Candidate Instructions for Submission of Factual Record in MyVita
Summer 2021

1. Go to “Your Packets” in the Menu

2. Click on “View”

3. Check “Preview Packet”

4. Click on “Edit”
5. Regenerate your Vita if needed. Click on “Fill Out Form.”

6. Click on “Return to Packet” on you have completed the form

7. Click on both check boxes and then “Submit Sections” on the blue bar