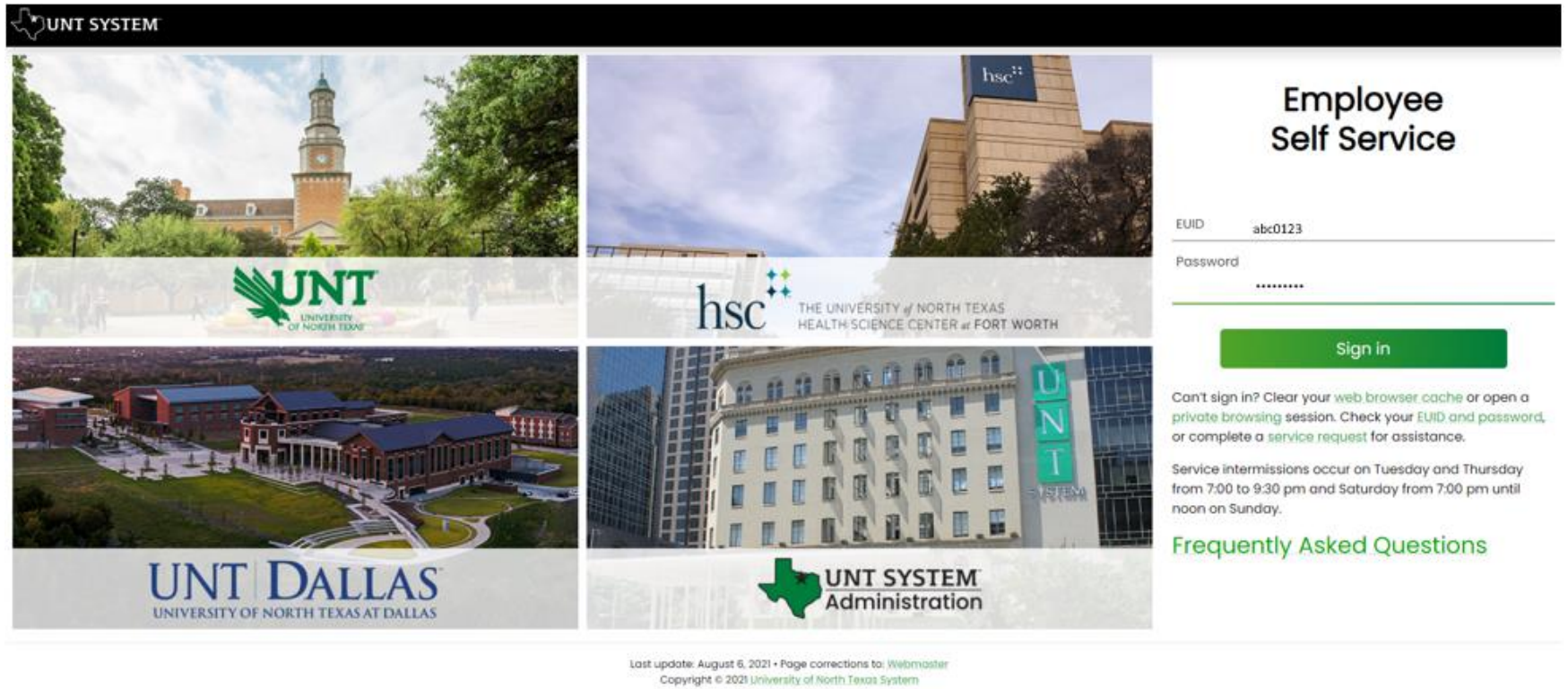
CV IMPORT IN FIS

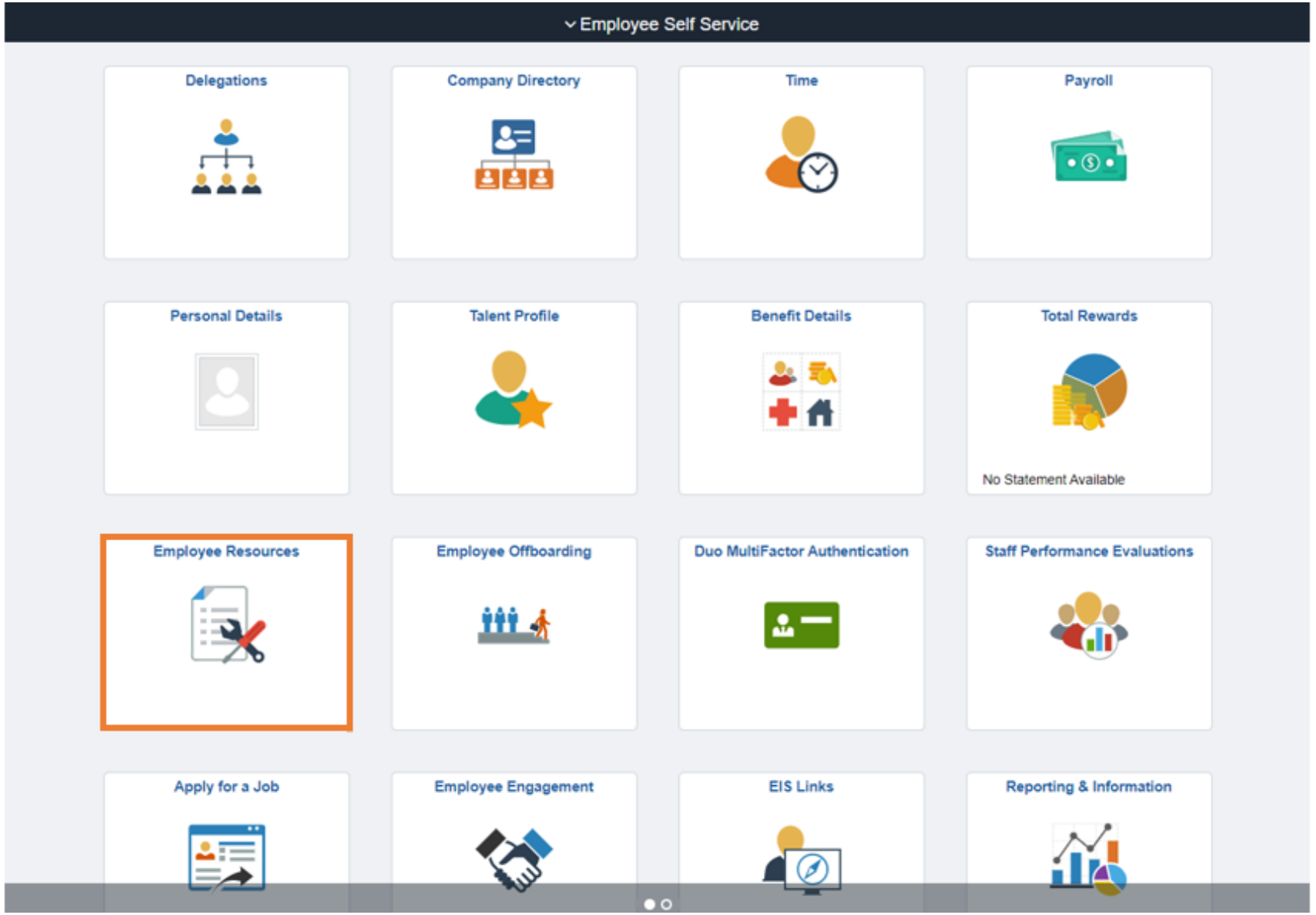
Faculty Information System Team

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

