

HOW TO ACCESS YOUR CV IN FHS DB

TARGET AUDIENCE: FHS DB USER (FACULTY)

Updated April 27, 2023

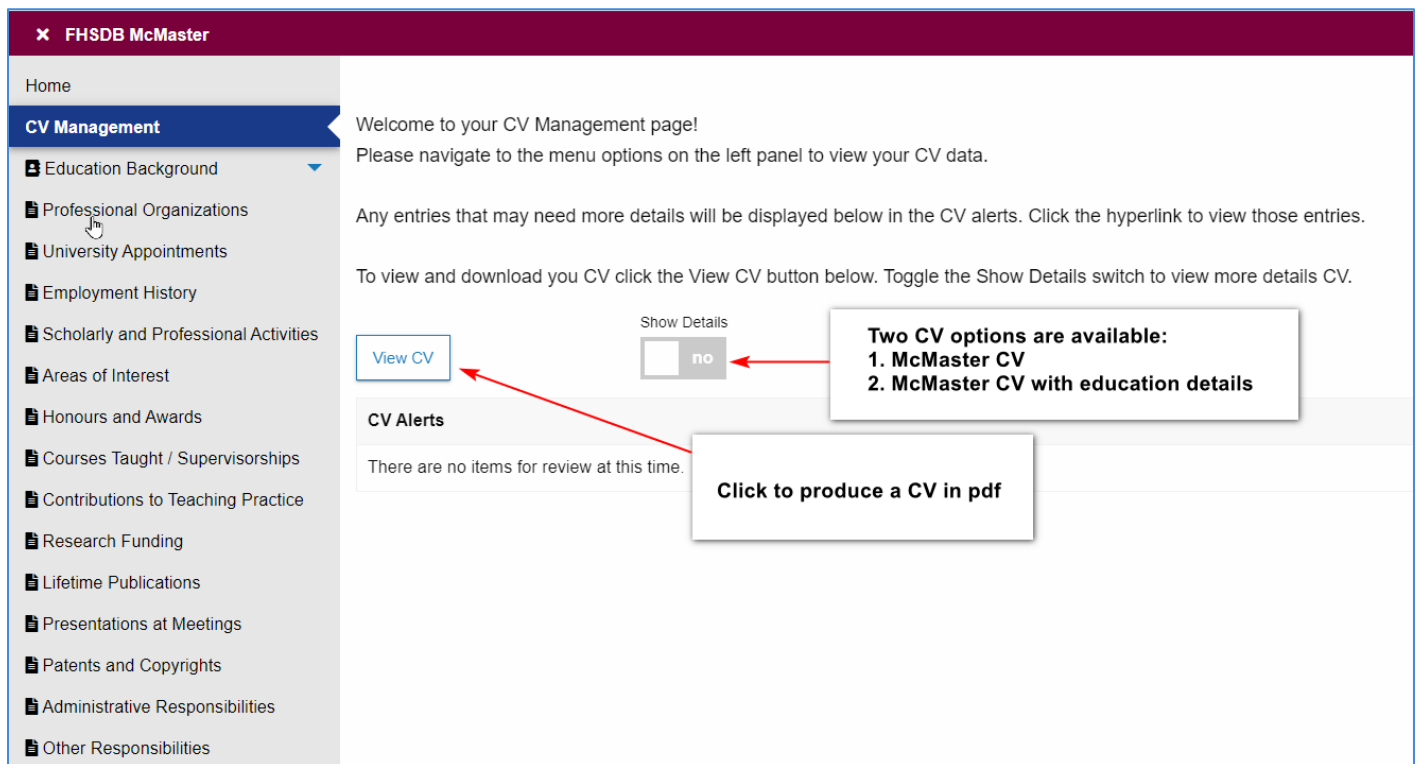
LOGIN TO FHS DB

Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

ACCESS YOUR CV

Navigate to the CV Management menu on the left. The top header will display your CV information in the panel on the right. Users can choose between detailed yearly education or basic education layout.



The screenshot shows the FHSDB McMaster CV Management interface. On the left is a navigation menu with 'CV Management' selected. The main content area displays a welcome message and instructions. A 'View CV' button is highlighted with a red arrow. A 'Show Details' toggle switch is set to 'no', also highlighted with a red arrow. A text box explains that two CV options are available: 1. McMaster CV and 2. McMaster CV with education details. Another text box points to the 'View CV' button, stating 'Click to produce a CV in pdf'. Below the instructions is a 'CV Alerts' section with the message 'There are no items for review at this time.'

NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)