

HOW TO NAVIGATE FHS DB - FACULTY

Target Audience: All

Updated April 27, 2023

OVERVIEW

FHS DB was created to help track FHS specific data not collected elsewhere on campus and to help address business processes which are unique to FHS. This new system is replacing the MacFACTS solution which was used to upload faculty CV information as well as allowed programs to enter educational contributions.

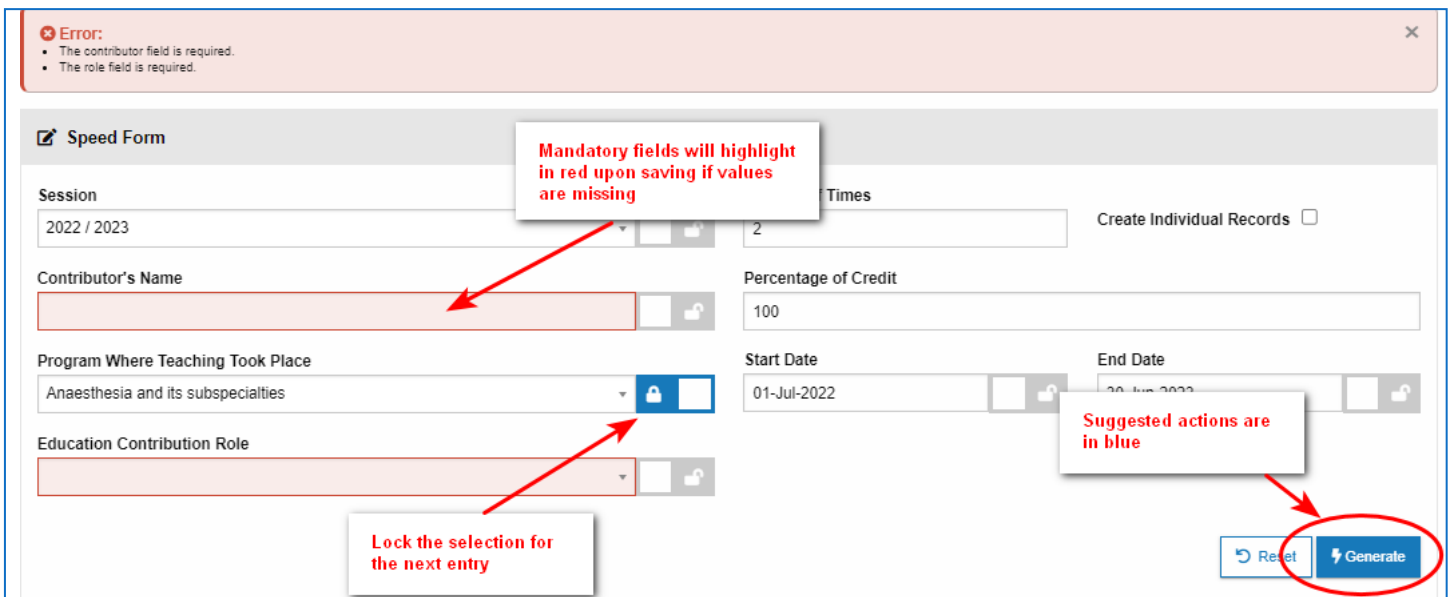
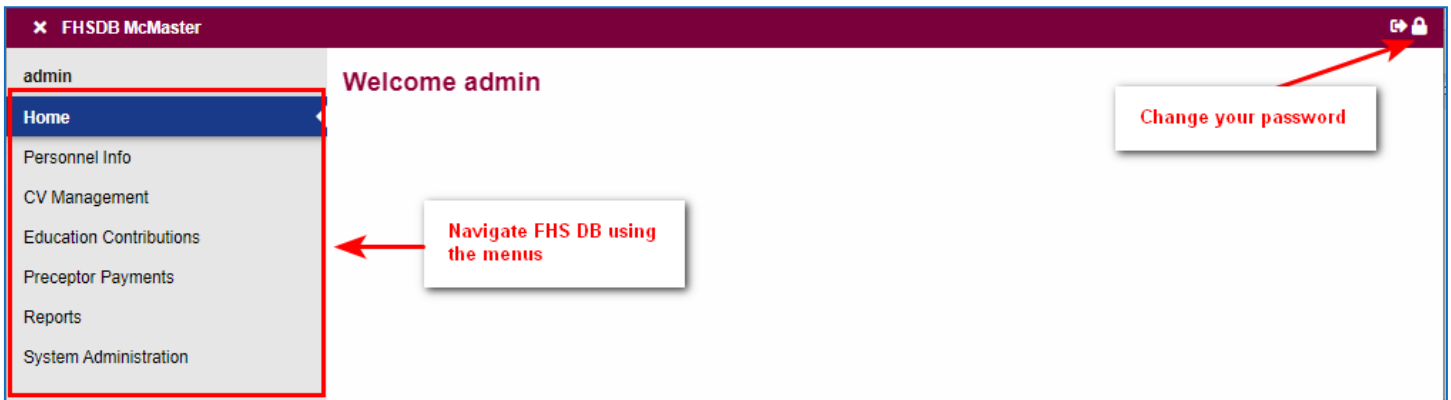
LOGIN TO FHS-DB

