

## How to generate VTCSOM Curriculum Vitae in Elements

1. Login to Elements at <https://efars.provost.vt.edu/login.html>
2. To login via CAS, click CAS Login. You will be prompted to enter your Virginia Tech username and password. If you do not know your username you can click “**I forgot**” and submit a request to receive the information.
3. Your **Elements homepage will appear** with a personalized icon and your name.
4. Navigate to the top-right of the page and click the “**Help**” icon (indicated with a question mark). This will open to the help information page. To generate a CV you will need to select “**Click here to generate your CV**” located under the Information section of this page.
5. Once you have clicked the link you will be redirected to the University Data Commons-Faculty Activity Data Portal (UDC). The UDC is where all university reports are housed.
6. “VT Carilion School of Medicine” should be selected for the College.
7. Under **Report**, “**Curriculum Vitae**” should be automatically selected. Select the date range you wish to include. Please note: If you do not select a date range all data will be included.
8. Click “**Download Report**”
9. **Open** the downloaded word file and finalize formatting. ***Please note that any edits done in the word document will not change data in Elements. To edit records you must do so in your Elements account, then re-run the report.***

Have a question? Please contact [efarshelp@vt.edu](mailto:efarshelp@vt.edu)