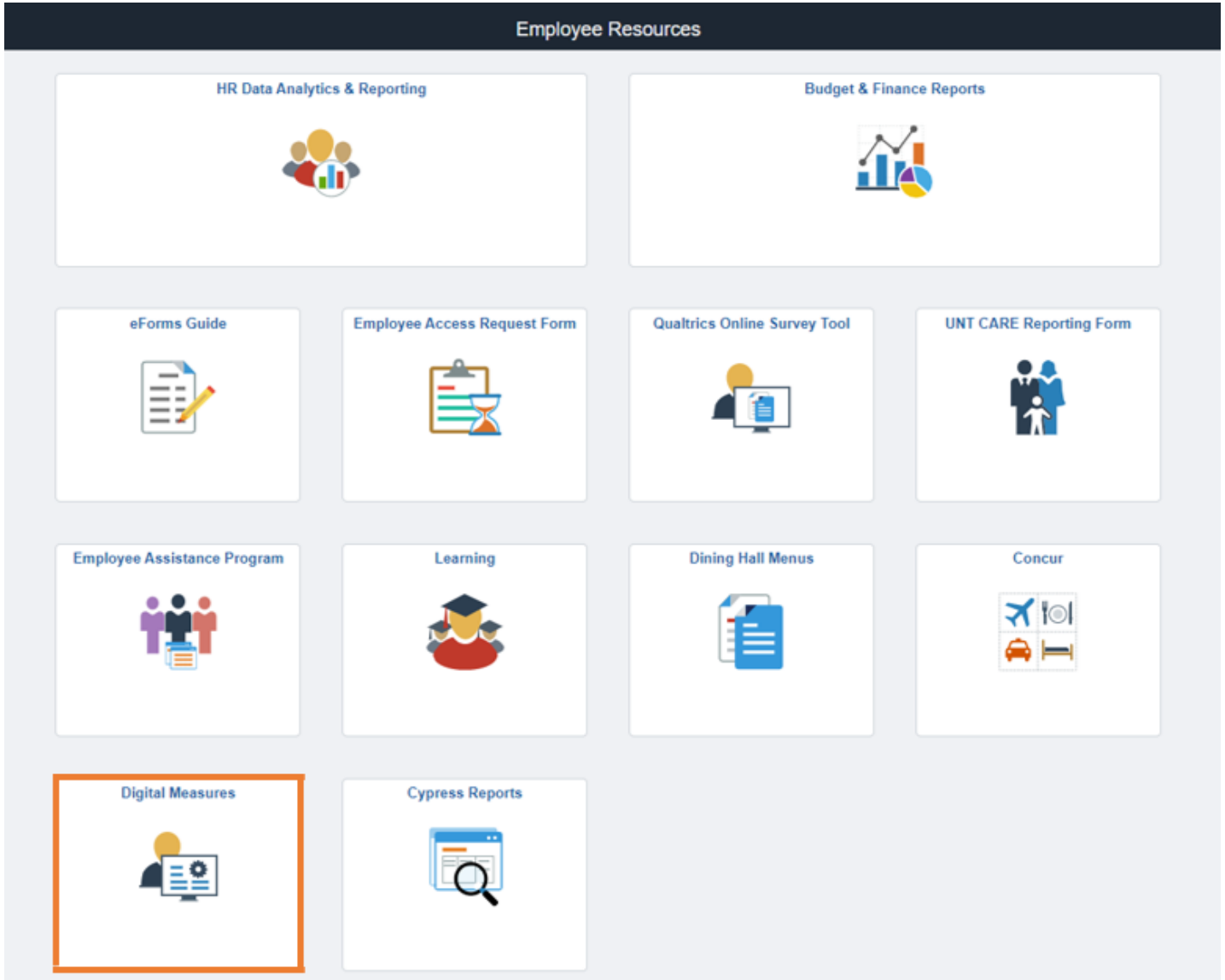
Login using your EUID (abc0123) and password.



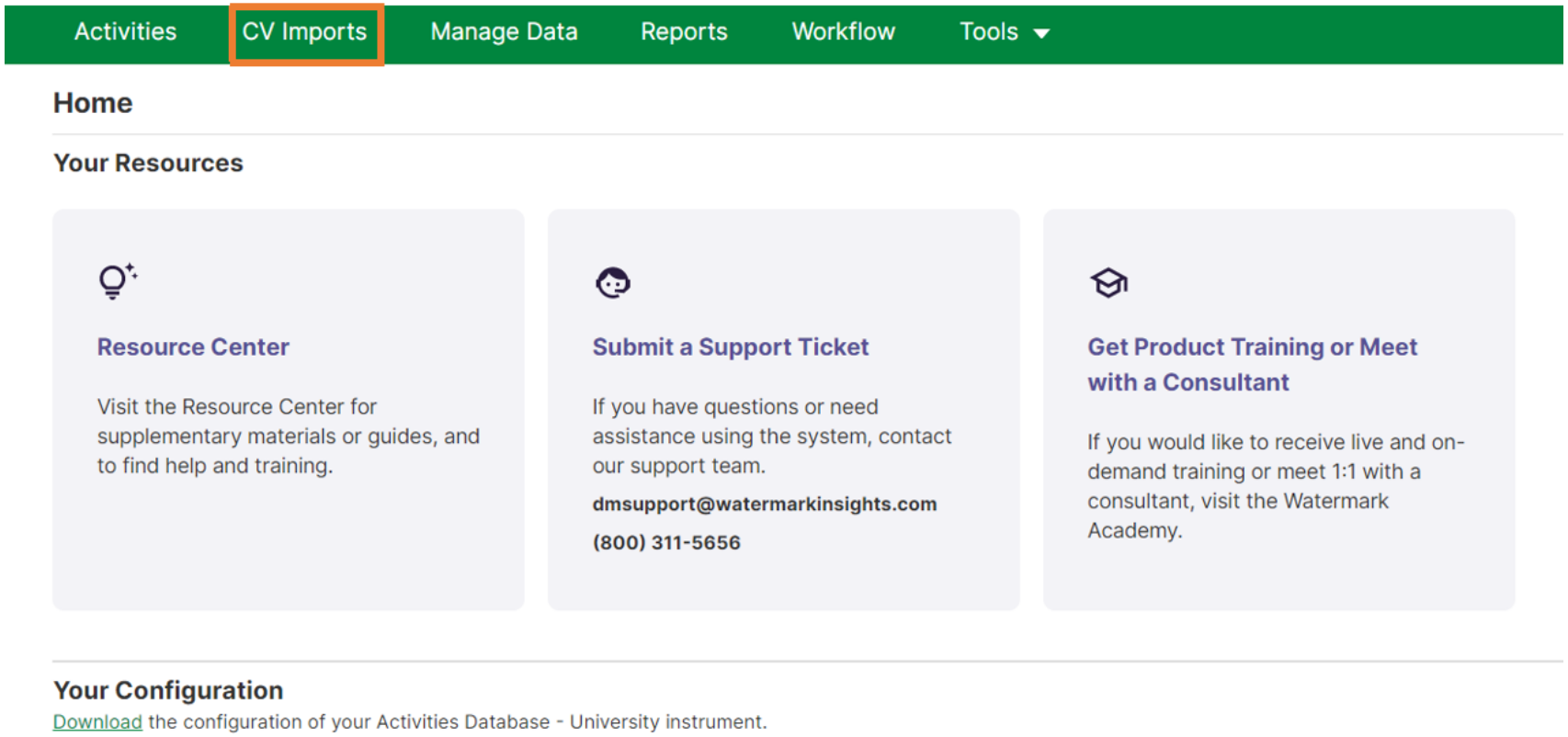
Click on **Employee Resources** as shown.



