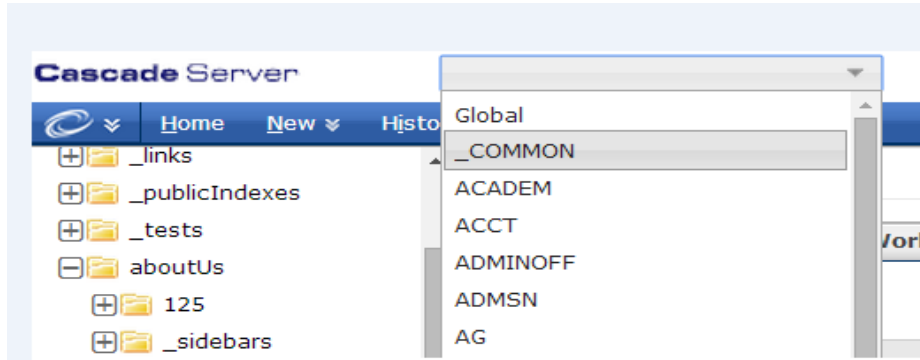


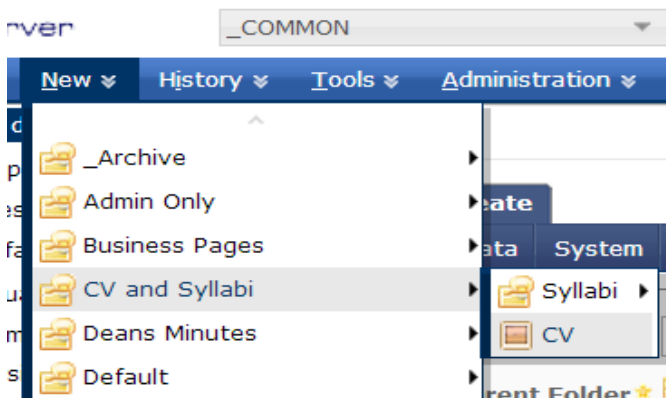
# Upload CV

## Creating a New CV

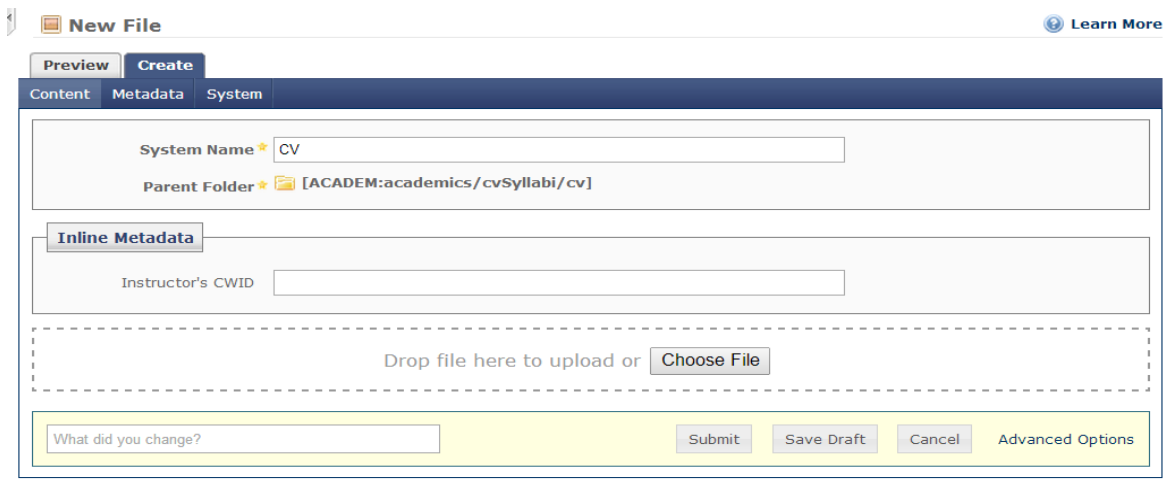
1. Open the menu at the top and select **\_COMMON**.



