

Concourse CV - Faculty Instructions



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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.

TL Concourse Reports Ar			
Contact Information		Curriculun	n Vitae
Role	Senior Instructional Designer	Modified	08/17/2022
Title	e.g. Dr.	Education	
First Name	Pamela		BS, Business Administration and Finance MEd, Learning and Technology
Middle Name			
Last Name	Darling-Facio		
Suffix		Experience	
Office	Spring Creek, J228		Director, eLearning Accessibility and Compliance Senior Instructional Designer - Collin College Adjunct Instructor - Santa Rosa Junior College o Business Administration Department
Phone	972-881-5914		Computer Studies Department Associate Professor - Collin College Continues Education
Website			
	Save		

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

Your profile has been updated!