The University of Texas RioGrandeValley

A Guide to Enter Service

1. Log into my.UTRGV.edu

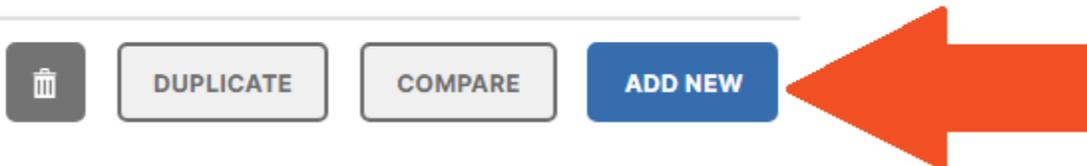2. Click on the FPT icon in your application section.

FPT

3. Click on Department

4. Click on Add New

< Department

5. Fill in the appropriate information and click Save

Edit Department

Activity Type

[⌄]

Activity/Committee Name

[   ]

Position/Role

[⌄]

Approx. Number of Hours Spent Per Year

[   ]

Were you elected or appointed?

[⌄]

Was this compensated or pro bono?

[⌄]

Responsibilities/Brief Description (30 Words or Fewer)

| **B** | *I* | U̲ | x² | x₂ | ↺ | ↻ | ↗ |

Brief Description of Committee's Key Accomplishments

| **B** | *I* | U̲ | x² | x₂ | ↺ | ↻ | ↗ |

Note: The academic year starts on 1 September and ends on 31 August each year. Credit for activities on reports are based on those dates. For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

| Month | Day | Year |
| [⌄] | [   ] | [   ] |

End Date

| Month | Day | Year |
| [⌄] | [   ] | [   ] |

File

Drop file here or select to upload

6. Continue with the other Service screens if needed.

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