossier Reviewers](#)
[Review Other Candidate's Dossiers \(0\)](#)

 **Open Actions**
[Manage Open Actions \(112\)](#)

 **Manage Users**
[Add A New User](#)
[Edit A User's Account](#)
[Deactivate/Reactivate A User](#)


 **Completed Actions**
[View Dossier Snapshots](#)

 **Reports**
[View MIV Users](#)

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Prototype for "Sign Dean's Final Decision/Recommendation"


- Only Active users with an action at the location of SCHOOL/COLLEGE will be included in the results.
- Search results are limited to the user's role – Only an assigned School/College Administrator can sign as the Dean (*see Mange Users Prototype*).

[Log Out](#)
[Manage Users](#) | [My Account](#) | [Help](#) | [Contact Us](#)

Enter Data My Dossier CV & Biosketches Actions Reports

| Lisa O'Johnston

[Home](#) > Dean's Final Decision/Recommendation

 [Select A User's Account](#)

Dean's Final Decision/Recommendation

Select the name of a user to add a Dean's Final Decision/Recommendation to their dossier.

Select a column header to sort by that column.


Search Results = 3

MIV User	Appointment	School/College	Department	Action	Location
Anderson, Steven	Primary	School of Medicine	Physiology and Membrane Biology	Redelegated, Researcher I	School/College
Bach, Huong	Joint	School of Medicine	Internal Medicine	Redelegated, Health Sciences Clinical Professor, Step I	School/College
Beckett, Laurel	Primary	School of Medicine	Public Health Science	Redelegated, Professor, Step VI	School/College


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Prototype for "Add Dean's Final Decision" or "Add Dean's Recommendation"

- Only Primary Dean School/College Administrators with signature authority (see *Manage Users prototype*) can sign the Dean's Final Decision (Redelegated actions). Joint Dean School/College Administrators can sign a Dean's Recommendation (Redelegated actions).
- Primary/Joint Dean's can sign a Dean's Recommendation (Non-redelegated actions).

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[Manage Users](#) | [My Account](#) | [Help](#) | [Contact Us](#)

[Enter Data](#) ▾ [My Dossier](#) ▾ [CV & Biosketches](#) ▾ [Actions](#) ▾ [Reports](#) ▾Ω | **Lisa O'Johnston**

[Home](#) > [Dean's Final Decision/Recommendation List](#) > Add Dean's Final Decision [Select A User's Account](#)

Add Dean's Final Decision

Candidate: Lisa O'Johnston

View Dossier as One PDF File: [Merit 2009](#)

Primary Department: Engineering - Mechanical and Aeronautical


Redelegated Action: Approved Denied Other
 Decision contrary to the committee recommendation

Dean's Comments (optional): [Upload a PDF](#)


By selecting the "Sign Dean's Final Decision" button below, I certify that this is my final decision.

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Prototype for "Add Dean's Final Decision: Confirmation" or "Add Dean's Recommendation: Confirmation"

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[Home](#) > [Dean's Final Decision/Recommendation List](#) > [Add Dean's Final Decision](#) > Add Dean's Final Decision: Confirmation [Select A User's Account](#)

Add Dean's Final Decision: Confirmation

The Dean's Final Decision has been completed for:

Lisa O'Johnston [Merit 2009](#)
Re delegated Action: **Approved**, 01/29/09, 2:54 PM

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Prototype for access to "Sign Vice Provost's Final Decision"

- Only MIV Administrators can view the "Sign Vice Provost's Final Decision" link.

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Enter Data ▾ My Dossier ▾ CV & Biosketches ▾ Actions ▾ Reports ▾


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[Select a User's Account](#)


Home


[How do I get started?](#)

 **Sign Documents**
[Sign Vice Provost's Final Decision \(3\)](#)

 **Review Dossiers**
[Assign Dossier Reviewers](#)
[Review Other Candidate's Dossiers \(0\)](#)

 **Open Actions**
[Manage Open Actions \(436\)](#)

 **Manage Users**
[Add A New User](#)
[Edit A User's Account](#)
[Deactivate/Reactivate A User](#)
[Manage Dean's Signature Authorization](#)



 **Completed Actions**
[Archive Completed Dossiers](#)
[View Dossier Archive](#)

 **Reports**
[View MIV Users](#)

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Prototype for "Sign Vice Provost's Final Decision"

- Only Active users with an action at the location of VICE PROVOST'S OFFICE will be included in the results.
- Search results are limited to the user's role – Only the Vice Provost can sign the Vice Provost's Final Decision.

[Log Out](#)
[Manage Users](#) | [My Account](#) | [Help](#) | [Contact Us](#)
[Enter Data](#) ▾ [My Dossier](#) ▾ [CV & Biosketches](#) ▾ [Actions](#) ▾ [Reports](#) ▾ | [Lisa O'Johnston](#)
 [Select a User's Account](#)

[Home](#) > Sign Vice Provost's Final Decision

Sign Vice Provost's Final Decision

Select the name of a candidate to add a Vice Provost's Final Decision to their dossier.

Select a column header to sort by that column.


Search Results = 3

MIV User	School/College	Department	Action	Location
Anderson, Steven	School of Medicine	Physiology and Membrane Biology	Non-Redelegated, Professor, Step IX	Vice Provost's Office
Bach, Huong	School of Medicine	Internal Medicine	Non-Redelegated, Asst Prof of Clin Oto, IV	Vice Provost's Office
Beckett, Laurel	Veterinary Medicine	Surgical & Radiological Sciences	Non-Redelegated, Assistant Professor	Vice Provost's Office


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Prototype for "Add Vice Provost's Final Decision"

- Only the Vice Provost can sign the Vice Provost's Final Decision.

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[Enter Data](#) ▾ [My Dossier](#) ▾ [CV & Biosketches](#) ▾ [Actions](#) ▾ [Reports](#) ▾Ω | Lisa O'Johnston

[Home](#) > [Vice Provost's Final Decision List](#) > Add Vice Provost's Final Decision [Select A User's Account](#)

Add Vice Provost's Final Decision

Candidate: Lisa O'Johnston

View Dossier as One PDF File: [Merit 2009](#)

Primary Department: Engineering - Mechanical and Aeronautical

Non-Redelegated Action: Approved Denied Other
 Decision contrary to the committee recommendation

† **Vice Provost's Comments:**


† = Field supports carriage returns (by pressing the "Enter" key on the keyboard), and the data will appear with carriage returns in MIV documents.

By selecting the "Sign Vice Provost's Final Decision" button below, I certify that this is my final decision.


Sign Vice Provost's Final Decision Cancel


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Prototype for Add Vice Provost's Final Decision: Confirmation

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 | **Lisa O'Johnston**

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[Home](#) > [Vice Provost's Final Decision List](#) > [Add Vice Provost's Final Decision](#) > Add Vice Provost's Final Decision: Confirmation

Add Vice Provost's Final Decision: Confirmation

The Vice Provost's Final Decision has been completed for:

Lisa O'Johnston [Merit 2009](#)

Non-Redelegated Action: **Approved**, 02/12/09, 4:13 PM

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