

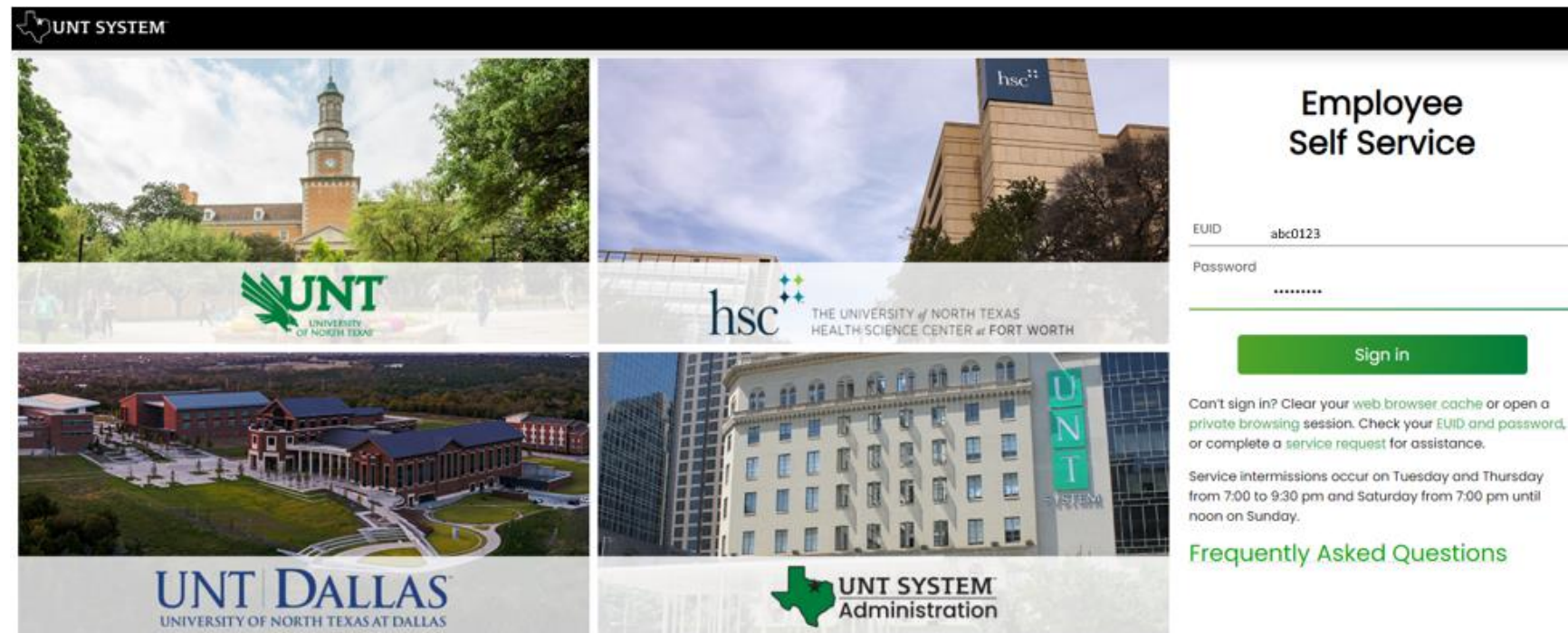


CV IMPORT IN FIS

Faculty Information System Team

On your computer, go to **Employee Self Service portal** using the myhr.unt.edu site.

















Login using your EUID (abc0123) and password.



The screenshot shows the Employee Self Service portal login page. At the top left is the 'UNT SYSTEM' logo. The main content area is divided into four quadrants: top-left shows the UNT logo over a building; top-right shows the 'hsc' logo and 'THE UNIVERSITY of NORTH TEXAS HEALTH SCIENCE CENTER at FORT WORTH'; bottom-left shows an aerial view of a campus with the 'UNT DALLAS UNIVERSITY OF NORTH TEXAS AT DALLAS' logo; bottom-right shows a building with the 'UNT SYSTEM Administration' logo. On the right side, there is a 'Employee Self Service' header, a login form with fields for 'EUID' (containing 'abc0123') and 'Password', a green 'Sign in' button, and a 'Frequently Asked Questions' link. Below the login form, there is a note about clearing the browser cache and service interruptions.













