## **E-Services**



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## Uploading CV's

Steps	Descriptions
1.	Access the UHCL E-Services page at <u>www.uhcl.edu/eservices</u> .
	Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the Faculty Center tile
3.	The Faculty Center displays your Teaching Schedule for the current semester automatically. Live your of the CV Upload link on the right side of the page.
4.	A template can be downloaded if needed and the link is listed in <b>Step 1</b> . Otherwise, you can proceed to <b>Step 4</b> to upload the CV document. Click on the <b>Upload and Save CV Document</b> button. Instructions for uploading your CV Note: Disable pop-up blockers in your browser to download your CV or CV Template. Step t Download Microsoft Word CV Template Here Step 2 Open the downloaded template to fill it with the required information in Microsoft Word. Step 3: Save the template as a different filement to your computer's disktop. Step 4: Upload the file to your Faculty Center by pressing the button below. You can optionally convert your document to a read-only Adobe PDF before uploading. Upload And Save CV Document After your file is uploaded, you will see its filename as noted below. Attached File: Faculty_CV_Template.doc Step 5: View your uploaded CV by pressing the button below.

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The choice is clear.

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5.	A prompt box will appear to allow you to upload your document. Click Upload after you have selected the file. Houston Clear Lake
	LHIS Faculty CV Lptood Page   Currisculum Vita   Rames   Building Codes   Building Codes   H   Upload   Cancel
	Note: Diable paper blockers in your Browner to download your CY or CY Template.     Step #   Coverload Alicrosoft. Word CY Template Here     Step #   Doen the download determinate to fill R. With the required information in Alicrosoft Word.     Step #   Doen the file to your Scaling Context your document to a read-only Adobe #BF kefore uploading.     Visua Concellenaria Context your document to a read-only Adobe #BF kefore uploading.   Upload Ado Save CV Document     After your file is a golfcaded, you will see its filename as noted below.   Attrached Files     Step #   View Your uploaded CV by pressing the builton below.     View Your uploaded CV by pressing the builton below.   View Your uploaded CV by pressing the builton below.     View Your uploaded CV by pressing the builton below.   View Your uploaded CV by pressing the builton below.     View Your uploaded CV by pressing the builton below.   View Your uploaded CV by pressing the builton below.     View Your uploaded CV by pressing the builton below.   View Your uploaded CV by pressing the builton below.     View Your uploaded CV by pressing the built be CV file on your computer in Microsoft Word, then follow   Yiew Your changes. Your provide CV file will be covervitten.
6.	The will show the file name as attached once the upload is completed. You can view the uploaded document by clicking on the <b>View/Download Original CV</b> button. Instructions for uploading your CV
	Note: Disable non-up blockers in your browser to download your CV or CV Template.
	Step ::   Download Microsoft Word CV Template Here     Step 2:   Open the downloaded template to fill it with the required information in Microsoft     Step 3:   Save the template as a different filename to your computer's desktop.
	Step 4: Upload the file to your Faculty Center by pressing the button below.
	Upload And Save CV Document
	After your file is uploaded, you will see its filename as noted below.
	Attached File: Faculty_CV_Template.doc   Step 5: View your uploaded CV by pressing the button below.
	View/Download Original CV
	Want to make changes to your CV? Edit the CV file on your computer in Microsoft W
7.	Click on or <b>Faculty Home</b> to return to the Home Page.