


## Customer Support

### • Do not use VPN with Advance

- Click  on My CV to access the Academic Affairs My CV help page
- Email ideas, questions, and issues to [AdvanceProject@ucsf.edu](mailto:AdvanceProject@ucsf.edu)

## Getting Started

1. Login to MyAccess (<https://myaccess.ucsf.edu/>)
2. Select Advance from the applications within MyAccess
3. If you are trying to update another person's CV, click the Proxy Access link (upper right) to see the CVs you have access to (request access)
4. Click the MyCV tab to view the CV



## My CV sub tabs

- **Import CV** – click this to display the Browse/Upload function.  
**WARNING:** If you upload a CV, you WILL erase the data already in the CV; this data is not retrievable once erased
- **Export UCSF CV** – click this to generate a Word document based on the UCSF CV Guidelines
- **NIH Biosketch** – position your cursor over this to create a new Biosketch (*select the items you want to include in the NIH Biosketch from My CV*)

## Using the Short Cut feature

- Click this to see a list of all CV sections
- Click one of the sections to go to that section of the CV
- Items with a green check mark (✓) indicate which sections can be included in the NIH Biosketch





## General functionality





- To the right of each header is an [\[Edit\]](#) link. Click this to open the Edit window
  - In the Publications and Grants sections, you can open an individual record for editing by clicking on the number of that record
- On the far right are the [\[Next\]](#)[\[Prev\]](#) links. Click these to move to the next or previous section headings
- Some roll-over tool tips are included to help the user understand the Bio, Star, and execute buttons (see Edit Windows, below)

## Navigation Tips

- The [\[Next\]](#)[\[Prev\]](#) links, the scroll bar, and the Page Up and Page Down keys on your keyboard seem to be the best ways to navigate through the CV
- If your mouse has a wheel, it can be used to quickly scroll through the CV
- Press the Home key to get back to the top of the CV

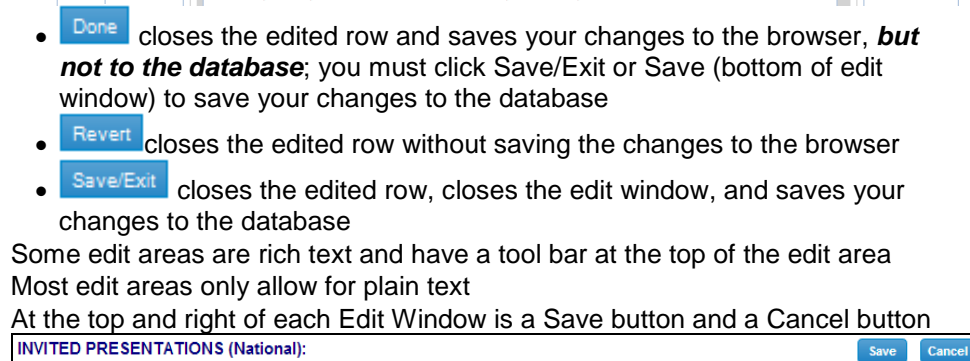
## Edit Windows

Bio	TP	Year	Description	
<input type="checkbox"/>		1974	Lautenschlager EP, Marshall GW, Marshall SJ, Hutton JE, Greener EH. Properties of a commercial non-precious casting alloy. <i>Quintessence Int</i> 5, 81-83; 1974, also <i>Die Quintessenz</i> 26, 131-133, 1975.	   <a href="#">Edit</a>

- The Bio check box is included on the far left in the following sections to enable you to identify which CV data to include in the NIH Biosketch:
  - Education
  - Principal Positions Held
  - Other Positions Held Concurrently
  - Honors and Awards
  - Memberships
  - Service to Professional Organizations
  - Research Awards and Grants
  - Peer Reviewed Publications
- The Star icon is included on the far left in some publications sections; click this to copy that publication to the Significant Publication section
  - Peer Reviewed Publications
  - Non-Peer Reviewed Publication and Other Creative Activities
  - Abstracts
-     these buttons Add, Delete, or move the row of data you are on
  - Click and drag items to reposition them within an edit window
- [Edit](#) opens the text editor for that line of data



- [Done](#) closes the edited row and saves your changes to the browser, **but not to the database**; you must click Save/Exit or Save (bottom of edit window) to save your changes to the database
- [Revert](#) closes the edited row without saving the changes to the browser
- [Save/Exit](#) closes the edited row, closes the edit window, and saves your changes to the database
- Some edit areas are rich text and have a tool bar at the top of the edit area
- Most edit areas only allow for plain text
- At the top and right of each Edit Window is a Save button and a Cancel button



- [Save](#) closes the Edit Window, saves changes to the database, and brings you back to the section header
- [Cancel](#) closes the Edit Window without saving any changes, and brings you back to the section header