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

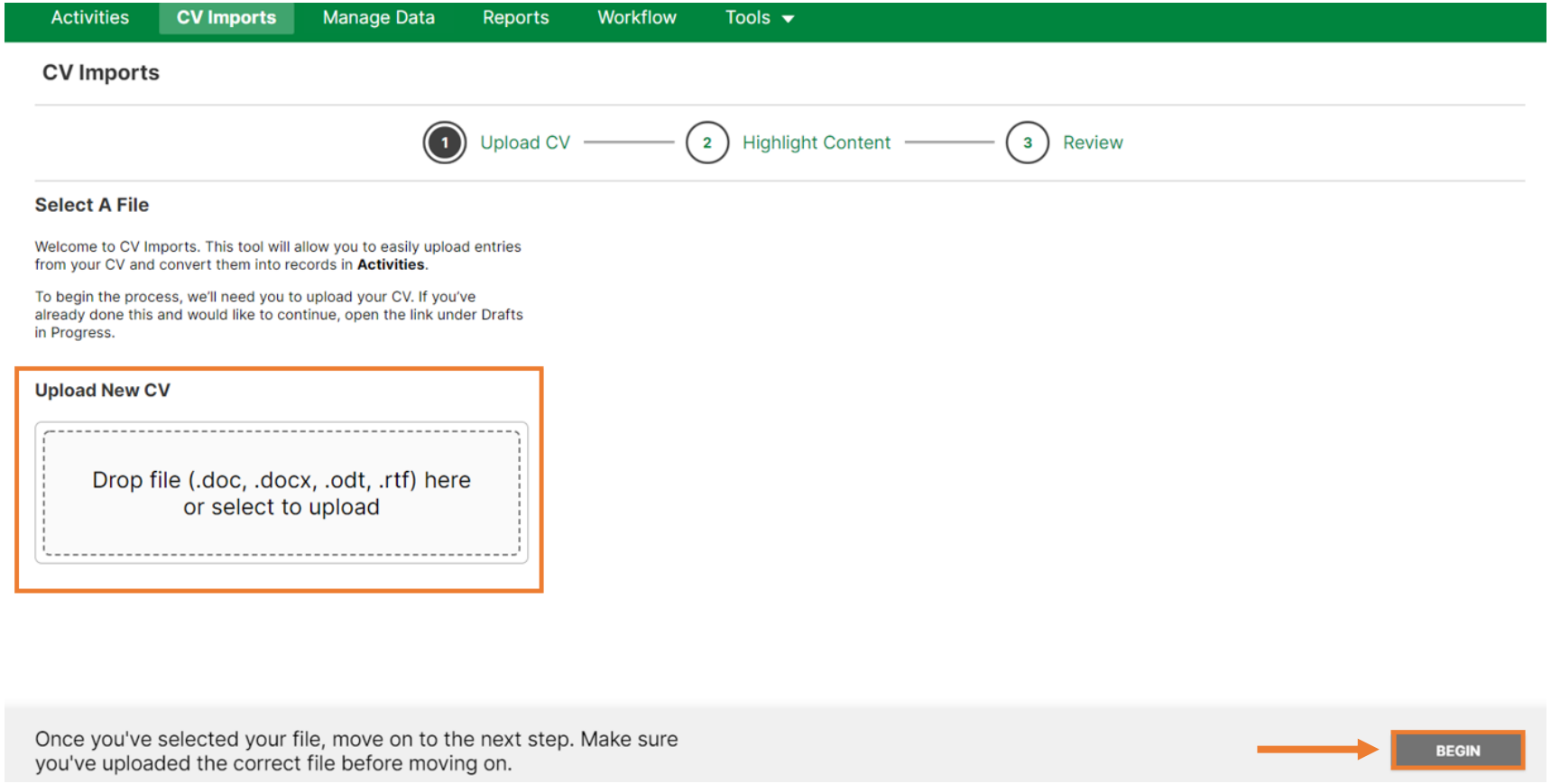


Navigate to **CV Imports** from the menu bar.

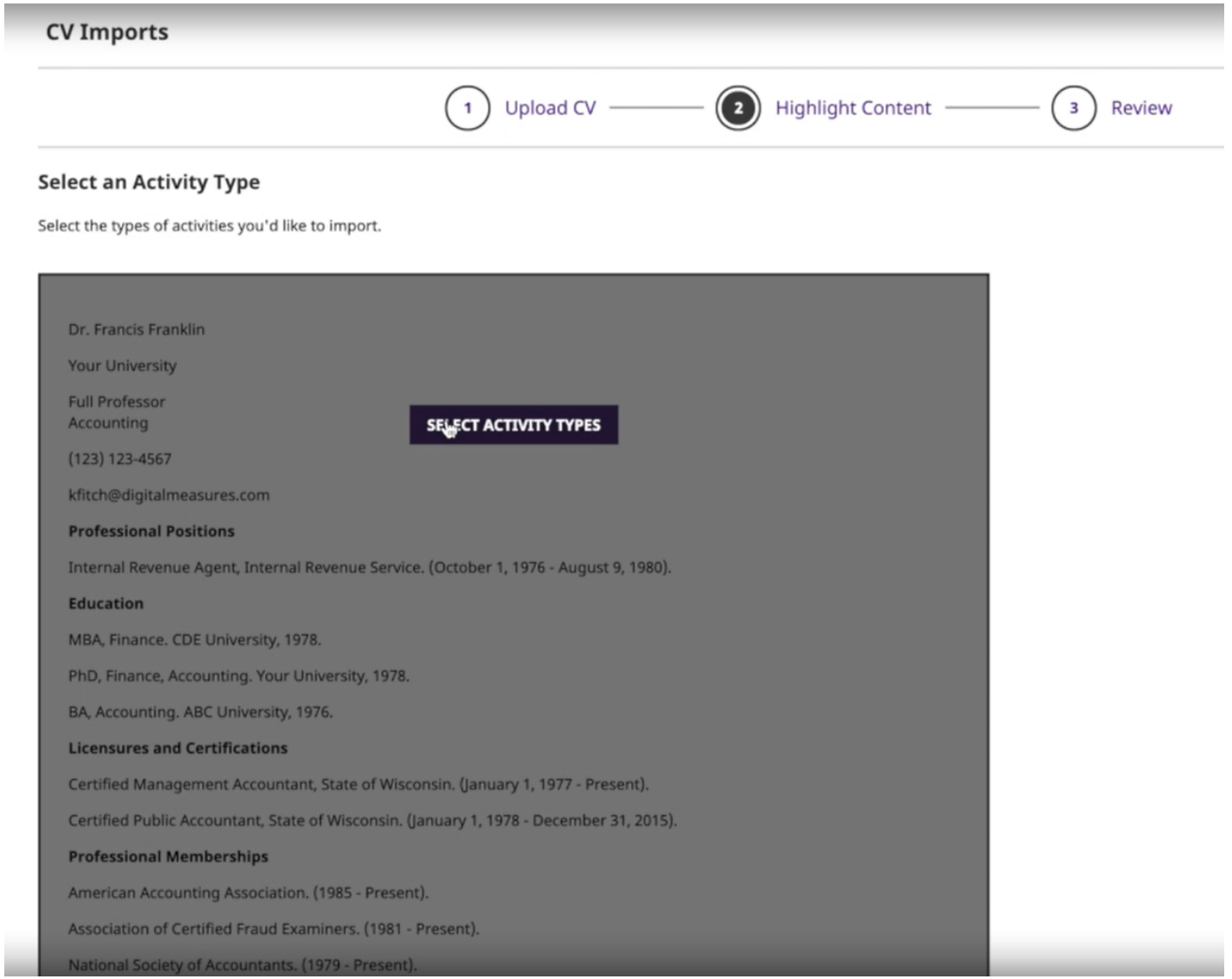


Drop or upload your CV in the Upload New CV section.

Click **Begin**.



