# **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).



#### **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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- 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

#### **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).



### **Prototype for "Sign My Disclosure Certificate: Confirmation"**



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Select a User's Account

Enter Data 

My Dossier 

CV & Biosketches 

Actions 

Reports

↑ Home > Sign My Disclosure Certificate > Sign My Disclosure Certificate: Confirmation

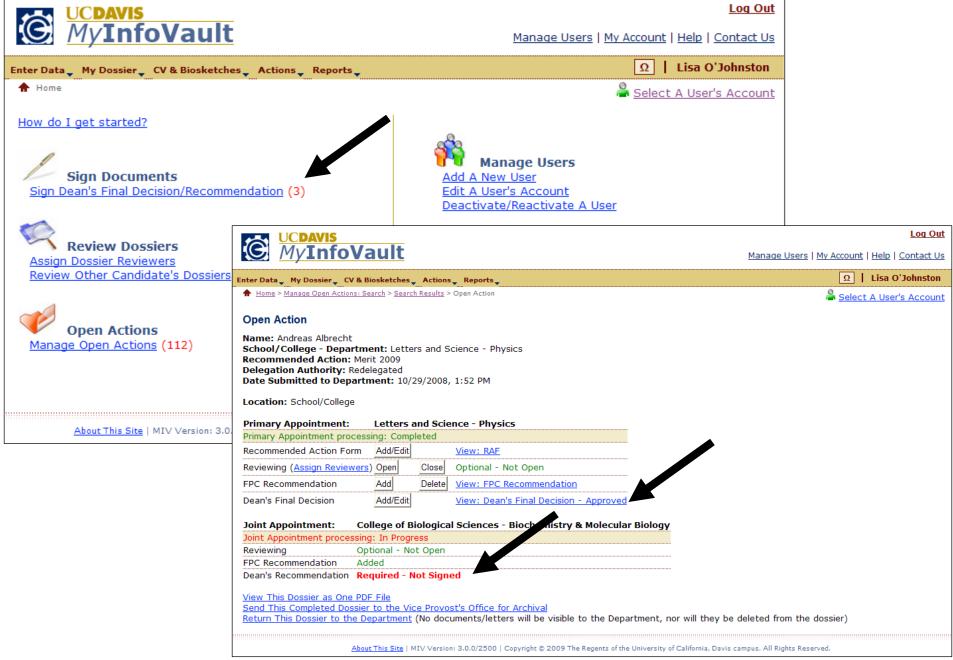
# Sign My Disclosure Certificate: Confirmation

Candidate's Disclosure Certificate has been signed by:

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

#### 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.



### 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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Enter Data \_ My Dossier \_ CV & Biosketches \_ Actions \_ Reports \_

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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	<b>Appointmen</b>	t School/College	<u>Department</u>	Action	<u>Location</u>
Anderson, Stever	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

#### 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 Wy Dossier CV & Biosketches Actions Reports

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Home > Dean's Final Decision/Recommendation List > Add Dean's Final Decision

鴼 <u>Select A User's Account</u>

#### 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 Openied Oother

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.

