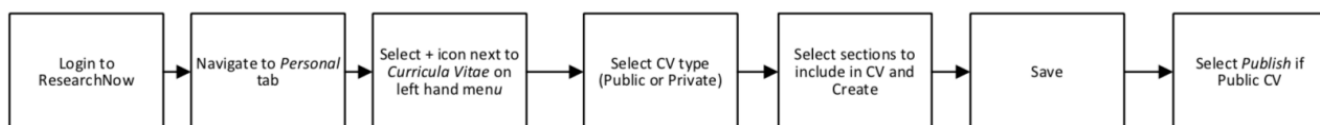# Create a dynamic Curriculum Vitae

ResearchNow

Overview

This guide explains how to create a dynamic Curriculum Vitae (CV) within ResearchNow, using profile and research data in ResearchNow.

A CV can be either public or private.

Process

| Login to ResearchNow | → | Navigate to *Personal* tab | → | Select + icon next to *Curricula Vitae* on left hand menu | → | Select CV type (Public or Private) | → | Select sections to include in CV and Create | → | Save | → | Select *Publish* if Public CV |

Steps

1. Login to ResearchNow.
2. Navigate to the *Personal* tab
3. Select + icon next to *Curriculum Vitae* on the left side of the menu.
4. Select the type of Curriculum Vitae (CV) to create - i.e., private or public.
   NOTE: Once published, a public CV is available on the public portal. A private CV on the other hand is only visible to you.
5. Select the sections you would like included in the CV and select *Create*:
   1. Personal profile - information in your *Personal Overview* page such as name, legal title, college, centres and other affiliated areas, phone number, and email address.
   2. Profile information - information entered about you
   3. List of employments - positions outside of the institution and internal positions within Flinders University.
   4. List of content - any available content from the ResearchNow (currently only outputs). NOTE: Only research outputs that have been validated by the Library are included in the CV.

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5. Text – heading, text section and periodic list. If you choose headings and text section(s), you can add an additional heading and section name. Periodic list displays a generic year and journal name which can be edited when selected.
6. To add a section to the CV, hover over the space under a section until a green line appears and Select the green line or select *Add* section.
7. To edit, reposition or delete a section, hover over the left side of a section until a menu appears. Select the appropriate button for the desired action.
8. By default, CVs in ResearchNow are dynamic. When new content is added, it is automatically added to the CV. To turn this feature off, choose to Edit the section, select *Make static*, and select *OK*.
9. If a public CV was created, tick *Publish* to publish the CV on your profile on the ResearchNow Portal.
10. Select *Save* to save the CV for later use. To export the CV as a PDF or Word document, select the appropriate button.

Handy hints

Use the Add section buttons to order the research output by type. For example: Set the first section to show book chapters, the next section to show journal articles etc.

To restrict the types of research output included in the CV:

- Hover over the left side of the research output section until a menu appears. Select Edit.

- Tick the types of research output you would like included in the CV.
- Select OK.

To change the format, ordering or list style of the CV:

- Hover over the left side of the research output section until a menu appears. Select Edit.

- Select on the existing setting. A drop-down menu appears. Make any desired changes.
- Select OK.