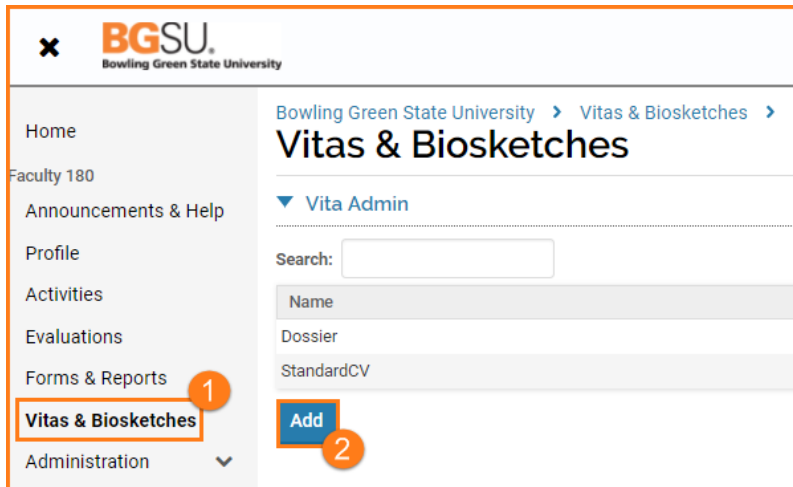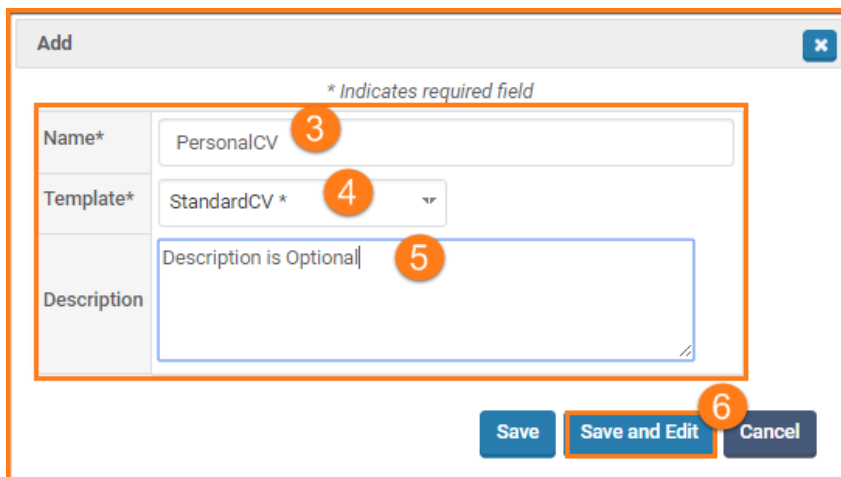## VITAS & BIOSKETCHES

You can add, view, edit, delete, or clone a vita or biosketch. Once cloned, they are a personal vita template of that faculty user.

- **Dossier -** this is the review dossier. This is how it will look to reviewers. There is an option to export to Word or pdf or share a web link, there is also an option to print.

- **Standard CV** - this is the format from the academic charter. There is an option to export to Word or pdf or share a web link, there is also an option to print.

- **Personal CV** – create a modified version of the Standard CV

1. Click Vitas & Biosketches on the left navigation
2. Click the **Add** button

3. Give document a **Name**
4. Select a **Template**
5. **Description** is optional
6. Click the **Save and Edit** button

7. Select items to hide/show in the **General Information** Section
8. Select items to hide/show and re-order sections in the Content Section

