

My CV New User Checklist

Each item in the below checklist references a section in respective My CV User Guide, where you can find detailed instructions. The User Guides can be found on the [Training & Support page](#) of the My CV Project Website.

Profile

- Log into My CV at <https://mycv.bu.edu/>
- Review your profile. This has been pre-populated from BUWorks¹ (section 3.3, *Profile User Guide*)
- Add missing items to your profile, including:
 - An overview statement (section 5.3, *Profile User Guide*)
 - Non-BU academic appointments (section 5.5, *Profile User Guide*)
 - Non-BU administrative appointments (section 5.5, *Profile User Guide*)
 - Certifications and postgraduate trainings (section 5.7, *Profile User Guide*)
 - Language competencies (section 5.8, *Profile User Guide*)
 - Websites (section 5.10, *Profile User Guide*)

Publications

- Review your Claimed and Pending publication queues (See section 3.3 in the *Publications User Guide*)
- Claim or reject publications in your queue (section 5, *Publications User Guide*)
- Modify your search settings, including:
 - Name variants, Addresses, Keywords, Author IDs, *if you already have one/them* (section 4.1, *Publications 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 publications, by either:
 - Bulk import from Google Scholar (Reference Manager/EndNote or BibTex format) (section 6, *Publications User Guide*)
 - Manual entry (section 7, *Publications User Guide*)
- For publications identified as within BU's Open Access Policy:
 - Deposit into OpenBU (section 9, *Publications User Guide*), or
 - If necessary, request a waiver of the license transfer aspect of BU's opt-out policy (section 10, *Publications User Guide*)

Teaching Activities

- Review your courses taught. This has been pre-populated from The University Registrar System¹ (section 3.3, *Teaching User Guide*)
- 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 (section 4, *Teaching User Guide*)

Grants

- Review your grants and proposals. This has been pre-populated from Kual Research, the grants management system used by Sponsored Programs at Boston University and/or InfoEd the grants management system used at Boston Medical Center¹ (section 3.3, *Grants User Guide*)
- Add missing items including grants received while not employed at Boston University, and other non-grant funding (section 4, *Grants User Guide*)

Professional Activities (Service)

- Review your professional activities. This may have pre-populated with your external honors/awards from the Academic Analytics system (section 3.3, *Professional Activities/Service User Guide*)
- Add missing items. The majority of service-related activities will need to be manually added (section 4, *Professional Activities/Service User Guide*)

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.