VTC

Virginia Tech Carilion
School of Medicine

How to generate VTCSOM Curriculum Vitae in Elements

1. Login to Elements at https://efars.provost.vt.edu/login.html

2. Select "CAS Login" and enter your Virginia Tech username and password. If you have forgotten these credentials, please see the Faculty Affairs Website for reset instructions: https://medicine.vtc.vt.edu/faculty-affairs/elements/reset-pid-password.html

3. Your Elements homepage will appear with a personalized icon and your name.

4. Review data within account and update as applicable. Additional instructions on how to use Elements can be found on the VTCSOM Faculty Affairs Website: https://medicine.vtc.vt.edu/faculty-affairs/elements.html

5. When updates are complete, navigate to the top-right corner of the page and click the **"?"** icon to open the Elements Help page.

6. From the Elements Help Page, select **"Click here to generate your CV"** located under the Information section of this page.

7. A new tab will open in the "University Data Commons" (UDC) Faculty Activity Portal. This site connects with your Elements account for all university-based reporting.

8. The following options should be pre-filled with the correct information:

   - **College:** "VT Carilion School of Medicine"

   - **Report:** "Curriculum Vitae"

   - **Faculty:** "Name of Faculty Member"

   - **Dates:** "Blank" (Please note: Leaving the date range blank will include all information within your Elements Account on your CV)

9. Click **"Download Report"** to create a Word Document which contains your CV information.

10. Open the downloaded word file and finalize formatting. ***Any edits done in the generated word document will not change data in Elements. To edit records you must do so in your Elements account, then re-run the report.***

Need assistance? Please contact vtcsomfaculty@vt.edu and we will gladly answer your questions!