

## HOW TO USE MY CV - NAVIGATION

### 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.

### Step-by-step process

1. Navigate to your My CV page
2. Use the following **Browser** tools to move through My CV:
  - a. The Shortcut List is a dynamic list of CV section headers
    - i. Click a section header on this list to jump to that section of the CV
    - ii. Use the FILTER at the top of the list to find a section header to jump to
    - iii. The Shortcut List highlights the section you are viewing and changes as you scroll through the CV
  - b. The Shortcut Map shows all CV headers on one panel
    - i. Click a section header on this map to jump to that section of the CV
  - c. Sticky Header – this appears after you begin scrolling through the CV
    - i. The Section you are viewing is displayed in the Sticky Header
      1. Click Edit to open the Edit window
      2. Click Save or Cancel to close the Edit window
3. Use the following **Keyboard** tools to move through My CV:
  - a. The Page Up and Page Down keys
  - b. The Home key will take you back to the top of the CV
4. If your **mouse** has a wheel, it can be used to quickly scroll through the CV

### Key Issues

- Why can't I just type in the CV? – My CV is a web application. Unlike with 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 – double-click on text in a section to open that section for changes
- Edit line – click on the data you want to modify; this will open that line for editing
  - Click on another line to edit that line, etc.
  - Click the Add Line or Delete Line icons on the far right to add or delete a line of data
  - Drag-and-drop to re-organize the rows of data within a section of the CV
- The Save button pushes changes to the database. You may see the spinning icon when you press this button as the browser interacts with the database.