TEXAS WOMAN'S UNIVERSITY MY1CV Program

Welcome

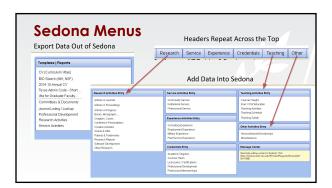
- Introductions
 - Jodi Woodside, Coordinator MY1CV
 - Heather Davis, Manager of IT Training
- Log On
- Qs & As and FAQs
- Faculty Profile Introduction
- Open Sessions and Independent Sessions
- · We're here to help

How to Log On

- Use Chrome or Firefox
- Navigate to Sedonaweb.com
- Keep the Account Type as Member
- In Member ID or Email Address, type in the @twu.edu address
- Password: May be
 9-digit TWU ID and the college code (TWA, TWB, TWN, TWP, or TWH)
 (e.g. 901234567TWA)

Don't know your password? Click "I forgot my ID/password" to receive your password in an email.





Tips and Tricks – Navigation

When updating CV, don't edit in the CV; rather, **use the menu (tabs)** at the top to make changes

(This prevents having to scroll through your CV.)

Research Service Experience Credentials Teaching Other

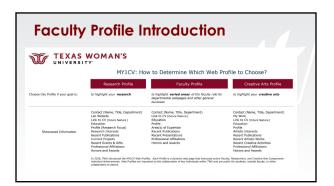
Good to Know • How do I add multiple years of service? - Hold down the **shift** key to select **consecutive** years Hold down ctrl key for non-consecutive years Scholarship Presentations - Paper defaults: please confirm you have selected the correct presentation format · All activities must have a calendar year and an academic year Tips and Tricks - Formatting Why does my CV render with strange characters? - If you copy and paste, the formatting of the selected text accompanies the text. To remove, paste into notepad first (to remove formatting) then paste into Sedona OR use the paste from Word or paste as text icons in Sedona Sedona FAQ

- Why are my initials incorrect when I add an article or a conference?
- Where are the page numbers on my Sedona CV2
- Why don't I see my special topics titles?
- Why are some years hyphenated with space and some without?
- Why is an author's last name appearing as an initial?
- Why won't the URL show on my online CV for published articles?

Tips and Tricks – Research Grants and Gifts Why can't I add the amount of the grant? - Have to select PI or co-PI to populate the amount field – even if the grant was not funded - If co-PI, remember to add other co-PI(s) Good to Know - Teaching • Dissertation and Thesis committee work is a **teaching activity**, not an institutional service • How to add course titles if they aren't on list? - Request from MY1CV team - Independent study, thesis, and dissertation don't import - If taught elsewhere, add to text box Good to Know - Students • Teaching Activities that contain student in the title must contain a Student Name. Do not add Student names elsewhere. • If you collaborated with a Student on a publication, please check student

publication collaboration.

More Tips and Tricks • How do I use the **showcase** feature? - Use to order activities within a year - Create a short version of your CV Who reviews the Journal Petitions? - MY1CV Administrator **Knowledge Base Articles** · Log on to Sedona https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=16672 • Member Console and Profile https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=18118 Getting Started Overview - https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=11349 • Add a Conference Presentation https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=16496 • Start your CV Content (new users) https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=16487 **Knowledge Based Articles (cont.)** · Add Institutional Service Activity - https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=17254 Add a Journal Article https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=16495 · Viewing My CV - https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=18119 · Download to Microsoft Word and Formatting https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=18127



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Bio	Contact
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	Expertise
	Teacher and Principal Certification: Organizational Health: Teaching and Learning Case Stration for Professional Development: School Cliniquine: Educational Leadership
	Latest Articles
	Increasing model, remediated, and behavioral facuring (SEEL) in readout intervention models. TCSEA Midwinter Ventrook (pix (small)

CONTACT US-We're here to help

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