

0:10 - Hello. And welcome to Institutional Effectiveness.

0:17 - This very short video clip is designed to show you how to easily add your CV to the Xitracs Portal to your faculty profile.

0:21 - First, you'll need to navigate to the Institutional Effectiveness webpage.

0:25 - In the left hand navigation, you'll want to select Faculty Resources,

0:30 - and underneath that link, you'll see CV and Document Upload.

0:35 - Click that link, and it takes you to the Faculty Portal in Xitracs page.

0:40 - In the middle of this very short page, you'll see another link that says Xitracs Portal.

0:44 - This takes you to the login screen for the Xitracs system.

0:48 - It will authenticate you using single sign on with your UWF Credentials.

0:54 - So if you will click Logon it takes you into the system,

0:58 - and you can see that it has identified me based on my credentials with UWF

1:04 - To get to the location where you can upload your CV,

1:08 - you'll want to click on the Credentials tab on the menu bar

1:12 - and then you'll see several

1:15 - tabs below, and you want to expand the first one

1:21 - titled Base Data.

1:24 - When that tab is expanded you'll see a feedback button in the upper righthand corner.

1:30 - Click on the feedback button,

1:33 - and a pop-up window will appear.

1:35 - In the first field, you'll want to click on the dropdown list.

1:39 - And, in that dropdown list, you can click CV Online.

1:45 - And, at the bottom of the pop-up window, select Choose File.

1:49 - You'll want to navigate to the location on your computer where you've saved

1:53 - you're most recent copy of your CV. Select it, and click Open.

1:59 - And, I typically type a very brief comment [typing]

2:04 - [typing]

2:10 - [typing]

2:14 - And then click Save.

2:16 - You'll notice that there is a very small pop-up at the top

2:21 - that says your feedback has been sent. You can click the OK button,

2:26 - and the pop-up window will go away.

2:28 - At this point, you're able to logout,

2:32 - and you've completed your task.

2:35 - If you have any further questions, please contact Institutional Effectiveness

2:41 - at assessment@uwf.edu. Thanks.