

## HOW TO USE MY CV - EDITING

### Background

The My CV tab in Advance is designed to contain all of your CV data. Its structure (section headings and data under those headers) is based on the 2005 UCSF CV Guidelines document. It is intended to facilitate the appointment and advancement packet review process. But it is up to you to ensure that the information you want included in the review is included in My CV.

#### IMPORTANT:

- Browsers: My CV includes a rich text editor that allows you to include bold, italics, hyperlinks, etc. in some fields. The rich text editor does not work well with some browsers. We have found that Chrome and Firefox work best. If you run into problems editing or saving data in My CV, try a different browser. If you're still having problems, email us at [AdvanceProject@ucsf.edu](mailto:AdvanceProject@ucsf.edu).
- My CV editing does NOT WORK when using VPN
  - please do NOT open Advance through a VPN window
  - open a new browser and log into <https://myaccess.ucsf.edu/>

### Step-by-step process

1. Log into [Advance](#)
2. Navigate to your My CV page
3. Scroll to the header where you want to make changes (or use the Short Cut button on the right side of the CV to find the section you want to edit)
4. Click the Edit link to the right of the header
  - a. Some Edit windows allow editing, others require that you identify the line of data to edit
  - b. Click the Edit link to the right of that edit line (in the Grants section, the Edit link is below and to the right of the section of data you want to edit)
5. Make changes to the data as necessary
  - a. Some sections allow you to identify data to be included in the NIH Biosketch output
  - b. Pasting data from a website may include unintended html code. It's best to copy and paste as plain text in a Word document before copying and pasting into Advance.
6. Save your data and close the edit window (Click the Save/Exit button or the Save button)

### Key Issues

- Why can't I just type in the CV? – My CV is a web application. Unlike word processing software (e.g., MS Word), the data you see in your browser is not stored on your computer, but in a database at another location. Your browser displays data from that remote database. You have to click on your browser (tabs, buttons, hyperlinks, etc.) to tell the remote database to return data. Likewise, when you make changes to data in your browser, you need to click a button to tell the browser to send those changes to the remote database.
- Edit window – click the Edit link next to the header title where you want to make changes
- Edit line – click the Edit link on the line of data you want to modify
- The Done button – this button saves your data to the browser, NOT to the database; use the Done button when you are in one section making a lot of changes, but remember to click the Save or Save/Exit buttons to push the data from the browser to the database.
- The Save and Save/Exit buttons – this button pushes any changes you have made to the database. You will see the spinning icon when you press this button as the browser interacts with the database.