CVN

Tutorials

Index

1 HOW TO CREATE MY CVN 4

2 HOW TO SIGN UP FOR THE EDITOR 6

3 HOW TO EDIT MY CVN 7

3.1 Adding information 8

3.2 Modifying information 9

3.3 Duplicating information 9

3.4 Deleting information 10

3.5 Importing information by sections 10

4 IMPORTING THE CVN FROM ANOTHER FORMAT 13

4.1 Importing from CVN-PDF 13

4.2 Importing from FORMAE format 15

4.3 Importing from CICYT format 16

4.4 Importing from ORCID format 17

5 CREATING A SELECTABLE CVN 19

6 HOW TO OBTAIN A COPY OF MY CVN 24

7 HOW TO IMPORT PUBLICATIONS 26

7.1 Importing publications from WOS to CVN format 26

7.2 Importing publications from WOS to TXT format 30

7.3 Importing publications from PUBMED 33

7.4 Importing publications from SCOPUS to CVN format 35

7.5 Importing publications from SCOPUS to BIBTEX format 42

7.6 Importing publications from ORCID 44

8 TRANSLATING MY CVN 47

9 ENQUIRIES AND SUGGESTIONS 48

10 HOW TO DELETE MY CVN DATA 49

11 RECOVERING CVN INFORMATION THAT HAS BEEN DELETED 51

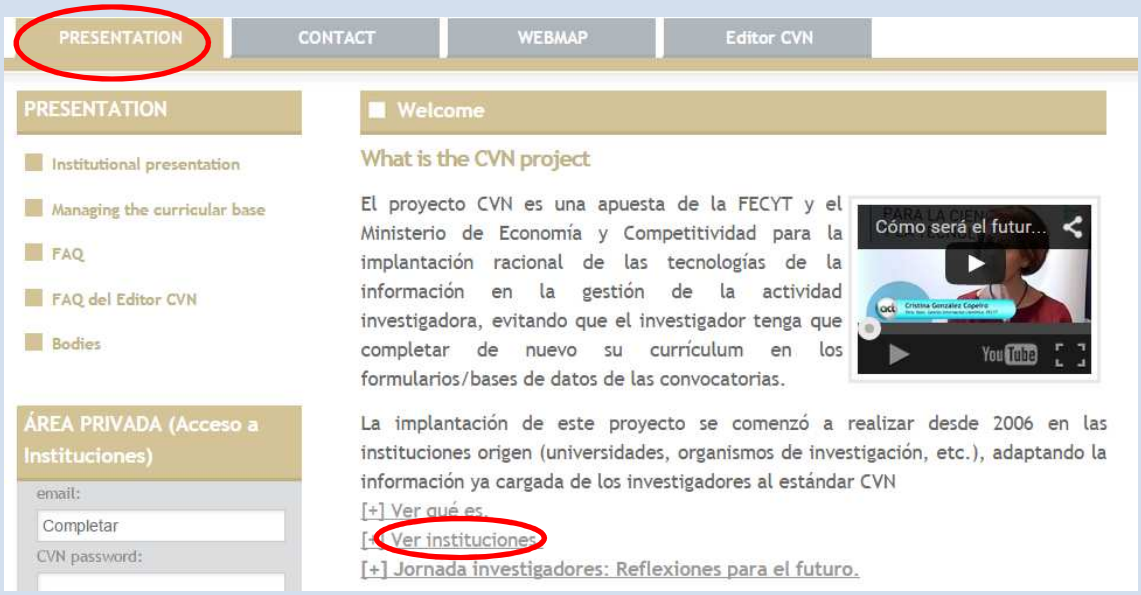
12 CHANGING THE PASSWORD 55

13 HOW TO CHANGE THE USER 56

1 HOW TO CREATE MY CVN

Anybody can create their own CV in CVN format. There are two possibilities: you may belong to an institution certified for the CVN norm; or, your institution may not be certified or you may not be currently linked to any institution.

1. If you belong to a certified institution, we recommend that you use the platform of your institution to generate your CVN automatically. To know if your institution is certified, you can check the list of institutions on the main page of the CVN https://cvn.fecyt.es.



On this site, you will be able to find the procedure for creating a CVN from your institution. The procedure for generating a CVN from certified institutions is easy and does not require you to fill in curricular information. You just need to follow the instructions and export your CV automatically from the format of the institution to the format of the CVN norm.

