

My CV New User Checklist

Items in the below checklist reference sections in My CV User Guides, where you can find detailed instructions. The User Guides may be found on the [Training & Support page](#) of the My CV website.

Profile ([Profile User Guide](#))

- Log into My CV at <https://mycv.bu.edu/>
- Review your profile. Certain items (e.g. BU appointments, institutional email, etc.) have been pre-populated from BUWorks¹
- Add additional items to your profile, including:
 - An overview statement
 - Non-BU academic appointments
 - Non-BU administrative appointments
 - Certifications and postgraduate training
 - Language competencies
 - Websites
- Set preferred name, pronouns, and delegate access under "My Profile" => "Settings" => "Account Settings"

Scholarly & Creative Works ([Scholarly & Creative Works User Guide](#))

- Review your Claimed and Pending scholarly and creative works lists
- Claim or reject scholarly and creative works in your queue
- Modify your search settings, including:
 - Name variants, Addresses, Keywords, Author IDs, *if you already have one/them (Scholarly and creative works User Guide)*
 - ★ Your default search settings may contain Boston U, Boston Univ, Boston University; if you have published at another institution you should add the name of that institution too
- Add missing scholarly and creative works, by either:
 - Bulk import from Google Scholar (Reference Manager/EndNote or BibTex format)
 - Manual entry
- For scholarly and creative works identified as within BU's Open Access Policy you may:
 - Deposit into OpenBU, or
 - If necessary, request a waiver of the license transfer aspect of BU's opt-out policy

Teaching Activities ([Teaching Activities User Guide](#))

- Review your courses taught. This has been pre-populated from The University Registrar System¹
- Add missing items including courses taught outside of Boston University, courses taught at Boston University longer than 3 years ago, courses developed, and any other teaching activities not automatically captured

Grants ([Grants User Guide](#))

- Review your grants and proposals. This has been pre-populated from Quali Research, the grants management system used by Sponsored Programs at Boston University and/or InfoEd the grants management system used at Boston Medical Center¹
- Add missing or additional items, including grants received while not employed at Boston University, and other non-grant funding

Professional Activities ([Professional Activities/Service User Guide](#))

- Review your professional activities. This may have pre-populated with your external honors/awards from the Academic Analytics system
- Add missing items. The majority of service-related activities will need to be manually added

Footnotes:

- 1 If any pre-populated information is incorrect, please contact your [My CV Liaison](#), as these issues need to be addressed in the source system.