

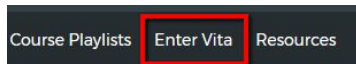
Create a Vita

All Instructors for Professional Development courses in Iowa must have an approved Vita on file. The Instructor is responsible for entering their Vita and submitting it for review and approval.

This document is designed to give an overview of entering and submitting the Vita.

Access via Enter Vita Tab

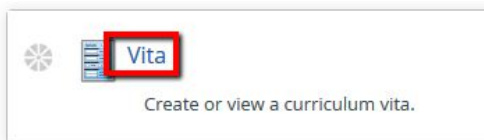
1. Click **Enter Vita Tab** in the tabs along the top of the screen.



2. Click the **Instructor Vita** link.



Click the **Vita** link.



Complete the Vita Form

4. Click the **Edit** button to begin.



Complete the form fields. Note: Required fields are designated with an asterisk.

Instructions Please complete or update as much of the following information for this instructor as possible.
 Note: Please click one of the buttons at the bottom of this page in order to save any changes, or click 'Cancel' to exit this page.

PERSONAL DATA

* Last Name

* First Name

* Title/Position

Home Address

* Street

* City

* State

* Zip

Work Address

* Are you employed by an AEA? Hold down "Ctrl" or "Cmd" and click to select multiple

- Not an AEA Employee
- AEA Learning Online
- Central Rivers

* Work Street

Click **Save & Exit** when finished. Note: Clicking Save will save a draft, Cancel will cancel the form.

* Required Fields

After clicking Save & Exit, the Vita has been submitted for review. The green check displayed will indicate successful completion.

Last Status Update - 02/26/2018 @ 4:52 PM
 Create or view a curriculum vita.

You may edit the submission by clicking the Edit button. After editing, remember to click Save & Exit.
 You may print the Vita by clicking the **Print Screen** button and following the printing instructions.