Click on **Employee Resources** as shown.

Employee Self Service

Delegations 	Company Directory 	Time 	Payroll 
Personal Details 	Talent Profile 	Benefit Details 	Total Rewards  No Statement Available
Employee Resources 	Employee Offboarding 	Duo MultiFactor Authentication 	Staff Performance Evaluations 
Apply for a Job 	Employee Engagement 	EIS Links 	Reporting & Information 

Click on **Digital Measures** to access the Faculty Information System (FIS).

Employee Resources

HR Data Analytics & Reporting 		Budget & Finance Reports 	
eForms Guide 	Employee Access Request Form 	Qualtrics Online Survey Tool 	UNT CARE Reporting Form 
Employee Assistance Program 	Learning 	Dining Hall Menus 	Concur 
Digital Measures 	Cypress Reports 		

Activities

CV Imports

Manage Data

Reports

Workflow

Tools ▾

Home

Your Resources



Resource Center

Visit the Resource Center for supplementary materials or guides, and to find help and training.



Submit a Support Ticket

If you have questions or need assistance using the system, contact our support team.

dmsupport@watermarkinsights.com

(800) 311-5656



Get Product Training or Meet with a Consultant

If you would like to receive live and on-demand training or meet 1:1 with a consultant, visit the Watermark Academy.

Your Configuration

[Download](#) the configuration of your Activities Database - University instrument.

Navigate to **CV Imports** from the menu bar.

CV Imports



Select A File

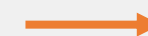
Welcome to CV Imports. This tool will allow you to easily upload entries from your CV and convert them into records in **Activities**.

To begin the process, we'll need you to upload your CV. If you've already done this and would like to continue, open the link under Drafts in Progress.

Upload New CV

Drop file (.doc, .docx, .odt, .rtf) here
or select to upload

Once you've selected your file, move on to the next step. Make sure you've uploaded the correct file before moving on.



BEGIN

Drop or upload your CV
in the Upload New CV
section.

Click **Begin**.

CV Imports

1 Upload CV ——— 2 Highlight Content ——— 3 Review

Select an Activity Type

Select the types of activities you'd like to import.

Dr. Francis Franklin

Your University

Full Professor
Accounting

(123) 123-4567

kfitch@digitalmeasures.com

SELECT ACTIVITY TYPES

Professional Positions

Internal Revenue Agent, Internal Revenue Service. (October 1, 1976 - August 9, 1980).

Education

MBA, Finance. CDE University, 1978.

PhD, Finance, Accounting. Your University, 1978.

BA, Accounting. ABC University, 1976.

Licensures and Certifications

Certified Management Accountant, State of Wisconsin. (January 1, 1977 - Present).

Certified Public Accountant, State of Wisconsin. (January 1, 1978 - December 31, 2015).

Professional Memberships

American Accounting Association. (1985 - Present).

Association of Certified Fraud Examiners. (1981 - Present).

National Society of Accountants. (1979 - Present).

Click on **Select Activity Types** to see the whole list of activities you would like to import.

A list of activity types will be seen on the right.

Pick the one you want to import.

Here, for example, we would be working with presentation.

Career Information

[Professional Positions](#)

[Administrative Assignments](#)

[Consulting](#)

[Professional Memberships](#)

Teaching/Mentoring

[Teaching Innovation and Curriculum Development](#)

[Directed Student Learning \(e.g., theses, dissertations\)](#)

[Mentoring](#)

[Scheduled Teaching](#)

[Non-Credit Instruction Taught](#)

[Yearly Advising Summary](#)

Scholarship/Research

[Publications](#)

[Presentations](#)

[Contracts, Fellowships, Grants and Sponsored Research](#)

[Exhibits and Performances](#)

[Intellectual Property \(e.g., copyrights, patents\)](#)

[Research Activity](#)

CV Imports

last saved, 2:46 PM

Franklin, F. (2008). Do Mexican immigrants substitute health care in Mexico for health insurance in the United States? The role of distance. *Social science & medicine* (1982), 67(12), 2036-42.