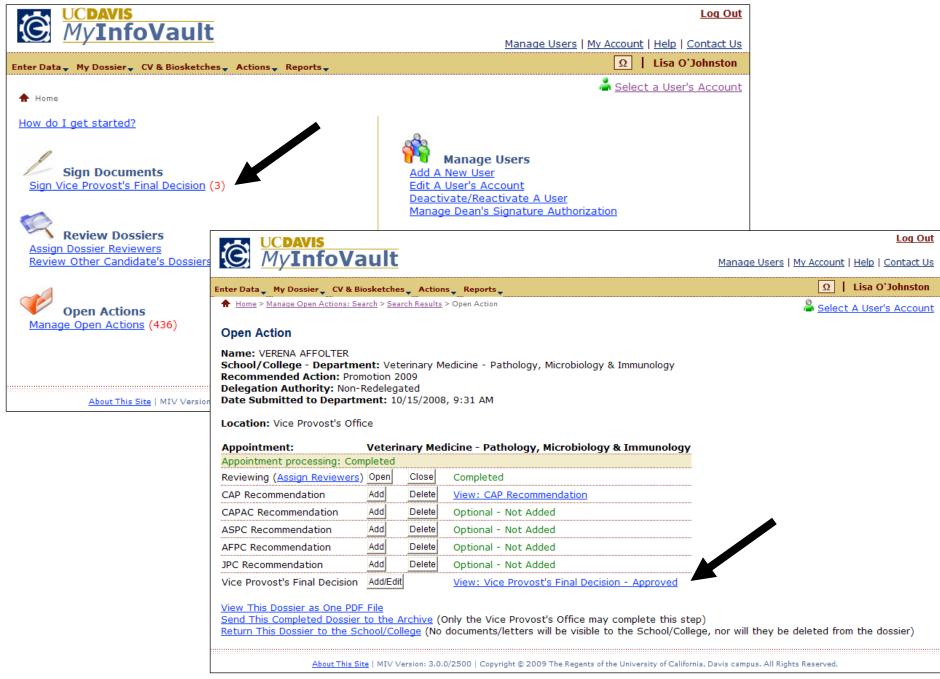
Sign Dean's Final Decision | Cancel

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



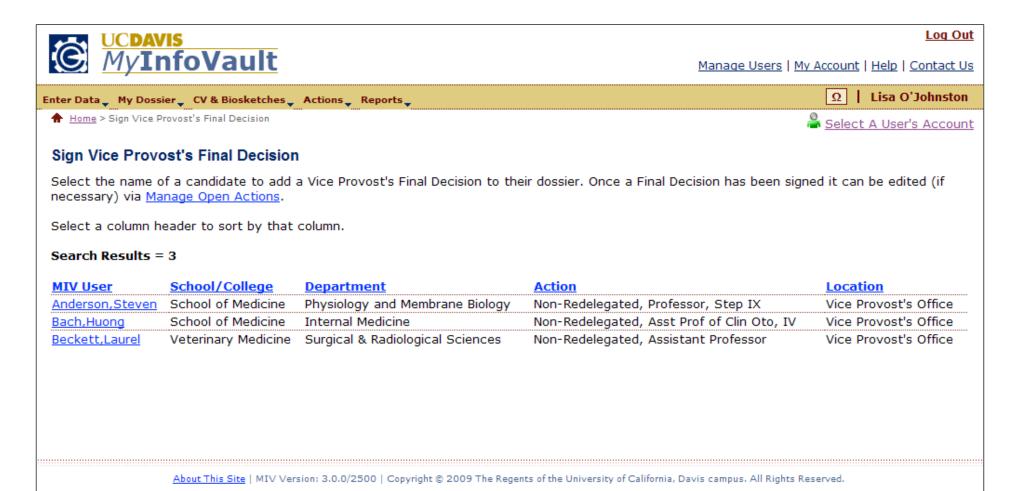
#### Prototype for access to "Sign Vice Provost's Final Decision"

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



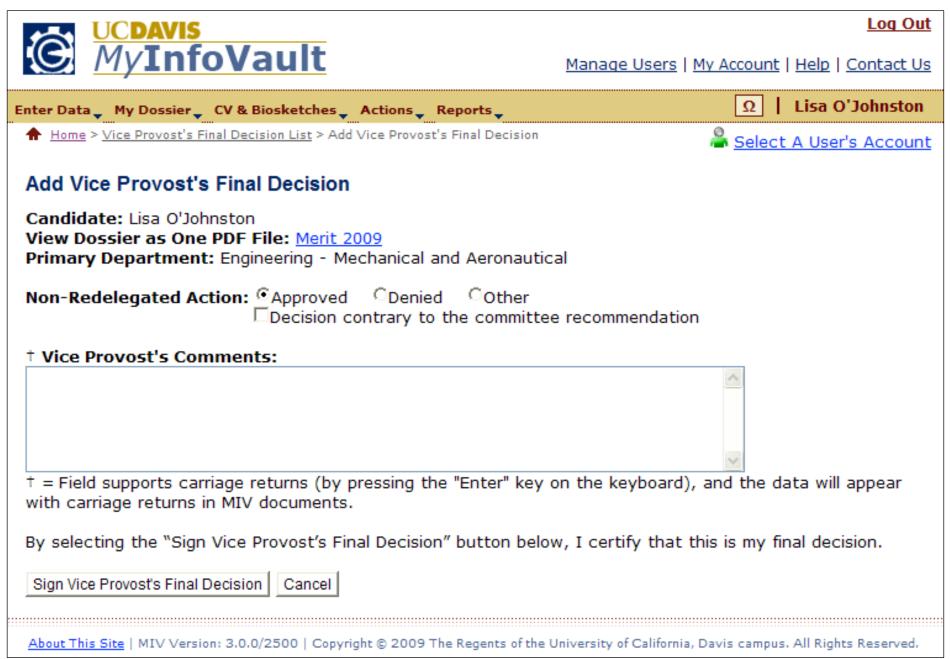
#### Prototype for "Sign Vice Provost's Final Decision"

- 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.



### **Prototype for "Add Vice Provost's Final Decision"**

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



# **Prototype for Add Vice Provost's Final Decision: Confirmation**



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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