


Customer Support

• Do not use VPN with Advance

- Click  on My CV to access the Academic Affairs My CV help pages
- Email ideas, questions, and issues to AdvanceProject@ucsf.edu

Getting Started

1. Login to MyAccess (<https://myaccess.ucsf.edu/>)
2. Select Advance from the applications within MyAccess
3. If you are trying to update another person's CV, click the Proxy Access link (upper right) to see the CVs you have access to
 - o Proxy access can only be granted by the academic CV owner
4. Click the My CV tab to view the CV

[Overview](#) |
 [My CV](#) |
 [My Packet](#) |
 [Proxy](#) |
 [For Review](#)

[Import CV](#) |
 [Export UCSF CV](#) |
 [NIH Biosketch](#)


My CV sub tabs

- **Import CV** – click this to display the Browse/Upload function.
 - WARNING:** If you upload a CV, you WILL erase the data already in the CV; this data is not retrievable once erased
- **Export UCSF CV** – click to generate a Word document structured like My CV
- **NIH Biosketch** – position your cursor over this to create a new Biosketch

Using the Short Cut feature

- When you click My CV, a Shortcut List will appear on the right
 - o Select Shortcut Map to see all CV sections in a grid format
- Click one of the sections to go to that section of the CV
- The Shortcut List will highlight the section you are viewing

General functionality

- A Sticky Header follows you through the CV to enable easy access to
 - o Section name, Edit link, Save/Cancel buttons, Highlight tool, Grid Lines
- Help text appears when you roll-over a header title or click the 
- o Help Text assists you in understanding what content goes in the section
- To understand Editing tools, see *General Editing Instructions* in this document
- Within each Edit window, [Instructions](#) help you understand how the app works

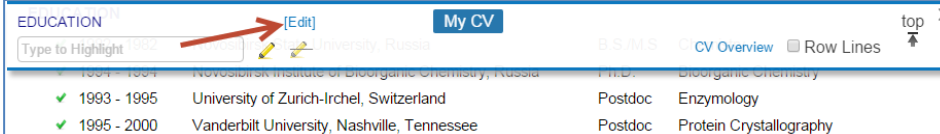
Navigation Tips

- The Shortcut feature, the scroll bar, and the Page Up and Page Down keys on your keyboard are the best ways to navigate through the CV
- If your mouse has a wheel, it can be used to quickly scroll through the CV
- Press the Home key to get back to the top of the CV

General Editing Instructions



Each section of the CV must be “opened” before you can edit the content

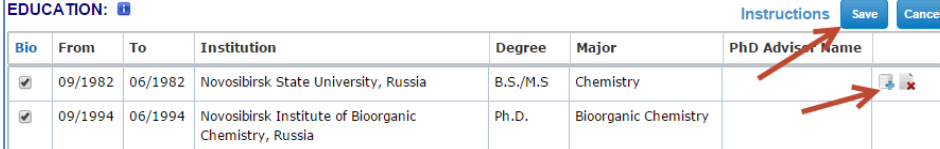
- Double Click on text within a section to open the Edit window
- Roll your cursor over the section to see [\[Edit\]](#); Click to open the Edit window
- Click the [\[Edit\]](#) in the Sticky Header to open the section for editing



From	To	Institution	Degree	Major	PhD Advisor Name
1993 - 1995	1995 - 2000	University of Zurich-Irchel, Switzerland	Postdoc	Enzymology	
1995 - 2000		Vanderbilt University, Nashville, Tennessee	Postdoc	Protein Crystallography	

Editing CV content

- Edit a line: click on the data you want to modify; that line will open for editing
 - o Click on another line to edit that line, etc.
- Click the  or  on the far right to add or delete a line of data (only on hover)
- *Drag-and-drop* to re-organize the rows of data within a section of the CV
- The Save button pushes changes to the database. You may see the spinning icon when you press this button as the browser interacts with the database.