2. Click on **New** and then navigate to **CV and Syllabi > CV**.



Following page appears:

A screenshot of the 'New File' form in Cascade Server. The form has a 'Preview' tab and a 'Create' tab. The 'Create' tab is active, showing a 'Content' section with 'System Name' (CV) and 'Parent Folder' ([ACADEM:academics/cvSyllabi/cv]). Below this is an 'Inline Metadata' section with 'Instructor's CWID'. A dashed box indicates a file upload area with the text 'Drop file here to upload or Choose File'. At the bottom, there is a text input field 'What did you change?' and buttons for 'Submit', 'Save Draft', 'Cancel', and 'Advanced Options'.

3. Beside *System Name*, type the instructor's name in LastnameFirstname format, using the name that is provided in Banner, followed by ".pdf". BE SURE TO ENTER THE SYSTEM NAME WITH THE FIRST LETTER OF EACH NAME CAPITALIZED.

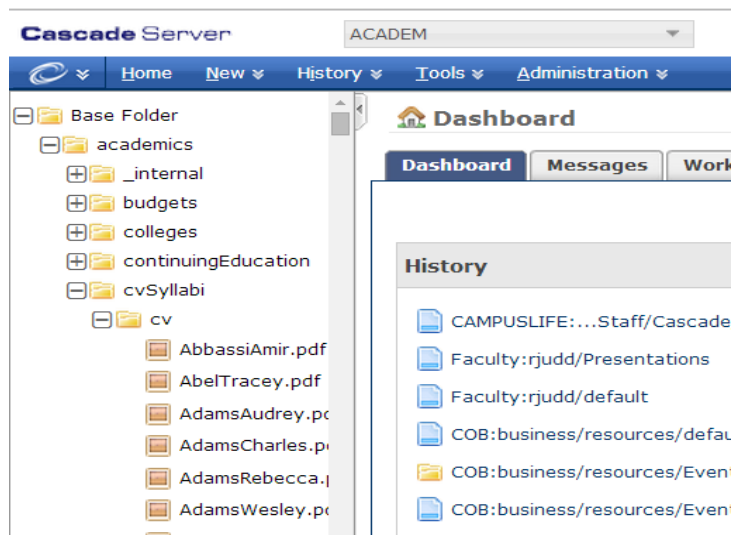
4. Check the path within Parent Folder, it should be **ACADEM:academics/cvSyllabi/cv**

5. Type the instructor's CWID in the *Instructor's CWID* field. Do not skip this step; the schedule of classes application will use the CWID to match the CV file with the instructor.

6. Click on **Choose File**, browse to the **CV PDF file** you have saved then click **Open**.

7. Click the **Submit** button

8. Now you can find the uploaded document within the **ACADEM** department.



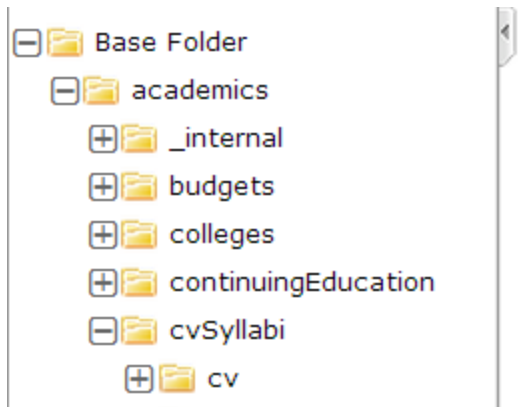
9. Click the **Publish** tab and then click **Submit**.

## When will you see the CV in Schedule of Classes?

If you have just uploaded and published a CV but it is not appearing in Schedule of Classes this is because it takes overnight for CV to publish to the Schedule of Classes. If you still can't find the CV listing after the update period, create a ticket with the help desk at 903-468-6000 to receive assistance.

### Updating an Existing CV

1. In the left navigation bar, open **academics > cvSyllabi > cv**.



2. Locate and click the CV file in the left navigation bar for the instructor you are working on. The CVs that are correctly named should have a LastnameFirstname.pdf format.



3. Click the *Edit* tab. If *Instructor's CWID* is blank, type the instructor's CWID. Otherwise make sure that the value entered is correct. Do not skip this step; the schedule of classes application will use the CWID to match the CV file with the instructor.

A screenshot of an 'Inline Metadata' form. The form has a title 'Inline Metadata' in a blue box. Below the title, there is a label 'Instructor's CWID' and a text input field containing the value '10039320'.

4. Click *Choose File*, browse to the CV PDF file you have saved then click *Open*.

5. Click the *Submit* button.

6. Click the *Publish* tab and then click *Submit*.