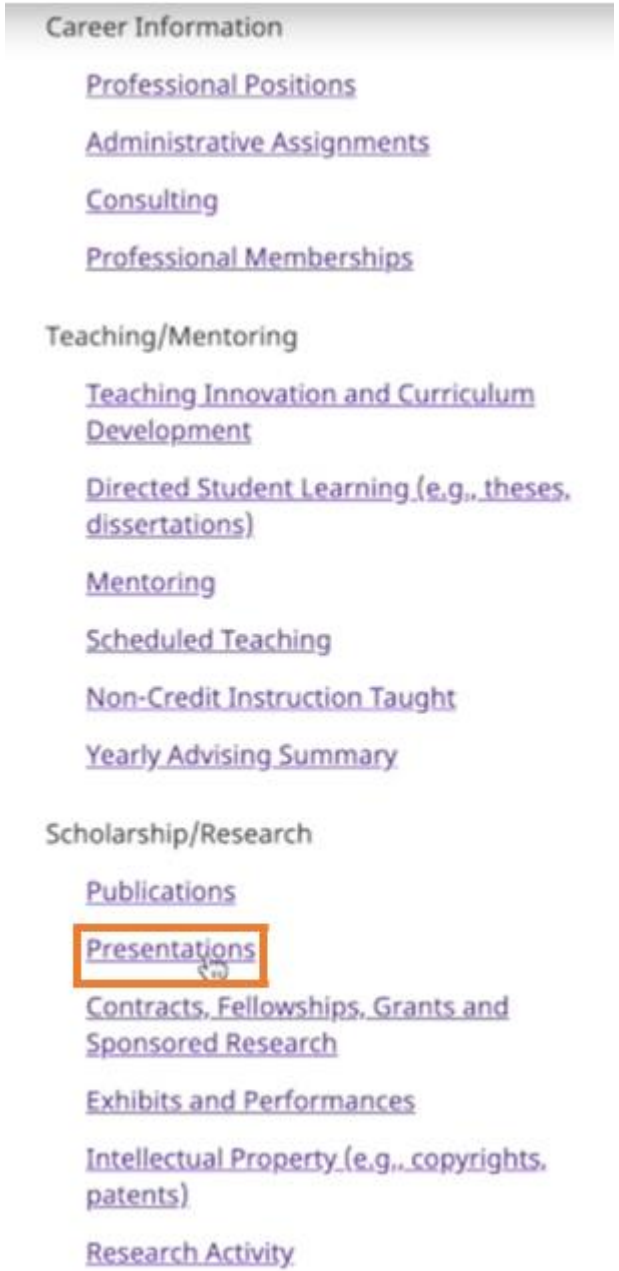
Click on **Select Activity Types** to see the whole list of activities you would like to import.



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

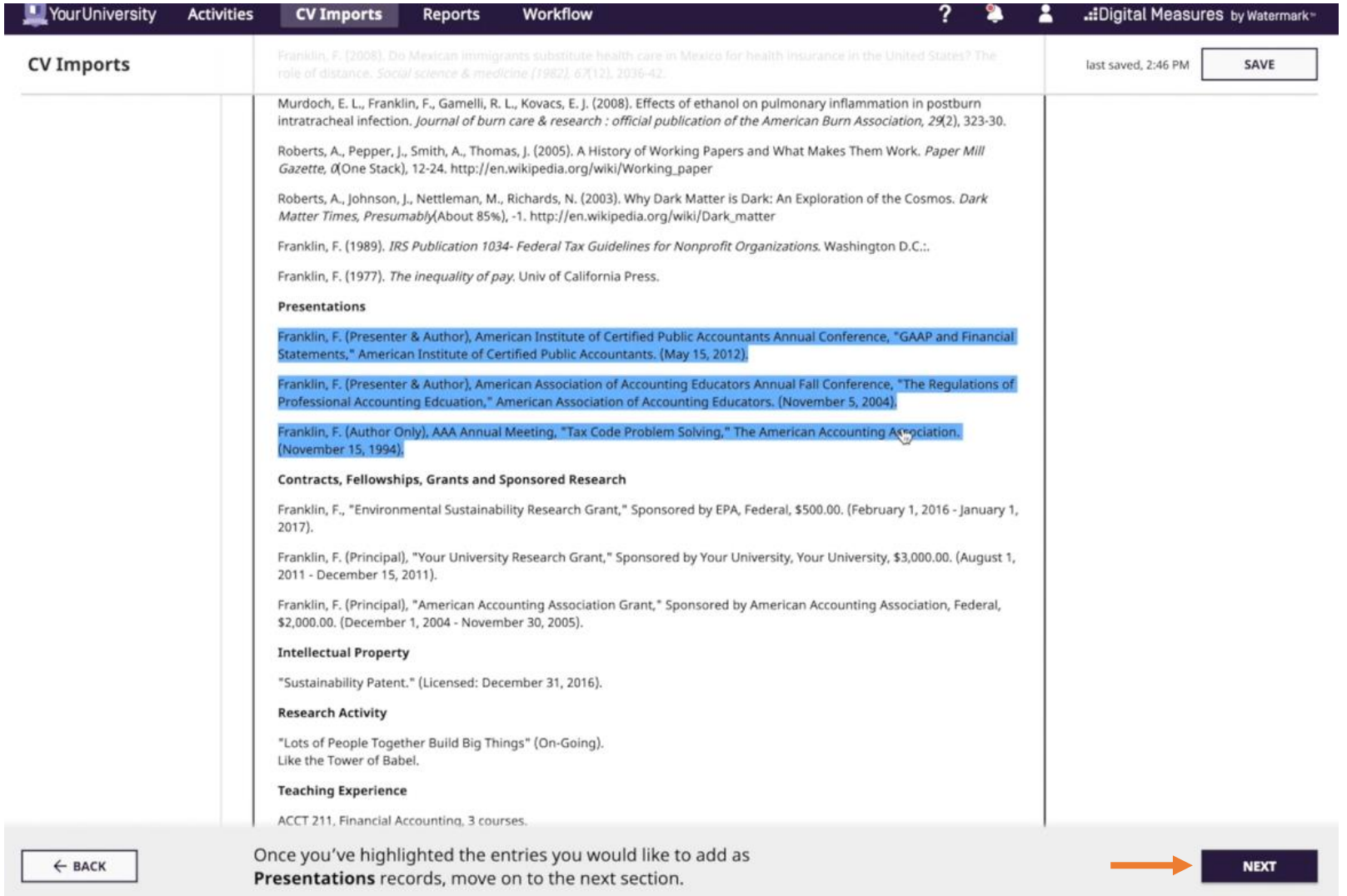
Pick the one you want to import.

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



Highlight all the presentation entries in the CV.

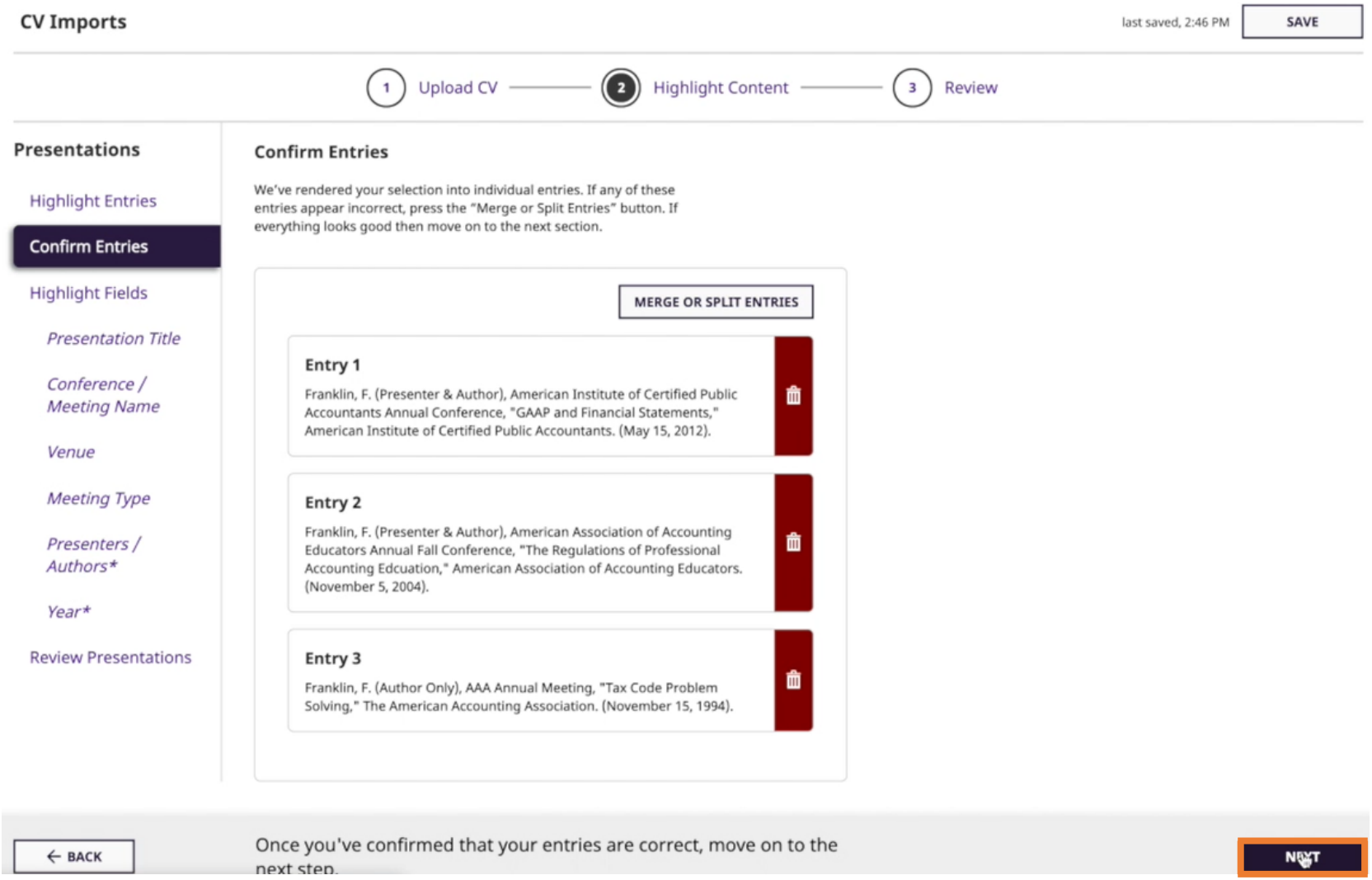
Click **Next.**



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**.



