Customer Support

ITS Customer Support 514-4100, Option 2 (7-6 Monday-Friday)
customersupport@ucsf.edu

Getting Started

1. Login to MyAccess (https://myaccess.ucsf.edu/)
2. Select Advance from the applications within MyAccess
3. Click the For Review tab to see the list of packets assigned for your review
4. Click the name of the candidate to see the packet
5. Click the CV link to review the CV

The CV

- Advance displays the CV copied into the Packet by the candidate on the date indicated

- Use the highlighted filters to focus on the years pertinent to the review period
  - Click on any filter to remove items that don't fit the filter criteria. For example, when you click the Last 3 Years filter Advance removes older items from all sections of the CV, enabling the reviewer to focus on only those items within the last three years.
    - The narrative sections of the CV are not affected by the filters
  - Click on All (to the right of the filters) to remove the filter and view the entire CV copied into the packet
- Scroll through the CV to review specific sections

How the Filter Works

Each section of the CV – except the narrative sections – includes a year field that is used by the filter to identify items to display when the filter is applied.

Some of these years are visible in the CV:

…and some can only be seen after opening the Edit window (in My CV):

These year fields are used by the filter to identify items to display when a filter is selected.

Things to consider

- The filter includes the current year (when you click the filter), plus the number of prior years: e.g., the "Last 3 Years" filter will display items from this year *and* items from the last three years.
- This filter tool is designed to make the review of the CV less cumbersome for a reviewer, but it is not required that a review use the filter tool.
- **Technical Considerations**: if you return to Advance after not touching it for more than an hour, it will have lost its connection to the server (common to all web-based applications); *anything you type in after that will be lost*
  - Verify it is still connected by navigating to a different page (if you get an unending wheel – circle of death! – you have lost the connection)
  - You may need to log back into MyAccess to regain a connection