



# Concourse CV - Faculty Instructions

Updated August 2022

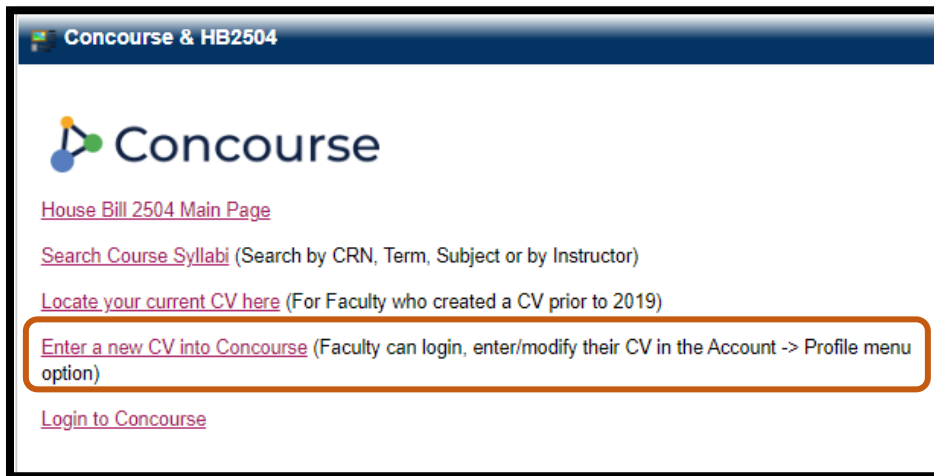


## Curriculum Vitae

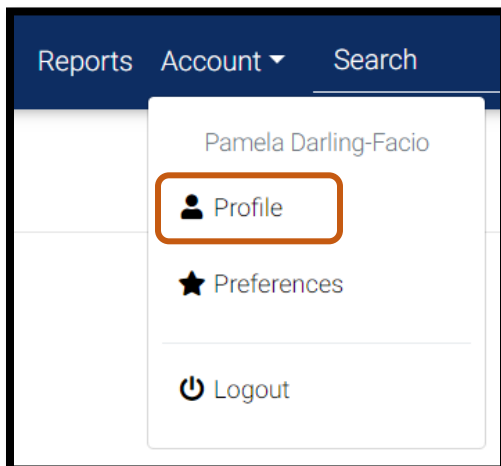
- Concourse provides a CV for faculty to complete.
- Faculty can complete the CV once in their Concourse account, and it will be available in all courses.

## Accessing the CV Tool

- Log into CougarWeb and choose the **Faculty** tab.
- Locate the *Concourse & HB2405* channel on the bottom right.
- Click **Enter a new CV into Concourse**.



- Click **Account** at the top right and click **Profile**.



- Enter your *Contact Information* and *Curriculum Vitae*.
- Click **Save** in each section.

- A green bar will appear at the top when the CV and contact information are saved.