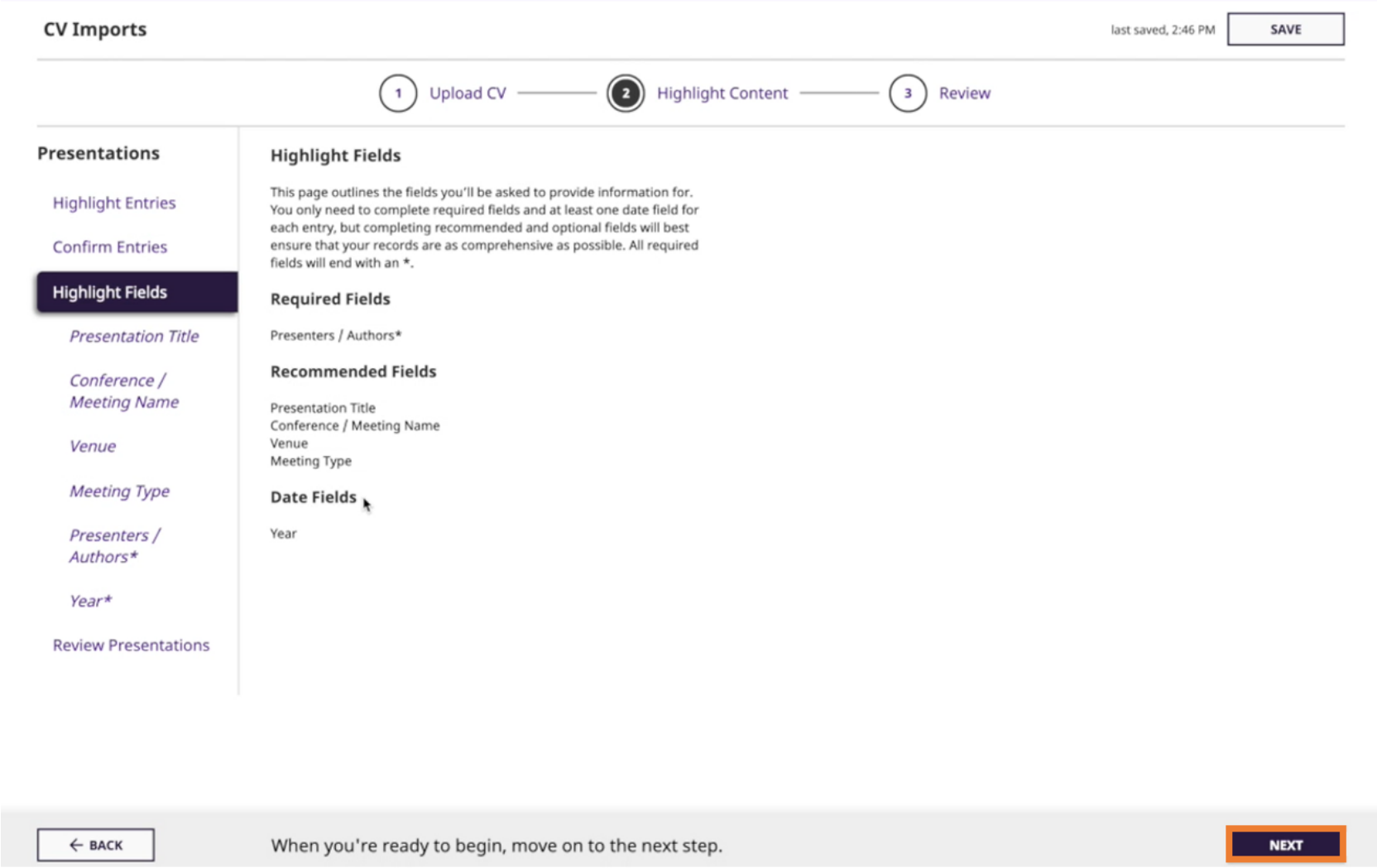
This page will give an overview of all the fields that you can fill out.

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.

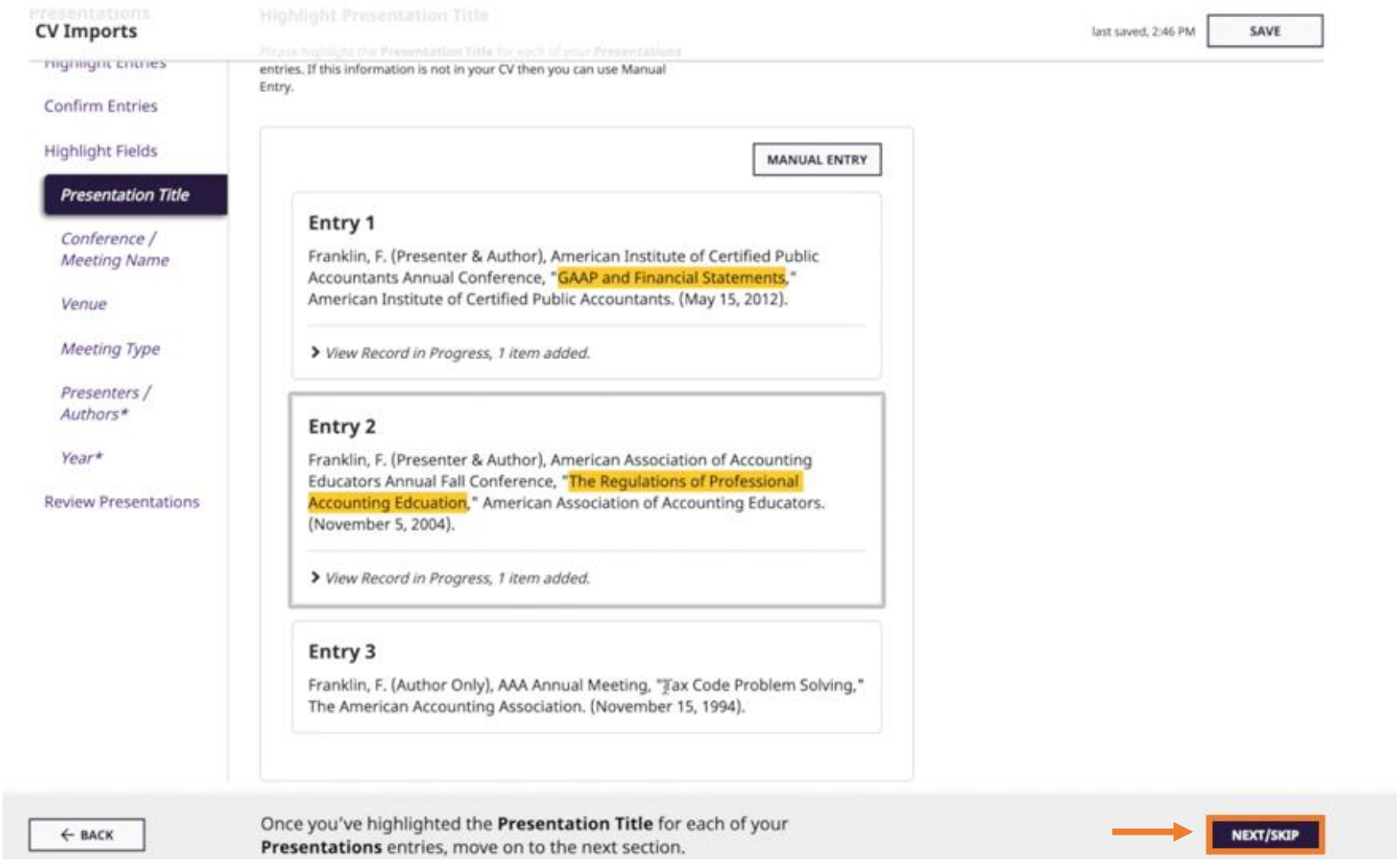
Click **Next** to continue.



