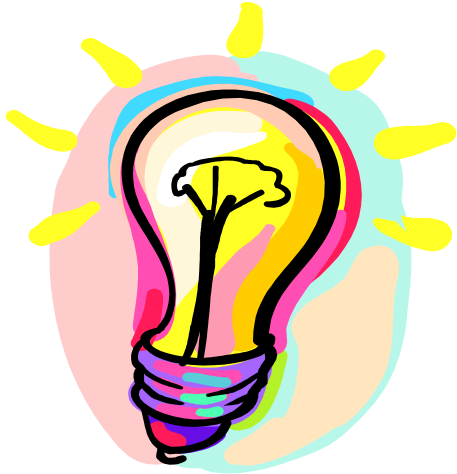



Hot Tips for using the Common CV...



To enter your CV data....

- **First time users must first register** to obtain access to the Common CV system. This online procedure does not require you to wait to receive confirmation. You will receive an instant e-mail to confirm your registration and provide you with access.
- **Your CV data is entered in two steps:** the data requirements that are common to all agencies appear on the first screen for each section (Identification, Contact information, etc.). Additional “agency specific” data that is not common to all agencies must be completed in agency specific screens related to each section.
- Navigate through the common and agency specific sections of the CV through the left menu bar that appears on the data screens.
- Navigate throughout the different functions of the system (**Save, Preview / Print, Validate, Home - My CV**) using the menu bars at the top and bottom of each screen.
- **“Home – My CV”** is a one-stop-shop which allows you to navigate throughout the system, the CV data screens and provides you with a history of your activities.
- When you get out of a screen, an automatic saving of new data entered is performed by the system. If there are errors detected in your data, a message will describe the error and a red arrow ► will appear beside the field where an edit is required.
- Click on this symbol ⓘ beside a field to read the help text for that field.
- **You may create both an English and French version** of your CV. The CV language is determined by the language that you are working in online. For example, if you have created a French CV and would like to create an English CV:

- Flip to the English screens using the language button on the menu bar at the top of the screen.
- Look through each screen for fields with an **E** beside it (e.g., Degree name). You will likely have already typed and saved French text for this field. You may now enter the English text. You will not be overwriting previously saved text in the other language.
- **Avoid using your browser's navigation tools** (Back/Forward buttons and the Refresh/Reload Screen buttons). If you do use these buttons, you risk losing any unsaved information.
- **Mandatory fields** are identified by a check mark . If you miss any of the mandatory fields, you will be prompted to complete them when you Save or Validate your CV before submitting.
- For all **lists**: if you cannot find the value you require and an "Other" selection is not available, please call the helpdesk for assistance.
- Change your password, or look up a forgotten password or username through the link on the Logon screen.

To print your CV....

- To print a copy of the CV at anytime – empty, half empty or completed – select the Preview / Print function. Preview or printing will give you a draft copy without validation.
- When printing your CV, you may **customize** the selection of data to submit to a specific agency in the following sections: **Distinctions/Awards/Credentials, Work experience, Expertise and Funding**. Although you can store a complete list of entries for these sections in the CCV database, the customization allows you to pick the pertinent entries that should appear on your CV application form where space limitations are imposed.

To submit your CV...

- **"Validate"** the data in your CV for a specific agency before your final print or submit. This will indicate if you are missing any data required for a specific agency.
- **"Finalize and submit my CV"** allows you to identify the agency to which you are submitting, provide your consent for their use of your CV data, and print a final version of your CV.