


Just Give Me the Basics


Step by Step Guide to MyFOCIS

To Access MyFOCIS


1. <https://extnet.usu.edu/myfocis/>
2. Enter your personal banner ID
3. Enter a Password ... established with Jim Belliston – 770-0524
4. Enter continue
5. Click on Home
6. Click on [?] Remember this button since it is your source of additional information on each screen in MyFOCIS. Note logic model information contained in the help file.
7. To enter your information into MyFOCIS go to “My Plan”
8. To provide feedback about MyFOCIS ...click on the header “Feedback”

First Establish your Role Statement in MyFOCIS









1. Begin by exploring the possibilities of the major programs, projects, and courses that will make up your personal plan of work linked to your role statement. Consider using the logic model template to plan and identify the entry elements to be used later when entering information into MyFOCIS. Enter the MyFOCIS data entry area by selecting “MY PLAN” found on the header of the MyFOCIS home page.
2. Establish your role statement in MyFOCIS by entering the components outlined in your official role statement document. The icon  for role statement entry is found under MY PLAN which is accessed from the MyFOCIS home page header “My Plan.” There are five possible components; you may use only a few of them. [Extension; Research/Scholarship; Teaching; Service; and Administration/Support] Note: If you delete a role statement area, all other MyFOCIS entries associated with that role statement area will no longer be accessible to you. To re-establish a role statement area once deleted you will need to contact the MyFOCIS administrator – Jim Belliston 770-0524.
3. When all areas of the role statement have been delineated and major programs identified for each role statement area, a Role Assignments and Plan of Work document may be printed. This document becomes your official signed plan of work for the year. The document may then be reviewed for signatures with your supervisor (s).

To access the Plan of Work (POW) document click on the icon  this icon is found under MY PLAN on the left side of the screen]

If you have an Extension Role Assignment then...


4. Enter your major programs and the percentage of time allocated within each role assignment area by clicking on the icon  found on the left hand side of the “My Plan” screen found under each Role Statement area: For example [Extension Role Statement Area] – My 4-H Major Program (20%); My FCS-Nutrition Major Program (30%); My FCS Finance Major Program (35%); My Community Development Major Program (15%); My Civil Rights Notable Activities (0%) [Required if you have an








Extension appointment]; etc. Once the Role Statements have been entered they will appear in a dark brown shaded area in MyFOCIS.

5. While establishing your major programs review the areas of program emphasis from the *Primary Program Emphasis Areas Plan of Work 2007-201 reference manual*. Select those program emphasis areas that you work in. The most current Utah POW areas of emphasis may always be accessed at <http://extnet.usu.edu/evaluate/>. You are required to select one primary emphasis which reflects the main emphasis of that major program.
6. If you have completed a logic model template for the major program, enter the components identified into the MyFOCIS major program planning template. All major program entries in MyFOCIS use a form of a logic model.
7. Select the Major Program Impact Area(s).
8. Select the direct and indirect methodologies to be utilized. Check all that may apply.
9. Select the evaluation methods to be used in measuring the outcomes/impacts expected.
10. Enter notes and activities as often as you wish in the notes tab associated with each major program. Reference the notes as frequently as required or needed.  The notes may be printed out at any time by using the  icon found at the top of the MY PLAN screen.
11. Establish the technique[s] you will use to measure the face-to-face contacts for each major program area. [Extension requirement] Remember to track adult and youth as well as the outcome measures.  This icon is found adjacent to each major program designated in the Extension role statement. Contacts may be edited by selecting the view/edit drop down menu in the upper right hand corner of the screen for previous entries made.
12. You will write one annual report for each major program in MyFOCIS. Your notes and activities may be used as references to write the report. This report will be due no later than December 31st of each year. The icon  represents an empty annual report. The icon  represents a populated report. These icons are found adjacent to each major program entry.
13. All annual reports, major programs entered, and role statements specified will be carried forward to the succeeding reporting year. Notes and activities entered for the year will be deleted from the MYFOCIS system on January 1st each year. Note: You can save all notes previously entered by referring to the icon .
14. Access to the former T&P Archive from the old FOCIS is available by clicking the  icon. This is also the location where you will enter items to be maintained in the archive for future reference. All areas entered in MyFOCIS associated with honors/awards; publications, presentations, and contracts/grants will automatically be migrated to the VITA Doc.
15. Extension Specialists must track time expended in support of their county programs and activities. The icon  found under the Extension role statement area provides a place to enter this data.

If you have a Teaching Role Assignment then...


16. Begin to enter your major programs and the percentage of time allocated within this role assignment area: For example – My Fall Semester Major Program (70%); My Undergraduate Mentoring (5%); My Graduate Mentoring (5%).








Major programs are established by clicking on the icon  found on the left hand side of the “My Plan” screen under the Teaching Role Statement area.