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**.

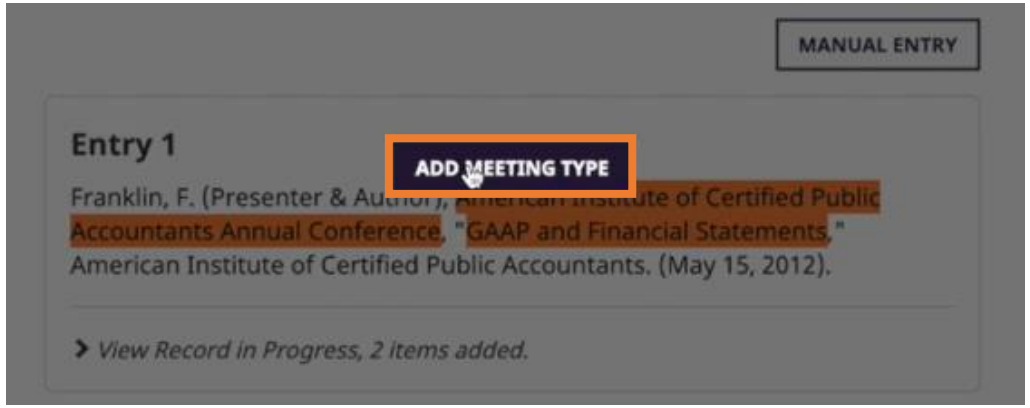


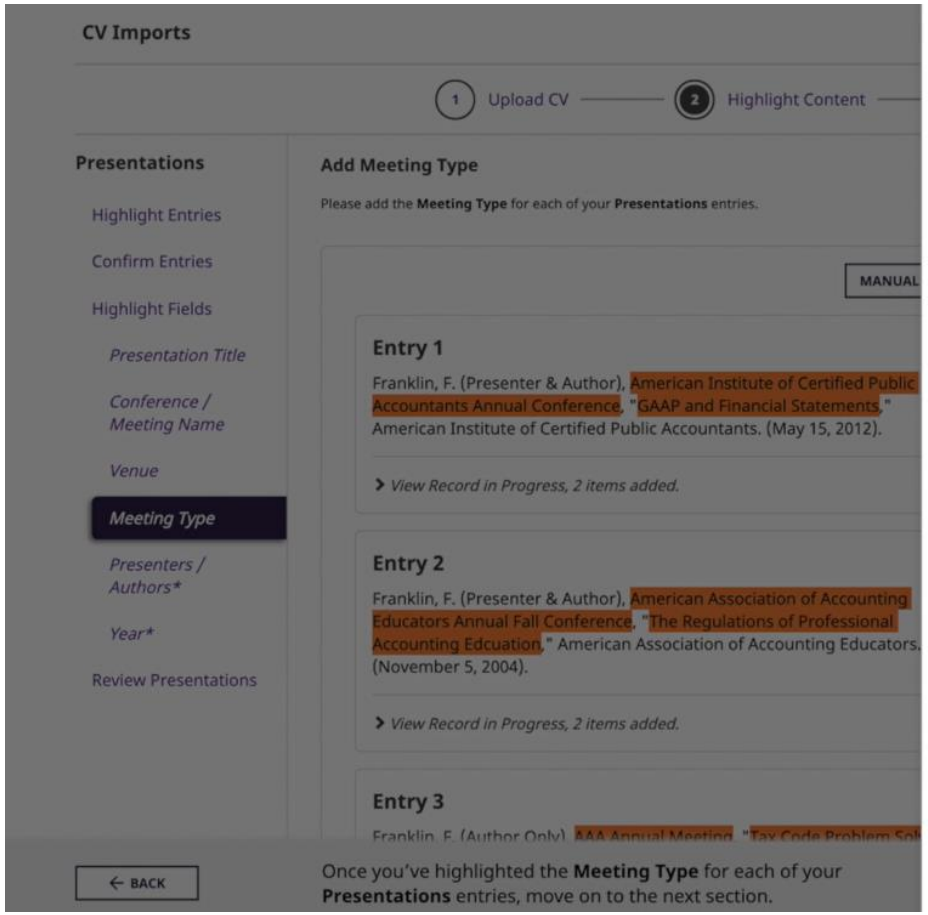
Do the same for the remaining fields.

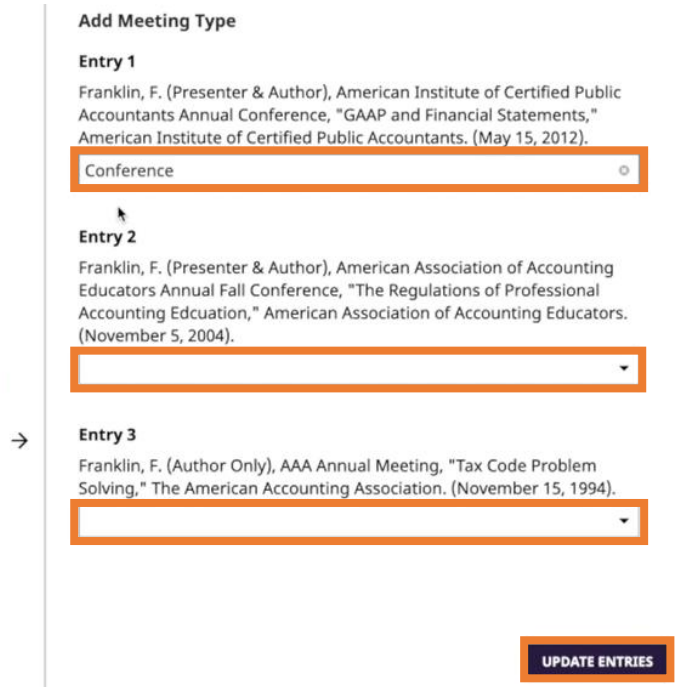
Sometimes depending on the question, you may be required to enter data into specified fields.

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**.