UNIVERSIDADES Y OPIS

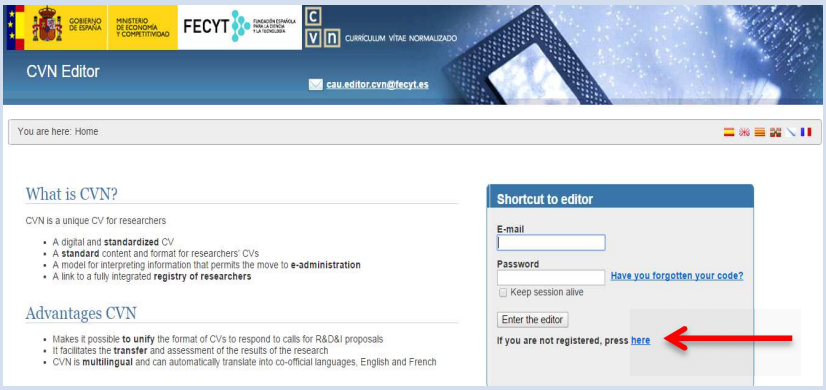
Institución o entidad	Sistema	Exportación CVN	Importación CVN
INSTITUTO DE SALUD CARLOS III	SAYS	no	sí (v1.2.5 y v1.3.0)
INSTITUTO NACIONAL DE INVESTIGACION Y TECNOLOGIA AGRARIA Y ALIMENTARIA	INIA-CV	sí (v1.2.5)	no
UNIVERSIDAD AUTÓNOMA DE MADRID	ARGOS	sí (v1.2.5)	no
UNIVERSIDAD CARLOS III DE MADRID	UNIVERSITAS XXI - INVESTIGACIÓN	sí (v1.3.0)	no
UNIVERSIDAD CATÓLICA DE VALENCIA SAN VICENTE MÁRTIR	UCV	sí (v1.2.5)	no
UNIVERSIDAD CATÓLICA SAN ANTONIO DE MURCIA	CurriculumN	sí (v1.3.0)	no
UNIVERSIDAD COMPLUTENSE DE MADRID	PORTAL INVESTIGADOR	sí (v1.3.0)	no
UNIVERSIDAD DE ALCALÁ	UNIVERSITAS XXI - INVESTIGACIÓN	sí (v1.3.0)	no
UNIVERSIDAD DE ALICANTE	Campus Virtual	sí (v1.2.5)	no
UNIVERSIDAD DE ALMERÍA	SICA	sí (v1.2.5)	no
UNIVERSIDAD DE BURGOS	UNIVERSITAS XXI - INVESTIGACIÓN	sí (v1.3.0)	no
UNIVERSIDAD DE CÁDIZ	SICA	sí (v1.2.5)	no
UNIVERSIDAD DE CANTABRIA	CampusVirtual	sí (v1.2.5)	no
UNIVERSIDAD DE CASTILLA-LA MANCHA	UCLM	sí (v1.2.5)	no
UNIVERSIDAD DE CÓRDOBA	SICA	sí (v1.2.5)	no

2. If you are not linked to any institution, or your institution is not certified, you can create your CV using our CVN Editor, which is public and available online. You can access the Editor through the main page https://cvn.fecyt.es as shown on the image or through the following link https://cvn.fecyt.es/editor/.

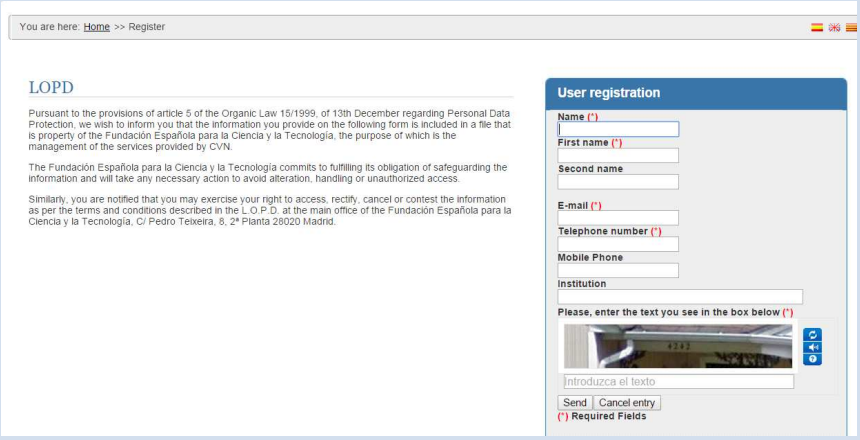
You will be able to use the CVN Editor as long as you want and fill in the fields you require, as none of them arecompulsory. Consequently, you can complete and modify the data whenever you need to.

