

A Guide to Enter Presentations

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



- 3. Click on Presentations.
 - ∨ Scholarship/Research



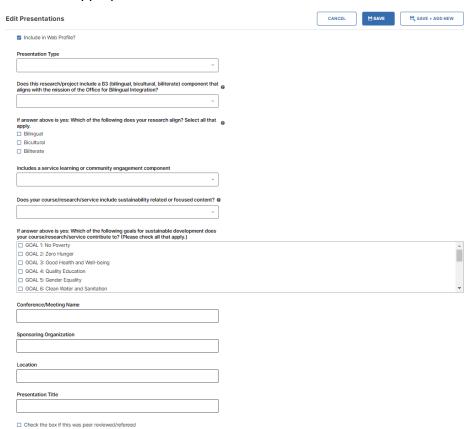


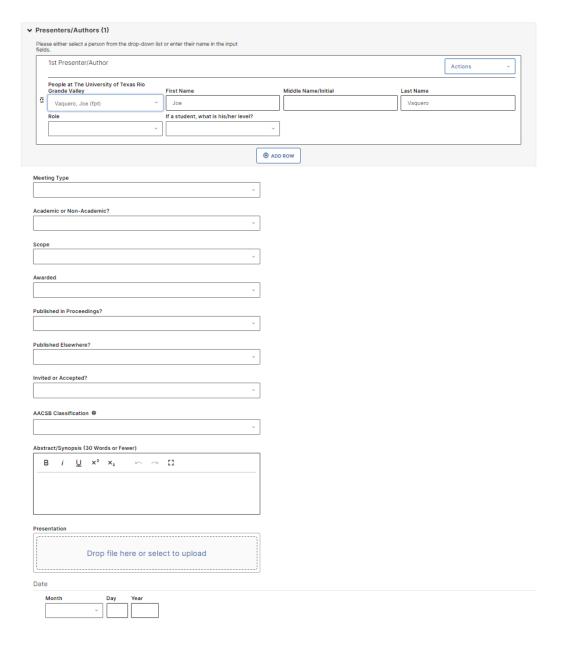
4. Click on Add New.

Presentations

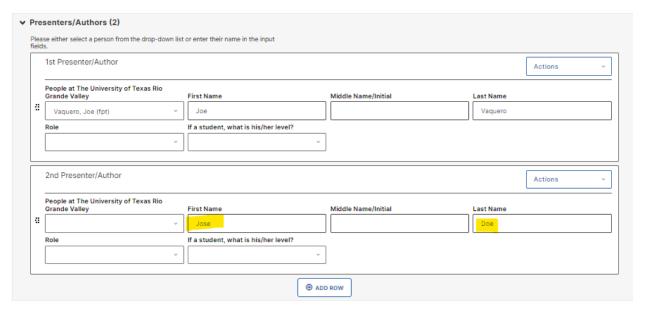


5. Fill out the appropriate information

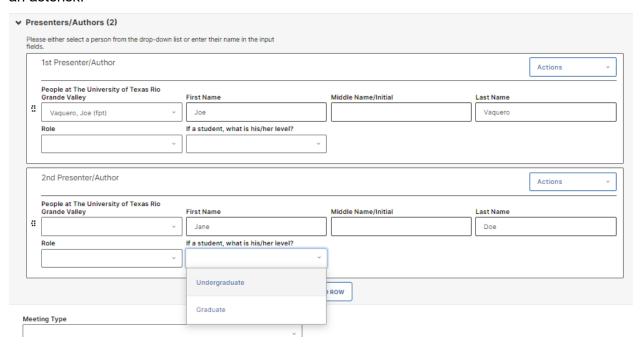




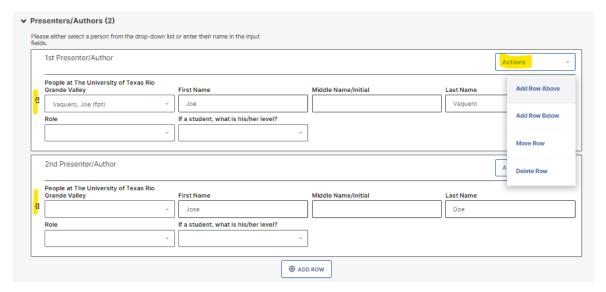
- 6. Your name will automatically appear as a presenter.
- 7. If you used your initials rather than your full name, you could manually enter your name in the text boxes.
- 8. You can add other presenters by clicking on the "add row" button.
- Any active faculty member at UTRGV will be listed on the drop 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.



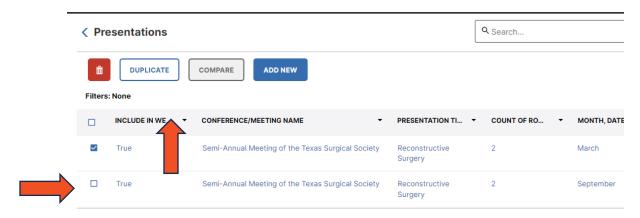
- 11. You can also use the text boxes to enter the names of any students presented with you.
- 12. You can designate any student presenters by using the drop down menu on the right and selecting either "Undergraduate" or "Graduate". These names will appear on your CV with an asterisk.



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.



- 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.



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.