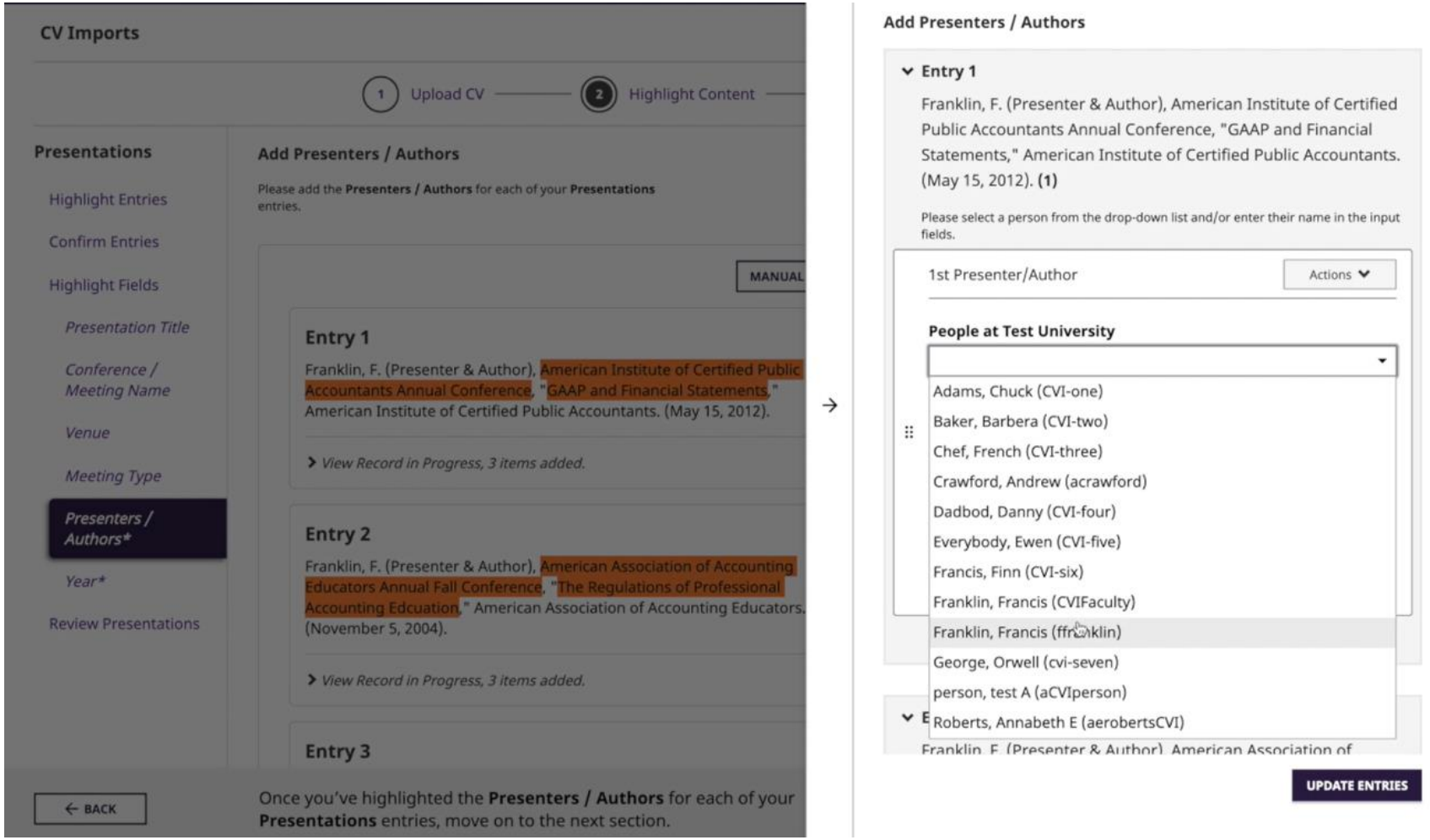






For the relevant fields, members from UNT can also be added by choosing them from the drop-down menu.

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

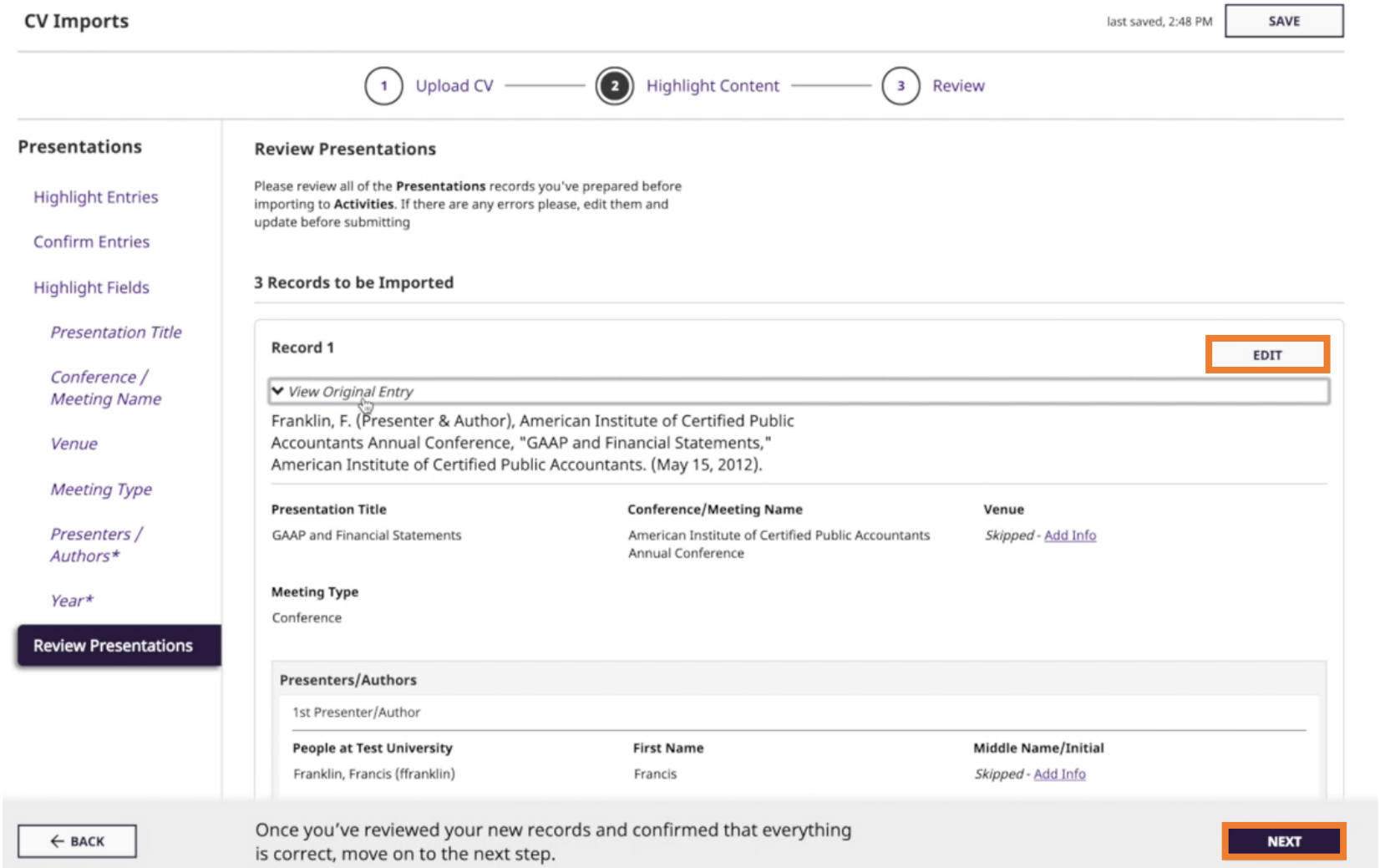


Review Presentation

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.