Murdoch, E. L., Franklin, F., Gamelli, R. L., Kovacs, E. J. (2008). Effects of ethanol on pulmonary inflammation in postburn intratracheal infection. *Journal of burn care & research : official publication of the American Burn Association*, 29(2), 323-30.

Roberts, A., Pepper, J., Smith, A., Thomas, J. (2005). A History of Working Papers and What Makes Them Work. *Paper Mill Gazette*, (One Stack), 12-24. http://en.wikipedia.org/wiki/Working_paper

Roberts, A., Johnson, J., Nettleman, M., Richards, N. (2003). Why Dark Matter is Dark: An Exploration of the Cosmos. *Dark Matter Times, Presumably*(About 85%), -1. http://en.wikipedia.org/wiki/Dark_matter

Franklin, F. (1989). *IRS Publication 1034- Federal Tax Guidelines for Nonprofit Organizations*. Washington D.C.:

Franklin, F. (1977). *The inequality of pay*. Univ of California Press.

Presentations

Franklin, F. (Presenter & Author), American Institute of Certified Public Accountants Annual Conference, "GAAP and Financial Statements," American Institute of Certified Public Accountants. (May 15, 2012).

Franklin, F. (Presenter & Author), American Association of Accounting Educators Annual Fall Conference, "The Regulations of Professional Accounting Education," American Association of Accounting Educators. (November 5, 2004).

Franklin, F. (Author Only), AAA Annual Meeting, "Tax Code Problem Solving," The American Accounting Association. (November 15, 1994).

Contracts, Fellowships, Grants and Sponsored Research

Franklin, F., "Environmental Sustainability Research Grant," Sponsored by EPA, Federal, \$500.00. (February 1, 2016 - January 1, 2017).

Franklin, F. (Principal), "Your University Research Grant," Sponsored by Your University, Your University, \$3,000.00. (August 1, 2011 - December 15, 2011).

Franklin, F. (Principal), "American Accounting Association Grant," Sponsored by American Accounting Association, Federal, \$2,000.00. (December 1, 2004 - November 30, 2005).

Intellectual Property

"Sustainability Patent." (Licensed: December 31, 2016).

Research Activity

"Lots of People Together Build Big Things" (On-Going).
Like the Tower of Babel.

Teaching Experience

ACCT 211, Financial Accounting, 3 courses.

Once you've highlighted the entries you would like to add as **Presentations** records, move on to the next section.



Highlight all the presentation entries in the CV.

Click Next.

CV Imports

last saved, 2:46 PM

SAVE

1 Upload CV — 2 Highlight Content — 3 Review

Presentations

Highlight Entries

Confirm Entries

Highlight Fields

Presentation Title

*Conference /
Meeting Name*

Venue

Meeting Type

*Presenters /
Authors**

*Year**

Review Presentations

Confirm Entries

We've rendered your selection into individual entries. If any of these entries appear incorrect, press the "Merge or Split Entries" button. If everything looks good then move on to the next section.

MERGE OR SPLIT ENTRIES

Entry 1

Franklin, F. (Presenter & Author), American Institute of Certified Public Accountants Annual Conference, "GAAP and Financial Statements," American Institute of Certified Public Accountants. (May 15, 2012).



Entry 2

Franklin, F. (Presenter & Author), American Association of Accounting Educators Annual Fall Conference, "The Regulations of Professional Accounting Education," American Association of Accounting Educators. (November 5, 2004).



Entry 3

Franklin, F. (Author Only), AAA Annual Meeting, "Tax Code Problem Solving," The American Accounting Association. (November 15, 1994).



← BACK

Once you've confirmed that your entries are correct, move on to the next step.

NEXT

The system will parse all selection into individual entries.

If there are any errors, use the Merge or Split Entries button to make changes.

Click Next.

This page will give an overview of all the fields that you can fill out.

Required Fields:

These will need to be filled out.

Recommended Fields:

These are optional but highly encouraged.

Date Fields:

These are required for reporting purposes.

Click **Next** to continue.