9. Click on pencil beside section title to rename section (i.e. Degrees – Education)

10. Save and Preview button

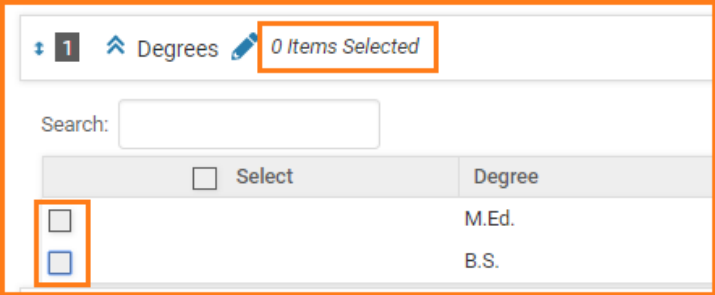11. Select **Personal** Type
12. Select **Citation format**
13. Select **Date Range**
14. Click **Refresh Vita** button
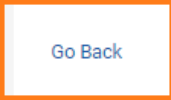
Go Back

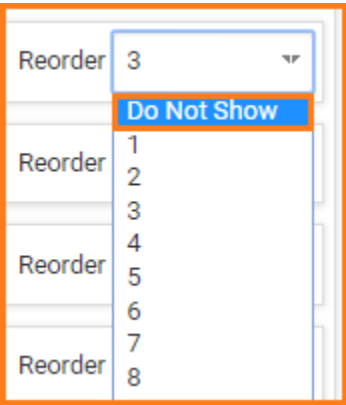15. Click **Go Back** link at bottom of screen to return to the edit Personal CV

‡ 1 ⌃ Degrees ✎ 0 Items Selected

Search:

	Select	Degree
☐		M.Ed.
☐		B.S.

16. If a category has 0 Items Selected, you may want to expand the selection and check the box to include items on your personal CV.

Reorder 3 ▾
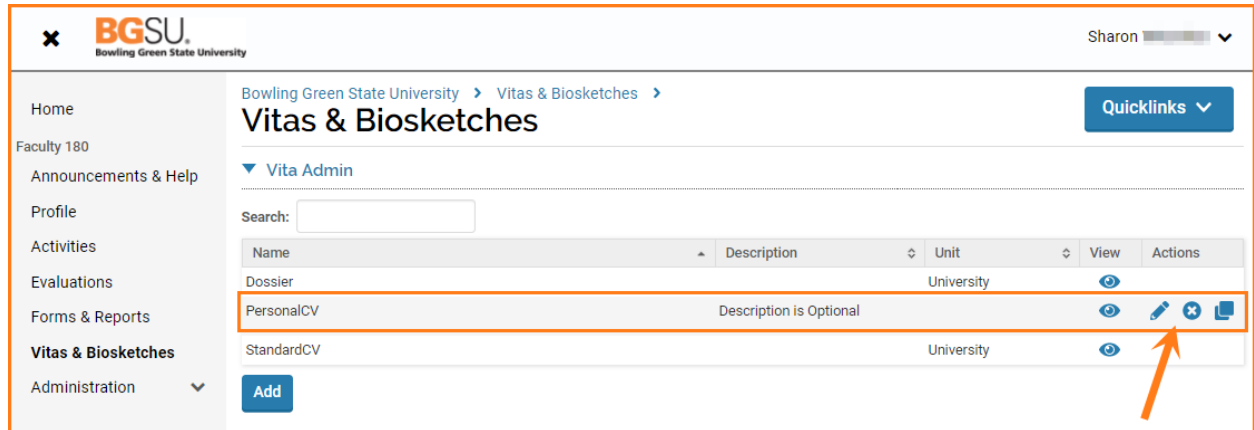Do Not Show
Reorder 1
2
3
Reorder 4
5
6
Reorder 7
8

17. If there are no items to select, you may want to click on the dropdown to Reorder and select **Do Not Show**.

Save | Save and Preview | Cancel

18. Continue clicking **Save and Preview** as you fine-tune the fields and activities to show and the order to list them.
19. Click **Save** when done.

20. You can continue to **edit**, or **delete** or **copy** the CV you just created.

If you are experiencing issues with logging in, browsers, printing, or some feature of the system is not working properly, contact the TSC at 2-0999. If you have questions about entering your activities or information in the system, which category to use for a specific activity, etc., contact faculty180@bgsu.edu for assistance.