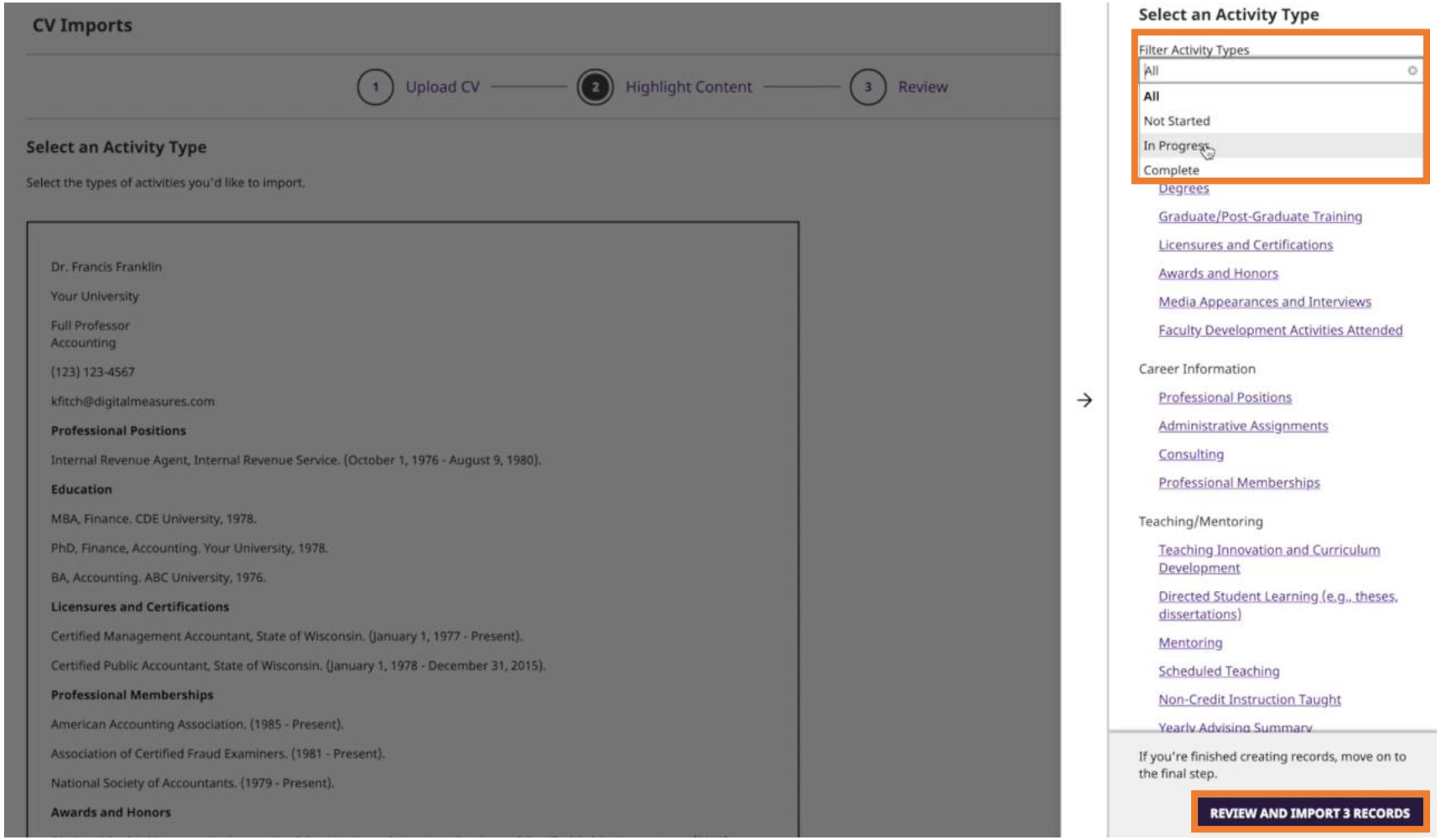
Click **Next**.



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

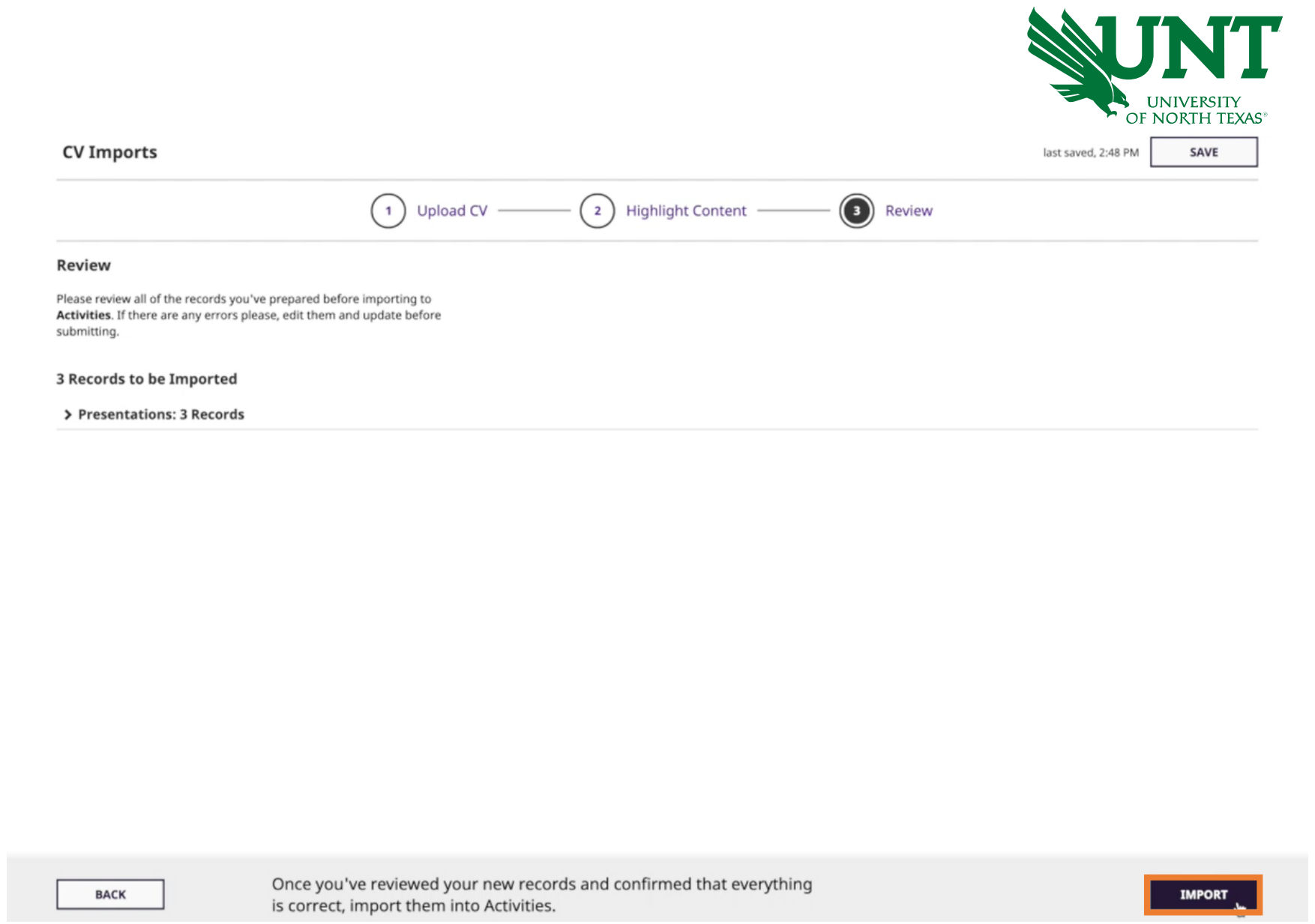
You may also use the filter as shown to identify activities that you have completed, not completed or are in progress.

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



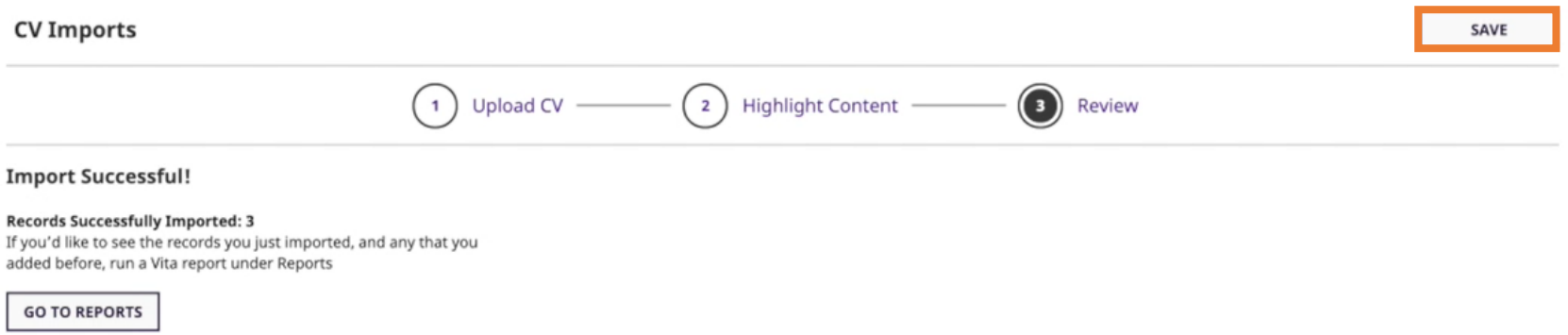
Review the records.

Click **Import**.



Click **Save**.

You will have your CV imported by now.



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

Faculty.Info@unt.edu

940-369-6108