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](#)

NAVIGATE FHS DB

Based on your role in FHS DB, you will see role-specific menu items on the left. By clicking on them, you will be brought over to each section that may have more sub-menus.



There are helpful links embedded to some screens that will help you get more information.

admin
Home
CV Management
Education Background
Professional Organizations
University Appointments
Employment History
Scholarly and Professional Activities
Areas of Interest
Honours and Awards
Courses Taught / Supervisorships
Contributions to Teaching Practice
Research Funding
Lifetime Publications
Presentations at Meetings
Patents and Copyrights
Administrative Responsibilities

Welcome to CV Management

McMaster University has a specific set of guidelines for CVs called the SPS B11 McMaster Curriculum Vitae Guidelines. The document can be found on the University Secretariat website.
<https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/sp-s-supplementary-policy-statements-tenure-promotion/>

Faculty Members must submit their CV in McMaster format for all academic reviews and for any administrative appointments. Preparation of the CV in McMaster format can be simplified by using the CV Management Module here.

To view and download your CV click the View CV button below. Toggle the Show Details switch to view the detailed CV.

Any entries that may need more details will be displayed below in the CV alerts. Click the hyperlink to view those entries.

View CV Show Details: no

CV Alerts

There are no items for review at this time.

Content Assistance

CV content assistance can be directed to your departmental academic coordinator. All contact information can be found here: https://fhs.mcmaster.ca/facultyrelations/academic_coordinators_contacts.html

Faculty Relations will be hosting CV content question sessions in the future.
Faculty Relations has prepared a CV Tips and Advice document for use while considering content to enter into the CV.

WEBSITE

New website had launched where various User Guides are being posted as needed. To access the website, click on the link below.

<https://fhsdbinfo.healthsci.mcmaster.ca/>

McMaster University
FACULTY OF HEALTH SCIENCES
Faculty of Health Sciences Database
SEARCH MENU