CV Imports last saved, 2:46 PM SAVE

1 Upload CV — 2 **Highlight Content** — 3 Review

Presentations

- Highlight Entries
- Confirm Entries
- Highlight Fields**
- Presentation Title
- Conference / Meeting Name
- Venue
- Meeting Type
- Presenters / Authors*
- Year*
- Review Presentations

Highlight Fields

This page outlines the fields you'll be asked to provide information for. You only need to complete required fields and at least one date field for each entry, but completing recommended and optional fields will best ensure that your records are as comprehensive as possible. All required fields will end with an *.

Required Fields

- Presenters / Authors*

Recommended Fields

- Presentation Title
- Conference / Meeting Name
- Venue
- Meeting Type

Date Fields

- Year

← BACK When you're ready to begin, move on to the next step. NEXT

Highlight sections of the CV that corresponds to the selection on the left.

Here, as we are in Presentation Title tab, highlight all the presentation titles from excerpts of CV.

Click **Next/Skip**.

Presentations
CV Imports

Highlight Presentation Title

last saved, 2:46 PM **SAVE**

Please highlight the Presentation Title for each of your Presentations entries. If this information is not in your CV then you can use Manual Entry.

MANUAL ENTRY

Entry 1
Franklin, F. (Presenter & Author), American Institute of Certified Public Accountants Annual Conference, "GAAP and Financial Statements," American Institute of Certified Public Accountants. (May 15, 2012).
View Record in Progress, 1 item added.

Entry 2
Franklin, F. (Presenter & Author), American Association of Accounting Educators Annual Fall Conference, "The Regulations of Professional Accounting Education," American Association of Accounting Educators. (November 5, 2004).
View Record in Progress, 1 item added.

Entry 3
Franklin, F. (Author Only), AAA Annual Meeting, "Tax Code Problem Solving," The American Accounting Association. (November 15, 1994).

← BACK

Once you've highlighted the **Presentation Title** for each of your **Presentations** entries, move on to the next section.

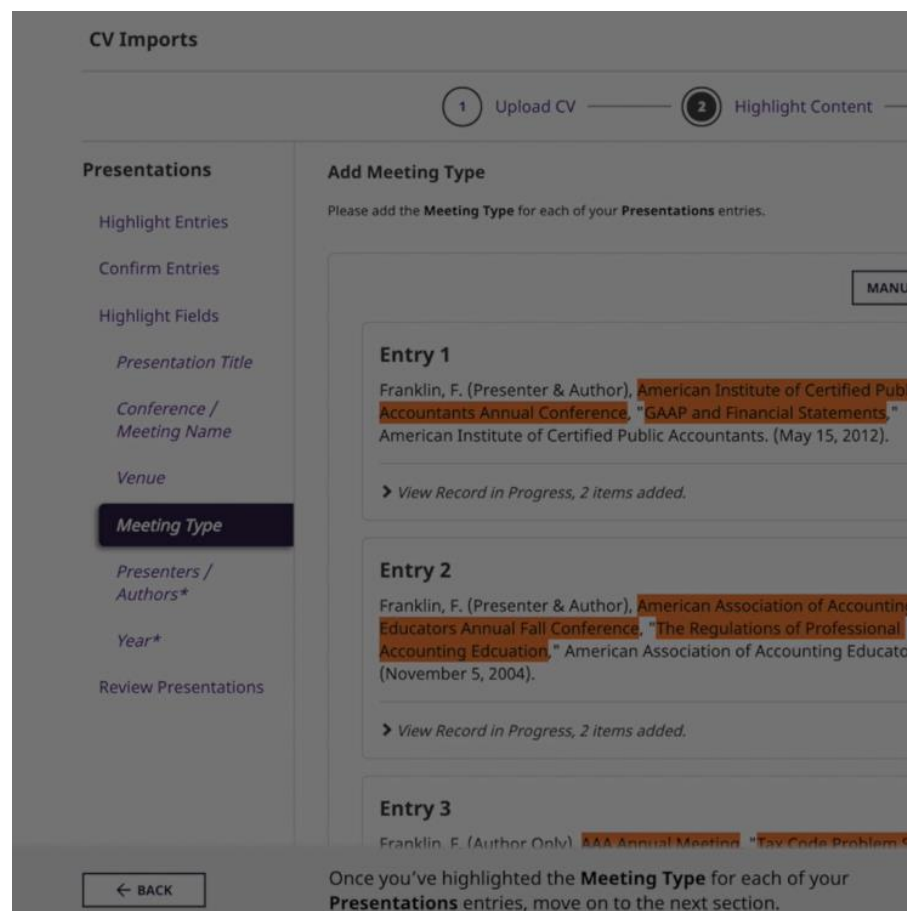
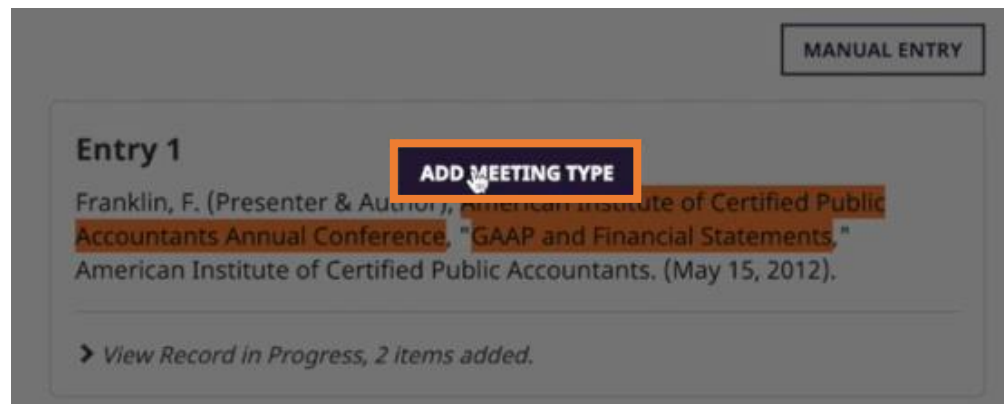
→ **NEXT/SKIP**