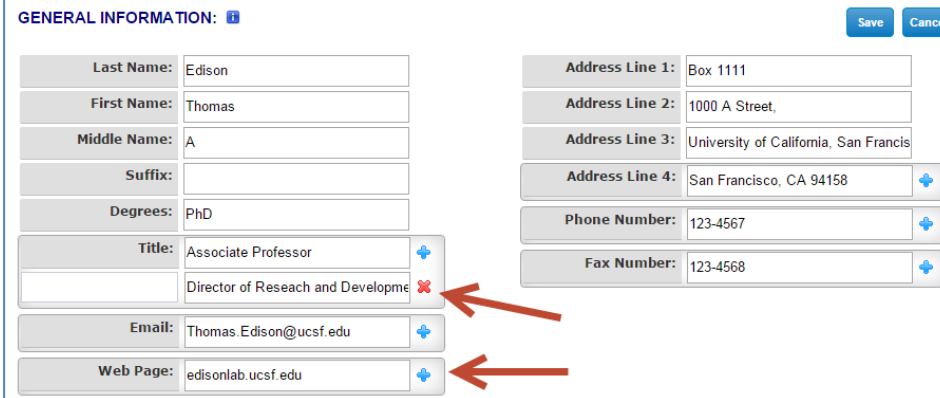


Bio	From	To	Institution	Degree	Major	PhD Advisor Name
<input checked="" type="checkbox"/>	09/1982	06/1982	Novosibirsk State University, Russia	B.S./M.S	Chemistry	
<input checked="" type="checkbox"/>	09/1994	06/1994	Novosibirsk Institute of Bioorganic Chemistry, Russia	Ph.D.	Bioorganic Chemistry	

Special Sections

General Information section

- Data is from campus systems; changes here will not affect your campus data
- Click the “+” icon to add a row under Title, Email, etc.
- Click the “x” to delete that row
- The label field (box to the left of each field) is not required
 - o When adding a label, include a colon or other separator
 - o Only the address field labels will display off-set to the left



Last Name: Edison

First Name: Thomas

Middle Name: A

Suffix:

Degrees: PhD

Title: Associate Professor +

Director of Research and Development x

Email: Thomas.Edison@ucsf.edu +

Web Page: edisonlab.ucsf.edu +

Address Line 1: Box 1111

Address Line 2: 1000 A Street.

Address Line 3: University of California, San Francis

Address Line 4: San Francisco, CA 94158 +

Phone Number: 123-4567 +

Fax Number: 123-4568 +

Summary (rich text) sections

- Summary sections are rich text and have a tool bar at the top of the edit area to enable
 - Change font or font size or style (CV should be kept in Arial 11pt)
 - Insert a special character (click the omega icon in the toolbar)
 - Paste rich text from Word or other text editor
 - View the "Source" code to see the html used
 - Insert numbering or bullets
 - Align your paragraph right, center, left, or justified
- Create multiple dated versions of your summary statement, as appropriate, for different years or different uses for the CV
 - Click the check box to the left of the statement to appear in the CV

SERVICE ACTIVITIES SUMMARY: Instructions Save Cancel

Date	Description
<input type="checkbox"/> 2014	I have always been an active contributor to service activities at UCSF and to my professional societies. Since my last merit in 2011 I have continued as a consultant to two dental associations (American and California Dental Associations), as well as the FDA. I am an editorial board member for several journals (Dental Materials; Archives of Oral Biology; Dental Biomechanics, Am J of Dentistry, PeerJ) and I review for numerous journals. I occasionally review grant proposals for various agencies. Much of what I do is service, but in addition I serve on a multitude of campus committees and as a representative to UC systemwide.
<input checked="" type="checkbox"/> 2017	last merit in 2014 I have continued as a consultant to two dental associations (American and California Dental Associations), as well as the FDA. I am an editorial board member for several journals (Dental Materials; Archives of Oral Biology; Dental Biomechanics, Am J of Dentistry, PeerJ) and I review for numerous journals. I occasionally review grant proposals for various agencies. Much of what I do is service, but in addition I serve on a multitude of campus committees and as a representative to UC systemwide.

