

HOW TO USE MY CV - EDITING



Background

The My CV tab in Advance is designed to contain all of your CV data. The Curriculum Vitae (CV) is a key element of the academic review packet. It is intended to represent the full range of academic accomplishments in a manner that will facilitate a consistent and fair review process. The CV is divided into several sections that focus on the four areas of academic review (Professional Activities, University and Public Service, Teaching and Mentoring, and Research and Creative Activities). 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.
- 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 myaccess.ucsf.edu

Step-by-step process

1. Navigate to your My CV page
2. Go to the header where you want to make changes
 - a. Use the Short Cut on the right side of the CV to jump to the header
 - b. Scroll to the header
 - c. Page Down to the header
3. Open the Edit window: there are three ways to open an Edit window
 - a. Double Click on text within a section to open the Edit window
 - b. Roll your cursor over the section to see **[Edit]**; Click to open the Edit window
 - c. Click the **[Edit]** in the Sticky Header to open the section for editing
4. Edit a line
 - a. Click on the data you want to modify; that line will open for editing
 - i. Click on another line to edit that line, etc.
 - b. Click the  or  on the far right to add or delete a line of data (visible only on hover)
 - c. *Drag-and-drop* to re-organize the rows of data within a section of the CV
5. Click the Save button to save your data and close the Edit window

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 the Save button to tell the browser to send those changes to the remote database.