

# CV Builder: Adding to your CV



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Office for Faculty Advancement  
May 2020

Go to Marshall University Joan C. Edwards SOM homepage (<http://jcesom.marshall.edu/>) and select “Faculty/Staff”

School of Medicine Coronavirus Update:  
Read for more details specific to medical students and School of Medicine events.

Current Students **Faculty/Staff** Search...      

 **MARSHALL UNIVERSITY**  
Joan C. Edwards School of Medicine

[Home](#) [About](#) [Prospective Students](#) [Residents/Fellows](#) [Alumni/Giving](#) [Patient Care](#)

- Faculty Advancement
- QUICK LINKS**
- Dean's Portal
- CME
- Curriculum Committee
- Policies
- New Innovations
- Personnel Advisory Committee
- WebClock
- Cabell Clinics Event Reporting >
- Faculty Database
- Academic Dashboard
- Marshall Health Employee Website

MARSHALL JOURNAL OF MEDICINE

January 2020  
Volume 6 • Issue 1

Expanding Knowledge to Improve Rural Health  
[mds.marshall.edu/mjm](http://mds.marshall.edu/mjm)

MARSHALL JOURNAL OF MEDICINE

January 2020

# Select CV Builder under the Popular column.



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## Faculty & Staff

[Home](#) | [Faculty & Staff](#)



### Tools

- [Academic Calendar](#)
- [Cabell Clinics Event Reporting](#)
- [MUOnline \(Blackboard\)](#)
- [Encounter Log](#)
- [MUSOM Question Bank](#)
- [MUSOM Curriculum Query](#)
- [New Innovations](#)
- [Student Scheduler](#)

### Popular

- [Calendar of Room & Equipment Reservations](#)
- [Continuing Medical Education \(CME\)](#)
- [CV Builder](#)
- [Faculty Advancement](#)
- [Faculty Database](#)
- [Faculty Scholarly Activity Log](#)
- [Forms for Faculty](#)
- [Marshall Health Employee Website](#)
- [Mentoring](#)
- [Promotion & Tenure](#)
- [Student Advising/Mentoring Guidelines](#)

### Resources

- [Academic & Curricular Resources](#)
- [Clinical Resources](#)
- [Computing & IT Resources](#)
- [Credentialing & Accreditation Resources](#)
- [Faculty Handbook](#)
- [Faculty Policies](#)
- [Faculty Resources](#)
- [Institutional Policies & Committees](#)
- [Research Resources](#)
- [Teaching Resources](#)

Click on the CV Builder boxed link.



## CV & Portfolio

[Home](#) | [Faculty & Staff](#) | [Faculty Advancement](#) | [Faculty Development Programs](#) | [CV & Portfolio](#)

### FACULTY ADVANCEMENT

- [Home](#)
- [Event Calendar](#)
- [Faculty Handbook](#)
- [New Faculty](#)
- [Faculty Council](#)
- [Promotion & Tenure](#)
- [Faculty Development](#)
- [Women in Medicine & Science](#)
- [Policy & Governance](#)
- [Resources](#)
- [Faculty Awards](#)
- [Publication Archive](#)
- [Data & Reports](#)

### PROGRAMS

- [Academic Citizens Excellence \(ACE\) Program](#)

[CV Builder](#)

- [Academic Portfolio Template](#)
- [Academic Portfolio Presentation \(Video\)](#)

You will then be prompted to enter your username and password \*use the same username and password you use to login on the SOM computer.

## Login using your MUSOM Account Credentials

User name

Password

Log in

[Return to Main Menu](#)

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Your CV Builder will populate to this page. In order to add Demographics, click on the blue linked Demographics tab.

## Faculty List

Find by name:

First Name	Last Name
	<a href="#">Demographics</a>   <a href="#">Contact</a>   <a href="#">Education</a>   <a href="#">Employment / Experience</a>   <a href="#">Scholarly Activity</a>   <a href="#">Print AAMC CV (PDF)</a>   <a href="#">Download AAMC CV (DOC)</a>   <a href="#">Download NIH Biosketch (DOC)</a> <a href="#">Certifications</a>   <a href="#">Licenses</a> <a href="#">Memberships</a>   <a href="#">Honors/Awards</a>   <a href="#">Committees</a>   <a href="#">Educational Activities</a>   <a href="#">Creative Products</a>   <a href="#">Patents</a>

The Demographics page will populate. Click on the green “Create New” button in order to add your demographic information.

Faculty Database Logged in as: mooneym [Log off](#)

## Demographics

[Create New](#)

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Birth Date	Citizenship	Gender	Marital Status	Race/Ethnicity
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An "Add Demographic Data" entry page will populate. Enter the information in each section, then click "Create".

Faculty Database Logged in as: mooneym Log off

### Add Demographic Data

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Birth Date

Gender

RaceEth

MaritalStatus

Citizenship

[Back to List](#)

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These same actions may be used to update the subsequent blue tabs (Contact, Education, Employment/Experience, etc.) Simply click on the tab you would like to update and follow the previous actions.

Faculty Database Logged in as: mooneym [Log off](#)

## Faculty List

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Need Assistance?

Please contact the Office for Faculty Advancement

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