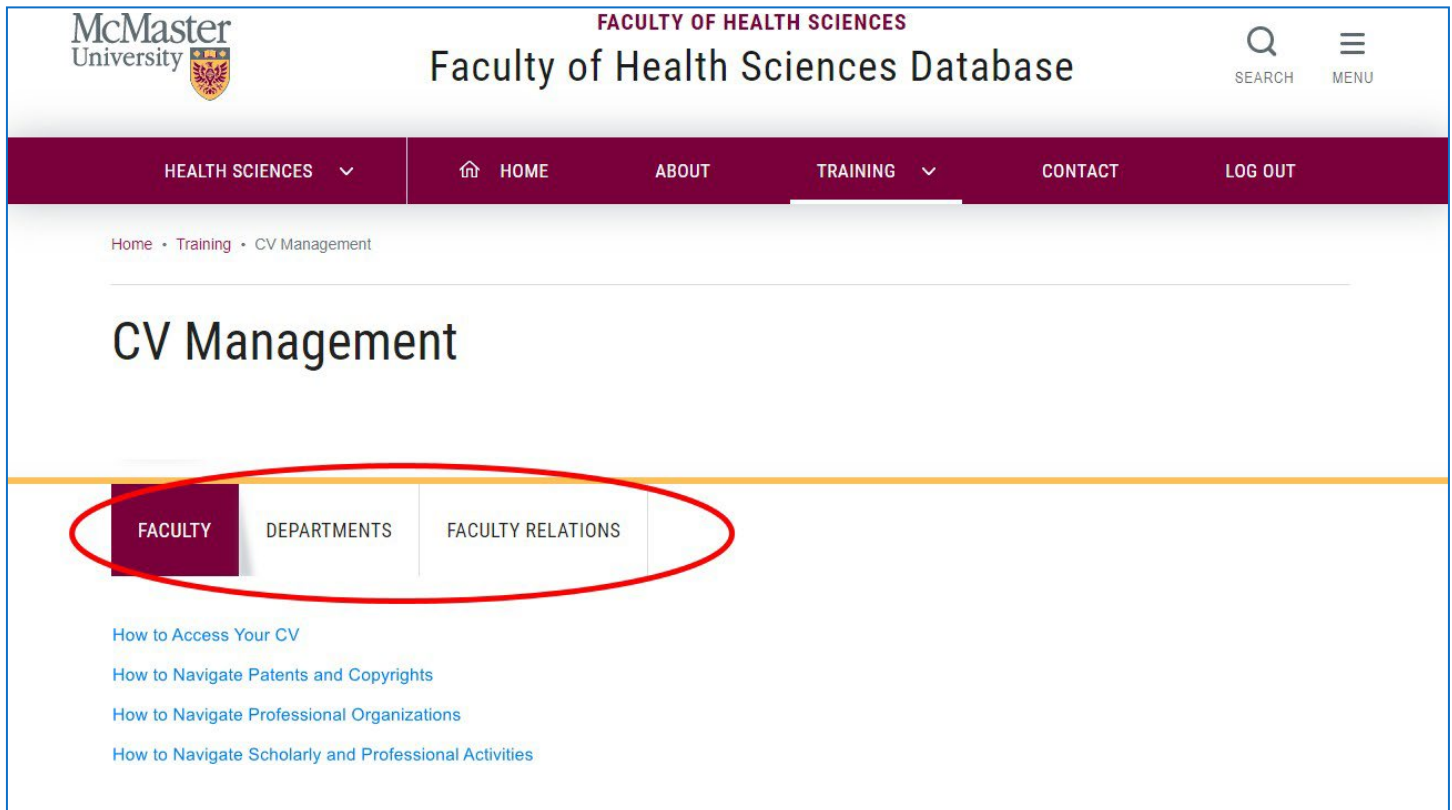
HEALTH SCIENCES HOME ABOUT **TRAINING** CONTACT LOG OUT

- FHS DB Overview
- CV Management
- Educational Contributions
- Personnel Database
- Payments
- Training Sessions

Access User Guides under these sections

Welcome to the FHS-DB
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Each section is broken down by the intended audience.



The screenshot shows the 'Faculty of Health Sciences Database' website. The main navigation bar includes 'HEALTH SCIENCES', 'HOME', 'ABOUT', 'TRAINING', 'CONTACT', and 'LOG OUT'. The 'TRAINING' menu is expanded, showing 'CV Management'. Below the navigation, the breadcrumb trail reads 'Home • Training • CV Management'. The main heading is 'CV Management'. A horizontal navigation bar below the heading contains three tabs: 'FACULTY', 'DEPARTMENTS', and 'FACULTY RELATIONS'. The 'FACULTY' tab is highlighted with a red oval. Below the tabs, there are four links: 'How to Access Your CV', 'How to Navigate Patents and Copyrights', 'How to Navigate Professional Organizations', and 'How to Navigate Scholarly and Professional Activities'.

NEED SUPPORT?

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