2 HOW TO SIGN UP FOR THE EDITOR

The first thing you must do in order to start creating your CVN is to sign up as a new user. To do so, click on the option 'If you are not registered, press here'.



Then, insert your data into the following screen. Once you have filled in the information, click on 'Send' and you will receive an e-mail at the specified e-mail address confirming registration and providing a password, which you will be able to change later on when you wish to do so.

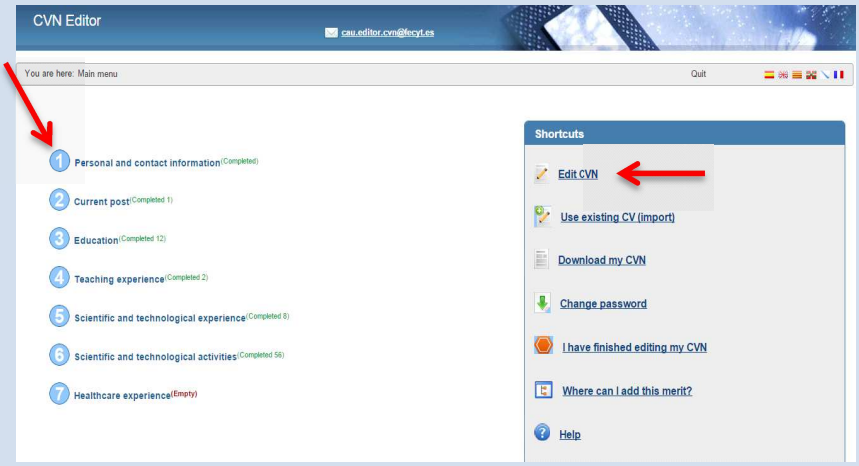


*When generating a new password check that it has 6 characters or more and includes at least one letter, one number and a special character such as + , ¿ ? *, . The Editor distinguishes between capital and small letters. The password expires after twelve months. After this period, when you enter the CVN editor you will have to choose the option 'Have you forgotten your code?'.*

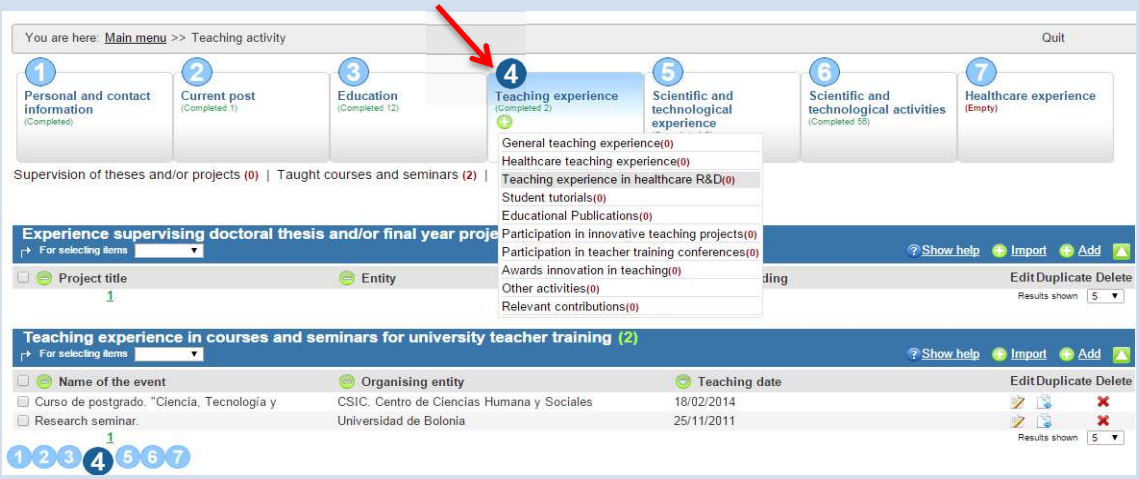
3 HOW TO EDIT MY CVN

To start editing your CVN, you can go to the list of 'Shortcuts' located on the right of the screen and click on 'Edit CVN'.

