

MyInfoVault

V3 MIV Electronic Signatures Prototype

Version 4.0, 8/31/09

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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Ω | Lisa O'Johnston

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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.

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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).

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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"

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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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Lisa O'Johnston

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Home > Manage Open Actions: Search > Search Results > Open Action

Select A User's Account

Open Action

Name: Andreas Albrecht
School/College - Department: Letters and Science - Physics
Recommended Action: Merit 2009
Delegation Authority: Redelegated
Date Submitted to Department: 10/29/2008, 1:52 PM

Location: School/College

Primary Appointment: Letters and Science - Physics
Primary Appointment processing: Completed

Recommended Action Form	Add/Edit	View: RAF
Reviewing (Assign Reviewers)	Open Close	Optional - Not Open
FPC Recommendation	Add Delete	View: FPC Recommendation
Dean's Final Decision	Add/Edit	View: Dean's Final Decision - Approved

Joint Appointment: College of Biological Sciences - Biochemistry & Molecular Biology
Joint Appointment processing: In Progress


Reviewing	Optional - Not Open
FPC Recommendation	Added
Dean's Recommendation	Required - Not Signed

View This Dossier as One PDF File
Send This Completed Dossier to the Vice Provost's Office for Archival
Return This Dossier to the Department (No documents/letters will be visible to the Department, nor will they be deleted from the dossier)

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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*).

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Home > Sign Dean's Final Decision/Recommendation

 [Select A User's Account](#)

Sign Dean's Final Decision/Recommendation

Select the name of a user to add a Dean's Final Decision/Recommendation to their dossier. Once a Final Decision/Recommendation has been signed it can be edited (if necessary) via [Manage Open Actions](#).

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
Calden, Stewart	Primary	School of Medicine	Public Health Science	Non-redelegated, Professor, Step I	Vice Provost's Office

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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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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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Enter Data ▾ My Dossier ▾ CV & Biosketches ▾ Actions ▾ Reports ▾Ω | **Lisa O'Johnston**

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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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Home > Manage Open Actions: Search > Search Results > Open Action

Open Action

Name: VERENA AFFOLTER
School/College - Department: Veterinary Medicine - Pathology, Microbiology & Immunology
Recommended Action: Promotion 2009
Delegation Authority: Non-Redelegated
Date Submitted to Department: 10/15/2008, 9:31 AM

Location: Vice Provost's Office

Appointment: **Veterinary Medicine - Pathology, Microbiology & Immunology**

Appointment processing: **Completed**


Reviewing (Assign Reviewers)	Open	Close	Completed
CAP Recommendation	Add	Delete	View: CAP Recommendation
CAPAC Recommendation	Add	Delete	Optional - Not Added
ASPC Recommendation	Add	Delete	Optional - Not Added
AFPC Recommendation	Add	Delete	Optional - Not Added
JPC Recommendation	Add	Delete	Optional - Not Added
Vice Provost's Final Decision	Add/Edit		View: Vice Provost's Final Decision - Approved

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[Send This Completed Dossier to the Archive](#) (Only the Vice Provost's Office may complete this step)
[Return This Dossier to the School/College](#) (No documents/letters will be visible to the School/College, nor will they be deleted from the dossier)

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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.

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Sign Vice Provost's Final Decision

Select the name of a candidate to add a Vice Provost's Final Decision to their dossier. Once a Final Decision has been signed it can be edited (if necessary) via [Manage Open Actions](#).

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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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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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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