



Tips For How To Input Your CV

1 Upload profile picture.



Images should be a JPEG, GIF, or PNG file.

The photo viewer will allow you to resize and make adjustments to your photo before saving.



2 Tell us about your research.

Enter a short narrative summary to be used in the research overview field of your profile. This summary should highlight your areas of research or display a brief biosketch.

3 Edit your preferred title.

VIVO imports employee titles from PeopleSoft which are not very specific or descriptive. The ingested title appears in gray. You may want to enter a preferred title to be more descriptive of your working title. Note: This title will not replace what appears in gray below your name.

click... search... collaborate!

4 Exhibit your educational credentials.

The educational training field allows you to highlight your degrees earned and activities that you have received recognition. Note: You have the option to display as much or as little information as you wish.



5 Showcase your previous work experience.

Highlight your expertise and skills by adding your employment history. Your previous positions will help display your variety of skills and interests. It will also assist in the social networking component of VIVO.



6 Use keywords to describe your research.

Add keywords that you would use to describe your research. Examples include: informatics, clinical research, agricultural, health services, development, etc.

7 Display your publications and grants.

Your title, UFID, publications and grants are automatically ingested from authoritative data sources such as PeopleSoft, DSR, PubMed.

If data in these fields are incorrect, let us know and we can help you contact (PeopleSoft, DSR, etc.) to correct the problem.



Once publications and grants are added to your profile, visualizations (pictured to the right) will be available within your profile.

These visualizations help illustrate your publication/grant activities and also link you to your co-author and grant discovery networks.