Do the same for the remaining fields.

Sometimes depending on the question, you may be required to enter data into specified fields.

When that happens, click the Add Meeting Type or similar button which will open a drawer where you will see the fields you need to fill out.

Click Update Entries.



UPDATE ENTRIES

For the relevant fields, members from UNT can also be added by choosing them from the drop-down menu.

In the drop down, the members from UNT will be auto-populated.

CV Imports

1 Upload CV — 2 Highlight Content

Presentations

- Highlight Entries
- Confirm Entries
- Highlight Fields

Presentation Title

Conference / Meeting Name

Venue

Meeting Type

Presenters / Authors*

*Year**

Review Presentations

Add Presenters / Authors

Please add the **Presenters / Authors** for each of your **Presentations** entries.

MANUAL

Entry 1

Franklin, F. (Presenter & Author), American Institute of Certified Public Accountants Annual Conference, "GAAP and Financial Statements," American Institute of Certified Public Accountants. (May 15, 2012).

> View Record in Progress, 3 items added.

Entry 2

Franklin, F. (Presenter & Author), American Association of Accounting Educators Annual Fall Conference, "The Regulations of Professional Accounting Education," American Association of Accounting Educators. (November 5, 2004).

> View Record in Progress, 3 items added.

Entry 3

← BACK

Once you've highlighted the **Presenters / Authors** for each of your **Presentations** entries, move on to the next section.

Add Presenters / Authors

▼ **Entry 1**

Franklin, F. (Presenter & Author), American Institute of Certified Public Accountants Annual Conference, "GAAP and Financial Statements," American Institute of Certified Public Accountants. (May 15, 2012). (1)

Please select a person from the drop-down list and/or enter their name in the input fields.

1st Presenter/Author

Actions ▼

People at Test University

- Adams, Chuck (CVI-one)
- Baker, Barbera (CVI-two)
- Chef, French (CVI-three)
- Crawford, Andrew (acrawford)
- Dadbod, Danny (CVI-four)
- Everybody, Ewen (CVI-five)
- Francis, Finn (CVI-six)
- Franklin, Francis (CVIFaculty)
- Franklin, Francis (franklin)
- George, Orwell (cvi-seven)
- person, test A (aCVIperson)

▼ **E Roberts, Annabeth E (aerobertsCVI)**

Franklin, F. (Presenter & Author), American Association of

UPDATE ENTRIES

Review Presentation

You can review all the information that you added and cross reference with the original entry.

