

HOW TO NAVIGATE CV SCREENS AND ACCESS YOUR CV IN FHS DB

TARGET AUDIENCE: FACULTY

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LOGIN TO FHS DB

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

NAVIGATE CV SCREENS AND ACCESS YOUR CV

Navigate to “My CV Management” on the left sidebar menu. Click on the expanded sections to review and add information. The [FHS DB Website](#) contains user guides for each section.

Clicking on “My CV Management” will display an information panel on the right.

From here, you can generate your CV. You can choose between a detailed yearly education layout (detailed version) or a basic education layout (summary version). The summary version is the default.

You will find various links on this panel: to the official McMaster CV policy, to the FHS DB website, and to lists of department and program contact information to address missing or incorrect personnel or teaching entries.

The information panel also alerts the user to corrections that are required for specific CV entries that were migrated from the MacFacts system. These corrections may be due to the requirement of additional fields or separation of a field into two or more, or previously optional fields that are now mandatory.

The screenshot shows the 'Welcome to CV Management' page. On the left is a sidebar menu with 'My CV Management' selected. The main content area includes a 'View CV' button, a 'Show Details' toggle, and a 'Click on the toggle button to switch between Detail and Summary CV.' instruction. A red box highlights the 'View CV' button with the text 'Click to produce a CV in PDF'. Another red box highlights the 'Show Details' toggle with the text 'Two options are available: 1. McMaster CV 2. McMaster CV with detailed teaching contributions'. A third red box highlights the 'McMaster Curriculum Vitae Guidelines SPS 011' link with the text 'Click here for official McMaster CV Policy'. A fourth red box highlights a section in the sidebar with the text 'Click on a section to review and modify existing entries and add new entries.' On the right side, there are two panels: 'CV Alerts' with a list of items requiring review, and 'Content Assistance' with links to user guides and contact lists.

NEED SUPPORT?

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