

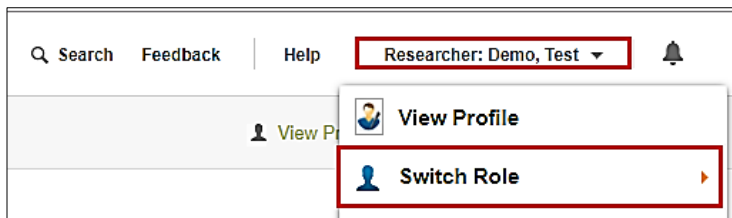
How to Generate a Draft CV in UnivRS



The **U of S Standardized CV - Draft** contains all entered CV records, regardless of its status in UnivRS (e.g., validated). The status of the record is clearly indicated within the document, using a colour coded status column. The status of each record must be green to surface in the other listed output templates in step 4.

To generate your **U of S Standardized CV - Draft**:

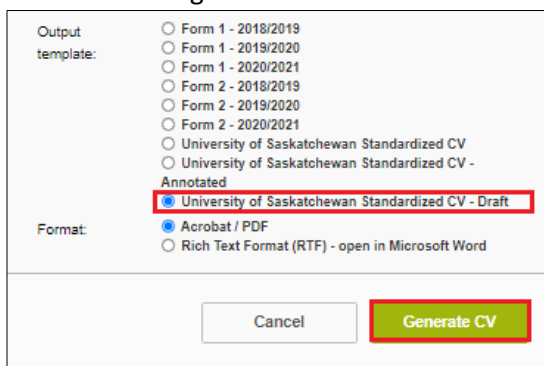
1. Login to [UnivRS](#).
2. Verify that you are logged in to your researcher role. To switch to your researcher role, click on your name at the top right of your screen and click **Switch Role**. Select your researcher role from the drop-down list. If you only have one role in UnivRS, the **Switch Role** option is not available.



3. Click **Generate CV** on the top menu bar.



4. Select **U of S Standardized CV – Draft** and your preferred document format. Click **Generate CV**. It may take a few minutes to generate the document.



5. Once generated, you will be prompted to open, save or cancel the document on the bottom of your screen. Click the desired option to retrieve or cancel the document.



6. You are now able to review your complete CV with the status of records clearly indicated for reference purposes. In addition, each item is linked to its respective record in UnivRS. Click on any item in this document to be redirected to the corresponding record in the system.