17. Complete each textbox for the major program giving the major program a title, selecting an emphasis area, detailing the percentage time allocated, description, resource requirements, and anticipated impacts.
18. Enter notes and activities as needed in the notes tab associated with each major program established. Reference the notes as frequently as required or needed.  The notes may be printed out at any time by using the  icon found at the top of the MY PLAN screen.
19. Course information associated with your teaching role assignment may be entered by selecting the icon . Enter the course information in each textbox to delineate the course details in My PLAN.
20. Faculty who have a student advisement responsibility will track the student status of those they advise by selecting the icon . Enter the student information in each textbox to delineate the student advisement information in My PLAN.
21. You will write one annual report for each major program in MyFOCIS. Your notes and activities may be used as references to write the report. This report will be due no later than December 31st of each year. The icon  represents an empty annual report. The icon  represents a populated report. These icons are found adjacent to each major program and course entry.
22. All annual reports, major programs entered, and role statements specified will be carried forward to the succeeding reporting year. Notes and activities entered for the year will be deleted from the MYFOCIS system on January 1st each year. Note: You can save all notes previously entered by referring to the icon .


If you have a Research/Scholarship Role Assignment then...

23. Begin to enter your major programs and the percentage of time allocated within this role assignment area: For example – My 2006-2007 Research Major Program (70%) [Note that AES projects will automatically be populated in MyFOCIS if an AES project number has been established and assigned by the Experiment Station]



24. Research major programs are established by clicking on the icon  found on the left hand side of the “My Plan” screen under the Research/Scholarship Role Statement area.


25. Complete each textbox for the major program giving the major program a title, selecting an emphasis area, detailing the percentage time allocated, description, resource requirements, and anticipated impacts.
26. Enter notes and activities as needed in the notes tab associated with each major program established. Reference the notes as frequently as required or needed.  The notes may be printed out at any time by using the  icon found at the top of the MY PLAN screen.
27. If your research includes an AES project then MyFOCIS will provide the details required to meet CRIS establishment and reporting criteria. Click on the AES pre-established numbered file to complete the information required. Information entered will then be migrated from MyFOCIS by the Experiment Station to the Federal CRIS establishment and reporting site. You will enter the information required by CRIS once; this is accomplished by entering it into MyFOCIS.
28. You will write one annual report for each major program in MyFOCIS. Your notes and activities may be used as references to write the report. This report will be due no later than December 31st of each year. The icon  represents an empty annual report. The icon  represents a populated report. These icons are found adjacent to each major program entry. [Note: The AES year end report requires Department Head and AES Assistant Director approvals. The approvals will be designated to the report writer when the blue icon “Sad Face”  changes to a  yellow “Smiley Face” in your report area! This AES report is synonymous to the AD-421 CRIS report.]
29. All annual reports, major programs entered, and role statements specified will be carried forward to the succeeding reporting year. Notes and activities entered for the year will be deleted from the MYFOCIS system on January 1st each year. Note: You can save all notes previously entered by referring to the icon .




If you have a Service Role Assignment then...

30. Service to university committees and community, regional, national and international service activities may be entered in this area of your assignment. Once service has been established in the role statement area, the icon  found in MY PLAN will allow you to capture service data.


If you have an Administration/Support Role Assignment then...

31. Begin to enter your major programs and the percentage of time allocated within this role assignment area: For example – My Administrative Major Program (70%). Major programs are established by clicking on the icon  found on the left hand side of My Plan Screen under the Role Statement area.
32. Complete each textbox for the major program giving the major program a title, selecting an emphasis area, detailing the percentage time allocated, description, resource requirements, and anticipated impacts.
33. Enter notes and activities as needed in the notes tab associated with each major program established. Reference the notes as frequently as required or needed.  The notes







may be printed out at any time by using the  icon found at the top of the MY PLAN screen.

34. You will write one annual report for each major program in MyFOCIS. Your notes and activities may be used as references to write the report. This report will be due no later than December 31st of each year. The icon  represents an empty annual report. The icon  represents a populated report. These icons are found adjacent to each major program entry.
35. All annual reports, major programs entered, and role statements specified will be carried forward to the succeeding reporting year. Notes and activities entered for the year will be deleted from the MYFOCIS system on January 1st each year. Note: You can save all notes previously entered by referring to the icon .

MY OUTCOMES

The MY OUTCOMES component of MyFOCIS [Accessible from the main MyFOCIS My Plan page] establishes an area where outcomes and impacts achieved in your role statement and major program areas are retained for the establishment of institutional reports and for the creation of a personal VITA . The personal vita may not be altered by supervisors who have access to its review. It may be saved to your computer desk top by naming the [rtf] file; this allows you to then edit the VITA for your purposes.

Several icons are found under the area MY OUTCOMES which collects this information and are detailed below.

36. The icon  provides a location for gathering information on educational achievements.
37. The icon  provides a location for gathering information on work experiences, professional service with associations, as well as other related experiences you may desire to retain in your VITA.
38. The icon  provides the location for gathering information on publications.
39. The icon  provides the location for gathering information on presentations.
40. The icon  provides the location for gathering information on honors and accomplishments.
41. The icon  provides the location for gathering information on contracts and grants.

Other MyFOCIS References...

42. Previous year end annual reports entered into the earlier reporting system called FOCIS may be accessed for all current employees. This information may be found at the DATA FIND tab found on the main header of MyFOCIS.
43. Watch for other clickable reports to serve the needs of faculty and supervisors. Year-end performance review reports will soon be available.

