

A Guide to Enter Presentations

*CREATED BY THE OFFICE OF FACULTY AFFAIRS
2024*

1. Log into my.UTRGV.edu.
2. Click on the FPT icon your application section.



3. Click on Presentations.

▼ **Scholarship/Research**

Artistic and Professional Performances and Exhibits
 Contracts, Fellowships, Grants and Sponsored Research
 Publications (Intellectual Contributions)
 Biographical Sketch - NIH | NSF



Intellectual Property (e.g., copyrights, patents)
 Presentations
 Research Currently in Progress
 Field Work

4. Click on Add New.

← Presentations



DUPLICATE

COMPARE

ADD NEW



5. Fill out the appropriate information

Edit Presentations
CANCEL
SAVE
SAVE + ADD NEW

☒ Include in Web Profile?

Presentation Type

Does this research/project include a B3 (bilingual, bicultural, biliterate) component that aligns with the mission of the Office for Bilingual Integration?

If answer above is yes: Which of the following does your research align? Select all that apply.

☐ Bilingual
☐ Bicultural
☐ Biliterate

Includes a service learning or community engagement component

Does your course/research/service include sustainability related or focused content?

If answer above is yes: Which of the following goals for sustainable development does your course/research/service contribute to? (Please check all that apply.)

☐ GOAL 1: No Poverty
☐ GOAL 2: Zero Hunger
☐ GOAL 3: Good Health and Well-being
☐ GOAL 4: Quality Education
☐ GOAL 5: Gender Equality
☐ GOAL 6: Clean Water and Sanitation

Conference/Meeting Name

Sponsoring Organization

Location

Presentation Title

☐ Check the box if this was peer reviewed/refereed

▼ Presenters/Authors (1)

Please either select a person from the drop-down list or enter their name in the input fields.

1st Presenter/Author

Actions ▼

People at The University of Texas Rio Grande Valley

Vaquero, Joe (fpt) ▼

First Name

Joe

Middle Name/Initial

Last Name

Vaquero

Role

If a student, what is his/her level?

⊕ ADD ROW

Meeting Type

Academic or Non-Academic?

Scope

Awarded

Published in Proceedings?

Published Elsewhere?

Invited or Accepted?

AACSB Classification ⓘ

Abstract/Synopsis (30 Words or Fewer)

B i U x² x₂ ↶ ↷ ↺

Presentation

Drop file here or select to upload

Date

Month

Day

Year

6. Your name will automatically appear as a presenter.
7. If you used your initials rather than your full name, you could manually enter your name in the text boxes.
8. You can add other presenters by clicking on the “add row” button.
9. Any active faculty member at UTRGV will be listed on the drop down menu for you to select. Once selected and saved, the presentation record will then automatically appear in the other faculty member’s FPT account.
10. If you presented with colleagues outside of UTRGV, you could manually enter their names in the text boxes.

▼ Presenters/Authors (2)

Please either select a person from the drop-down list or enter their name in the input fields.

1st Presenter/Author

Actions

People at The University of Texas Rio Grande Valley

First Name

Middle Name/Initial

Last Name

⋮

Vaquero, Joe (fpt)

Joe

Vaquero

Role

If a student, what is his/her level?

2nd Presenter/Author

Actions

People at The University of Texas Rio Grande Valley

First Name

Middle Name/Initial

Last Name

⋮

Jose

Doe

Role

If a student, what is his/her level?

ADD ROW

11. You can also use the text boxes to enter the names of any students presented with you.
12. You can designate any student presenters by using the drop down menu on the right and selecting either “Undergraduate” or “Graduate”. These names will appear on your CV with an asterisk.

▼ Presenters/Authors (2)

Please either select a person from the drop-down list or enter their name in the input fields.

1st Presenter/Author

Actions

People at The University of Texas Rio Grande Valley

First Name

Middle Name/Initial

Last Name

⋮

Vaquero, Joe (fpt)

Joe

Vaquero

Role

If a student, what is his/her level?

2nd Presenter/Author

Actions

People at The University of Texas Rio Grande Valley

First Name

Middle Name/Initial

Last Name

⋮

Jane

Doe

Role

If a student, what is his/her level?

Undergraduate

ADD ROW

Meeting Type

13. You can reorder the list of presenters by holding down the widget on the left and moving the rows up or down or you can use the Action Drop Down menu.

▼ Presenters/Authors (2)

Please either select a person from the drop-down list or enter their name in the input fields.

1st Presenter/Author

People at The University of Texas Rio Grande Valley

Vaquero, Joe (fpt)

First Name

Joe

Middle Name/Initial

Last Name

Vaquero

Role

If a student, what is his/her level?

2nd Presenter/Author

People at The University of Texas Rio Grande Valley

First Name

Jose

Middle Name/Initial

Last Name

Doe

Role

If a student, what is his/her level?

ADD ROW

- Actions
- Add Row Above
- Add Row Below
- Move Row
- Delete Row

14. To delete a presenter, use the Action drop down menu and select Delete Row.
15. Enter the date at the bottom of the screen.
16. Click Save at the top of the screen.
17. You do not need to enter your presentations in chronological order; they will be automatically sorted chronologically.
18. If you have presented at the same conference several times, a quick tip is to duplicate the item to minimize the data entry.
 - a. Click on the box on left of the record.
 - b. Click duplicate at the top of the screen.
 - c. You can now make any edits as needed such as changing the date.
 - d. Click Save at the top of the screen.

< Presentations

Search...

DUPLICATE

COMPARE

ADD NEW

Filters: None

<input type="checkbox"/>	INCLUDE IN WE	CONFERENCE/MEETING NAME	PRESENTATION TI...	COUNT OF RO...	MONTH, DATE
<input checked="" type="checkbox"/>	True	Semi-Annual Meeting of the Texas Surgical Society	Reconstructive Surgery	2	March
<input type="checkbox"/>	True	Semi-Annual Meeting of the Texas Surgical Society	Reconstructive Surgery	2	September

19. You can make edits, as needed.

If you have any questions about this guide, please contact the Office of Faculty Affairs at FPT@utrgv.edu.