

# HOW TO NAVIGATE FHS DB

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*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.

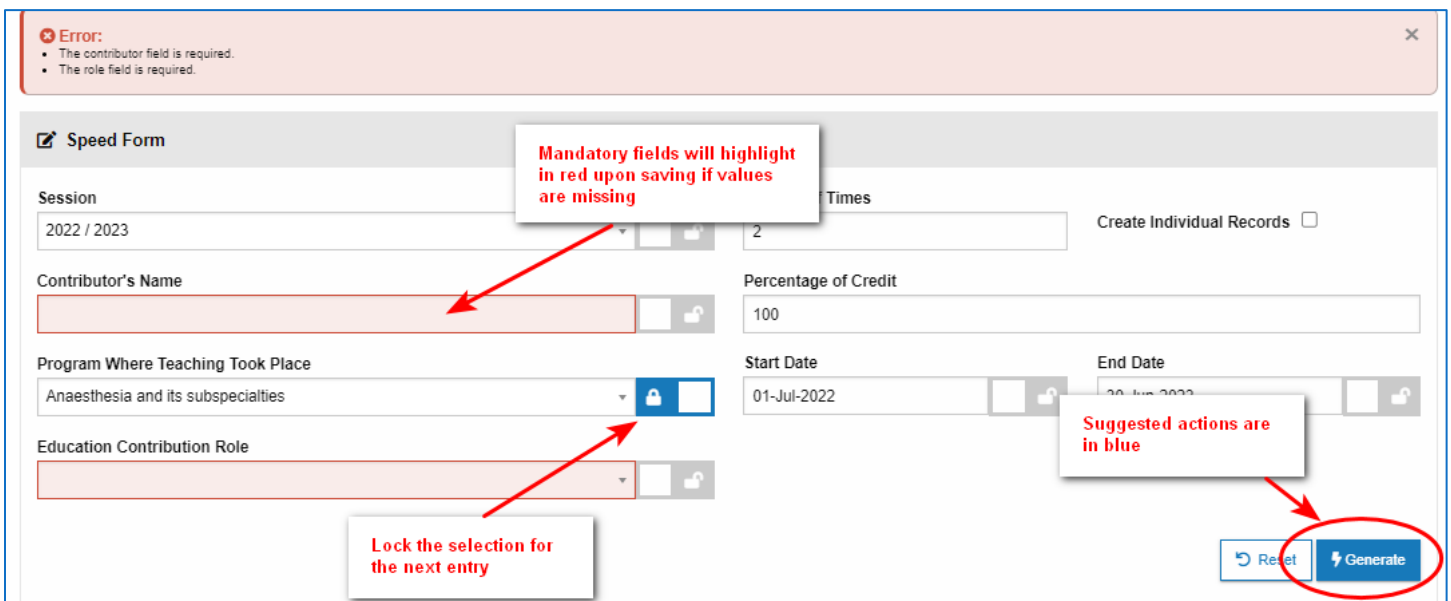
## LOGIN TO FHS-DB

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-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.

Show Details

#### 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](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

Welcome to the FHS-DB  
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Access User Guides under these sections

Each section is broken down by the intended audience.

McMaster University FACULTY OF HEALTH SCIENCES Faculty of Health Sciences Database

SEARCH MENU

HEALTH SCIENCES HOME ABOUT TRAINING CONTACT LOG OUT

Home - Training - CV Management

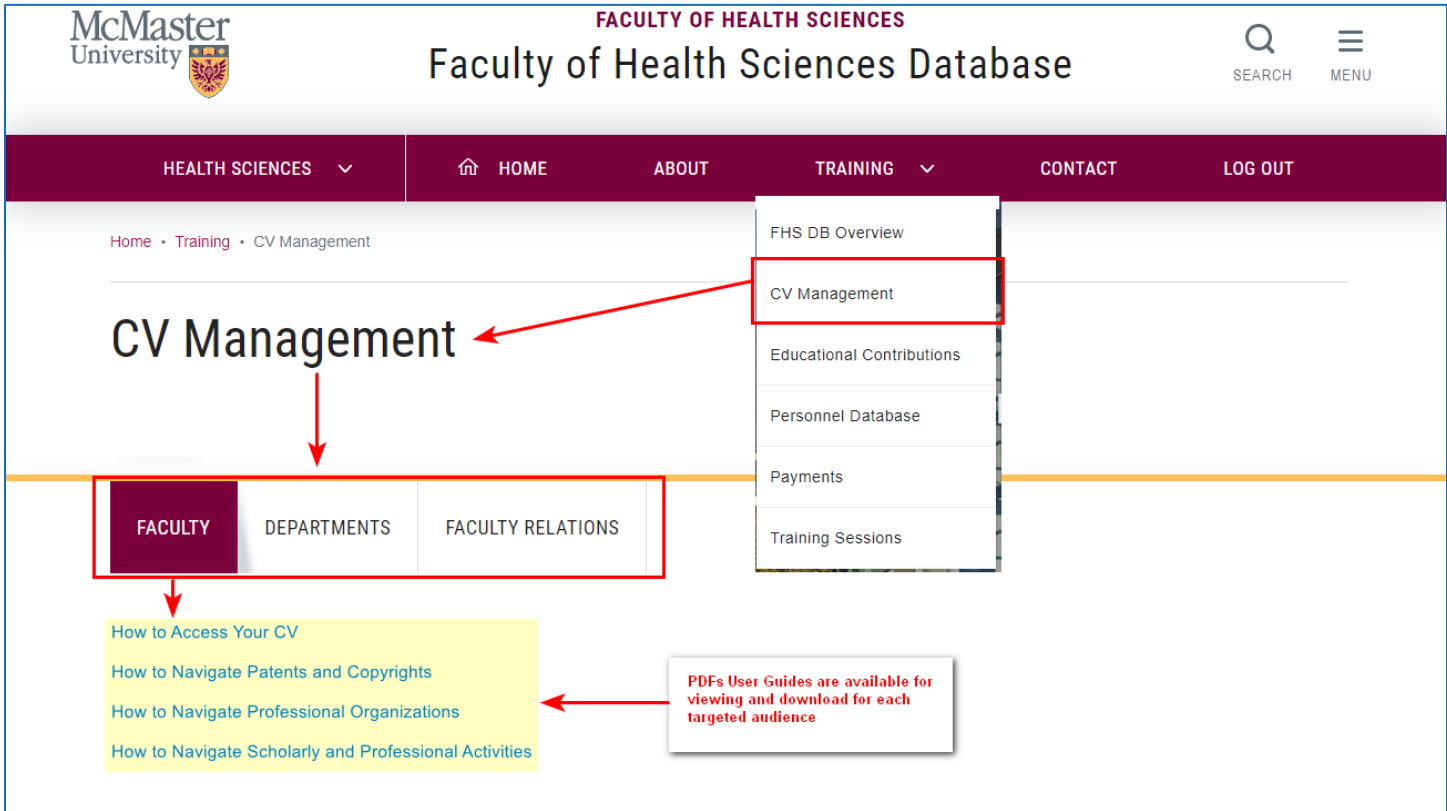
# CV Management

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

FACULTY DEPARTMENTS FACULTY RELATIONS

- How to Access Your CV
- How to Navigate Patents and Copyrights
- How to Navigate Professional Organizations
- How to Navigate Scholarly and Professional Activities

PDFs User Guides are available for viewing and download for each targeted audience



### NEED SUPPORT?

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