You can also use the Edit button to make changes.

Click **Next**.

CV Imports
last saved, 2:48 PM
SAVE

1 Upload CV — 2 Highlight Content — 3 Review

Presentations

[Highlight Entries](#)

[Confirm Entries](#)

[Highlight Fields](#)

[Presentation Title](#)

[Conference / Meeting Name](#)

[Venue](#)

[Meeting Type](#)

[Presenters / Authors*](#)

[Year*](#)

Review Presentations

Review Presentations

Please review all of the **Presentations** records you've prepared before importing to **Activities**. If there are any errors please, edit them and update before submitting

3 Records to be Imported

Record 1 EDIT

▼ [View Original Entry](#)

Franklin, F. (Presenter & Author), American Institute of Certified Public Accountants Annual Conference, "GAAP and Financial Statements," American Institute of Certified Public Accountants. (May 15, 2012).

Presentation Title	Conference/Meeting Name	Venue
GAAP and Financial Statements	American Institute of Certified Public Accountants Annual Conference	Skipped - Add Info

Meeting Type
Conference

Presenters/Authors

1st Presenter/Author

People at Test University	First Name	Middle Name/Initial
Franklin, Francis (ffranklin)	Francis	Skipped - Add Info

← BACK

Once you've reviewed your new records and confirmed that everything is correct, move on to the next step.

NEXT

Select another activity type from the right-hand menu to add more information.

You may also use the filter as shown to identify activities that you have completed, not completed or are in progress.

Click **Review and Import** button on bottom right once all sections are complete.

CV Imports

1 Upload CV ——— 2 Highlight Content ——— 3 Review

Select an Activity Type
Select the types of activities you'd like to import.

Dr. Francis Franklin
Your University
Full Professor
Accounting
(123) 123-4567
kfitch@digitalmeasures.com

Professional Positions
Internal Revenue Agent, Internal Revenue Service. (October 1, 1976 - August 9, 1980).

Education
MBA, Finance. CDE University, 1978.
PhD, Finance, Accounting. Your University, 1978.
BA, Accounting. ABC University, 1976.

Licensures and Certifications
Certified Management Accountant, State of Wisconsin. (January 1, 1977 - Present).
Certified Public Accountant, State of Wisconsin. (January 1, 1978 - December 31, 2015).

Professional Memberships
American Accounting Association. (1985 - Present).
Association of Certified Fraud Examiners. (1981 - Present).
National Society of Accountants. (1979 - Present).

Awards and Honors

Select an Activity Type

Filter Activity Types
All

All
Not Started
In Progress
Complete

[Degrees](#)
[Graduate/Post-Graduate Training](#)
[Licensures and Certifications](#)
[Awards and Honors](#)
[Media Appearances and Interviews](#)
[Faculty Development Activities Attended](#)

Career Information
[Professional Positions](#)
[Administrative Assignments](#)
[Consulting](#)
[Professional Memberships](#)

Teaching/Mentoring
[Teaching Innovation and Curriculum Development](#)
[Directed Student Learning \(e.g., theses, dissertations\)](#)
[Mentoring](#)
[Scheduled Teaching](#)
[Non-Credit Instruction Taught](#)
[Yearly Advising Summary](#)

If you're finished creating records, move on to the final step.

REVIEW AND IMPORT 3 RECORDS



CV Imports



Review

Please review all of the records you've prepared before importing to **Activities**. If there are any errors please, edit them and update before submitting.

3 Records to be Imported

› Presentations: 3 Records

Review the records.

Click **Import**.

Click **Save**.

You will have your CV
imported by now.

CV Imports

SAVE

1 Upload CV ——— 2 Highlight Content ——— 3 Review

Import Successful!

Records Successfully Imported: 3

If you'd like to see the records you just imported, and any that you added before, run a Vita report under Reports

GO TO REPORTS

**You may contact the FIS Team by
email or phone for assistance.**

Faculty.Info@unt.edu

940-369-6108