Grants sections (Research Awards)

- In Grants sections, you can also open a single grant record by clicking on the hyperlinked record number
- To reorganize grants within a section (Current, Submitted, Past)
 - Click to the left of the Instructions link
 - The grants will display as single rows that showing the title
 - Click and drag the grant to the desired location within that window
 - Click DONE when satisfied with the new organization

RESEARCH AWARDS CURRENT: Instructions Save Cancel

1.) Grant Number:	Role:	Percent Effort::	PI Last Name:
R01-DE0123456	Co-investigator	15	Alldredge
Source of Funding:	Funding Start Date (MM/DD/YYYY):	Funding End Date (MM/DD/YYYY):	
NIH/NIDCR	07/15/2014	06/30/2019	

RESEARCH AWARDS CURRENT: DONE Instructions

- This is an examples of a grant title that might appear in Advance
- This is an example of another grant title that could appear in My CV

- To move a grant to another grants section
 - Roll your cursor over the grant and click the on the right of the gray bar at the bottom of the grant (only appears on hover)
 - Click on the section you want to move it to
 - The grant is moved to that section
 - Review that section to ensure that the grant you moved is appearing where you want it

Contribution: cuploatac non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Include in NIH Biosketch ?

2.) Grant Number:	Role:	Percent Effort::	PI Last Name:
R01-DE654321	significant contributor	10	Adams
Source of NIH:	Funding Start (MM/DD/YYYY):	Funding End Date (MM/DD/YYYY):	
	04/01/2016	03/31/2021	

Target Section(s)

- Grants Submitted
- Grants Past

Publication sections (rich text tables)

- To edit Publications, follow the *Editing CV content* instructions above, or open a single publication record by clicking on the hyperlinked record number
- Include the year of the publication in the year field, **but do not omit year from the citation**
- See *Summary (rich text) sections* for information on the rich text toolbar
- Click the to copy that publication to the Significant Publications section
- Click the link to the right of the peer reviewed publications header to add pubs from UCSF Profiles – this tool will NOT delete duplicate publications

PEER REVIEWED PUBLICATIONS (Edit) [\[Add from UCSF Profiles \(42 remaining found from Pubmed\)\]](#)

Significant Publications section

- Best practice is to copy a publication to this section as follows:
 - Find the publication you want to add to Significant Publications
 - Click on the to the left of the citation
 - Come back to Significant Publications to add a description of your contribution to complete the entry

Educator Portfolio sections

- To activate Educator Portfolio, in Teaching Summary select Educator Overview

TEACHING SUMMARY: Select One: Teaching Narrative Educator Overview Instructions Save Cancel

- Most users should select Teaching Narrative, and NOT use Educator Portfolio
- Click the [\[ADD\]](#) link next to Educator Portfolio to add the EP sections to the CV

EDUCATOR PORTFOLIO [\[ADD\]](#)

DIRECT TEACHING (Edit)

DIRECT MENTORING

CURRICULUM DEVELOPMENT, INSTRUCTIONAL DESIGN AND TECHNOLOGY

EDUCATIONAL LEADERSHIP

LEARNER ASSESSMENT

Things to Consider

- The Bio check box, on the far left in some sections of the CV, is a remnant of an earlier My CV used to identify data for the Biosketch; it is no longer used
 - The current Biosketch allows you select items while building the Biosketch

Bio	Year	Description
<input checked="" type="checkbox"/>	1974	Lautenschlager EP, Marshall GW, Marshall SJ, Hutton JE, Greener EH. Properties of a commercial non-precious casting alloy. <i>Quintessence Int</i> 5: 81-83; 1974. also Die Quintessenz