

Add a New User Guide

The latest version of MIV has enhanced the Add a New User feature. As before, it can be used to add both staff and academic users, but you will now have the ability to create accounts for those academics whose appointment action was completed in MIV.

Please keep in mind that to begin a new appointment, you should **not** use the Add a New User feature; you should instead choose “Start a New Appointment” on the MIV homepage. Once the appointment action has been completed, you can then proceed to create an account for that academic through the below process.

To Add a New Staff User

1. Click on the “Add a New User” link on the MIV homepage. Select “Staff” as the Account Type and choose Next.

Home > Add a New User

Add a New User

Important: For new appointments use the [Start an Appointment](#) form — do not create an MIV account if you want to be able to create an appointment packet.

▶ Account Type: Staff

Email Search

Campus Directory Matches

User Details

Confirmation

Account Type

Select the account type:

☐ Academic ☒ Staff

Previous Next Cancel

2. Enter the email address, as it appears in the campus directory, for the staff user that you would like to add. They must have an entry in the campus directory to have an MIV account. After you click Next, you will see a list of the matching individual(s) from the campus directory. If there is no match, go back to the previous step and ensure that the email address was correctly entered. Once the correct individual is selected, choose Next to proceed to the next step.

Account Type: Staff

▶ Email Search:
dmmay@ucdavis.edu

Campus Directory Matches:
Dawn May

User Details

Confirmation

Email Search

Enter the UC Davis or UC Davis Health System email address of the user you would like to add to MIV.
The email address must be one the person has listed in their [UC Davis Online Directory](#) entry.

Email

Previous Next Cancel

3. Choose the role that this staff member will have, as well as their department assignments. As with the previous version of MIV, your own role and department assignments will determine the types of roles and assignments that you will be able to add to other staff users' accounts. If the staff member will be assigned to more than one department, you can add additional assignments by choosing "Add Assignment." Click Next when you have completed filling out the fields on this page.

The screenshot shows a web form for creating a staff user. On the left is a sidebar with a menu: 'Account Type: Staff', 'Email Search: dmmay@ucdavis.edu', 'Campus Directory Matches: Dawn May', '► User Details' (highlighted), and 'Confirmation'. The main content area is titled 'Dawn May'. It contains a 'MIV Role:' dropdown menu set to 'Department Administrator', a 'Primary Assignment' text box containing 'Graduate School of Management', and an 'Add Assignment' button. At the bottom are 'Previous', 'Next', and 'Cancel' buttons.

4. Read over the information on the confirmation page to ensure that all data you have entered is correct. When you are done, choose Save to finish creating the account.

To Add a New Academic User

1. Click on the "Add a New User" link on the MIV homepage. Select "Academic" as the Account Type and choose Next.

The screenshot shows the 'Account Type' selection screen. The sidebar menu on the left includes '► Account Type: Academic' (highlighted), 'Email Search', 'Campus Directory Matches', 'User Details', and 'Confirmation'. The main content area is titled 'Account Type' and contains the instruction 'Select the account type:'. Below this are two radio buttons: 'Academic' (selected) and 'Staff'. At the bottom are 'Previous', 'Next', and 'Cancel' buttons.

2. Enter the email address, as it appears in the campus directory, for the academic user that you would like to add. They must have an entry in the campus directory in order to have an MIV account. After you click Next, you will see a list of the matching individual(s) from the campus directory. If there is no match, go back to the previous step and ensure that the email address was correctly entered. Once the correct individual is selected, choose Next to proceed to the next step.

Account Type: Academic

Email Search:
slgentry@ucdavis.edu

Campus Directory Matches:
Summer L Gentry

MIV Appointee Matches

User Details

Confirmation

Email Search

Enter the UC Davis or UC Davis Health System email address of the user you would like to add to MIV.
The email address must be one the person has listed in their [UC Davis Online Directory](#) entry.

Email

Previous
Next

Cancel

3. You will be presented with a list of potential matches to appointee accounts in MIV.

- ◆ If the academic's appointment was completed in MIV, their name should be listed here along with a description of the current state of their appointment action.

If their appointment action is listed as incomplete, you will need to contact the appropriate office to inquire about the progress of the action. You will not be able to proceed with creating an academic account for this individual until the appointment action is complete. You will also not be able to proceed if the appointment was denied.

If their appointment action is listed as complete, select their name in the list and click Next.

MIV Appointee Matches

The user you are trying to add looks similar to the following appointee(s). If the user is listed below, please select him or her to convert their appointee account to a candidate account.

Last Name	First Name	Department	Action Status
▼ ☒ Gentry	Summer	LS: DSS - History	Complete
Display Name Summer L Gentry Action Location Post Audit Role Appointee			
▼ ☐ Henry	Summer	LS: DSS - Psychology	Incomplete
No decision has been made for the New Appointment action. Display Name Summer Henry Action Location School/College Role Appointee			
☐ Summer L Gentry is not one of the people listed above.			

Previous
Next

Cancel

- ◆ If the academic's appointment was not completed in MIV, you will not see their name listed on this page. You should select "[Name] is not one of the people listed above." This will cause a small box to appear that will give you more information. If you know that the appointment action was completed via paper, you should mark the checkbox and click OK. This will allow you to click Next to proceed to the next step.



4. Choose the department assignments for this academic user. If their appointment was completed in MIV, their department appointments will be pre-populated by the appointments given on the Recommended Action Form for the New Appointment action. If the appointment was completed outside of MIV, you will need to input the department(s) manually. If the academic will be assigned to more than one department, you can add additional appointments by choosing "Add Department." The academic will automatically have the role of "Candidate" in all assignments. Click Next when you have completed filling out the fields on this page.

Account Type: Academic Email Search: slgentry@ucdavis.edu Campus Directory Matches: Summer L Gentry MIV Appointee Matches: Summer L Gentry User Details Confirmation	Summer L Gentry MIV Role: Candidate Primary Appointment LS: DSS - History ☒ Candidate Joint Appointment LS: HArCS - Native American Studies ☒ Candidate Previous Next Cancel
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5. Read over the information on the confirmation page to ensure that all data you have entered is correct. When you are done, choose Save to finish creating the account.