Another option is using the shortcuts to each of the units of the Editor, which can be found on the left of the screen. By clicking on them you will access the unit you wish to edit directly and more rapidly.

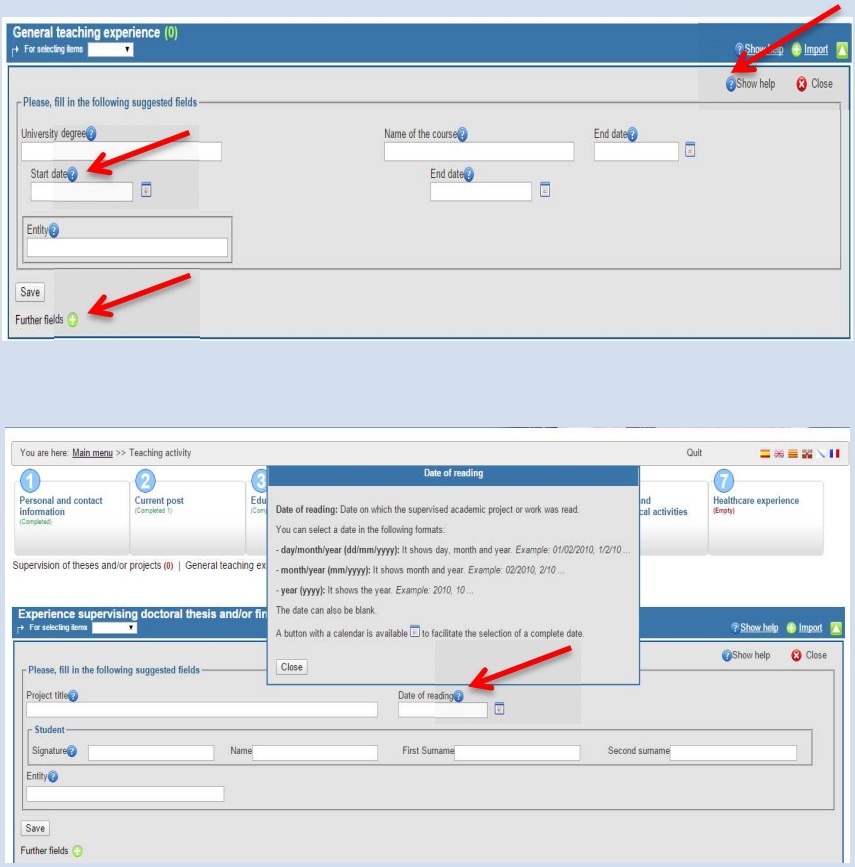


The Editor is made up of seven units with different sections. A series of recommended sections will appear directly by default. To display all the available sections in the Editor, access the unit you require and click on the '+' symbol located just beneath the title. A pull-down menu will then be displayed with all the available sections. Select the one you require to fill in your data and a window will open below with the option you have chosen.
The procedure is the same for units 3, 4, 5, 6 and 7.



Within each section, a first recommended block of fields is displayed. However, if you click on the button 'Further fields +' located at the end of the block and available for most sections of the Editor, a second optional block of fields will be displayed, which will allow you to record further details of the recorded merit.

The Editor has help menus linked to the symbol '?'. When you click on them, a dialogue box will be displayed providing all the necessary information for completing each field.



3.1 Adding information

When you need to include a new curricular milestone click on 'Add' located at the top right-hand corner of each section. This will display a block of fields where you can insert the information.

The sections can be filled in as free text or selecting from pull-down menus. None of the CVN fields is compulsory, so you can choose the fields you need to fill in at any time. Once the fields have been filled in click on 'Save'.

3.2 Modifying information

To modify the information included in the Editor, use the 'Edit' icon located beside the line you wish to change or correct. When you click on it, the section will open so you can modify the information.

Once you have modified the data, click on 'Save'.

3.3 Duplicating information

This option can be useful for inserting a curricular milestone that is similar to one that is already included. If this is the case, it is faster to duplicate the entry and then modify the data that is different. It may be useful, for instance, for conferences with the same title where only the city and date change.

The information already included in the Editor can be duplicated in two ways:

The first option is to click on the icon 'Duplicate' there is beside each entry. When you click on it, a message will appear asking you if you want to duplicate the entry, if you agree click on 'Aceptar'.

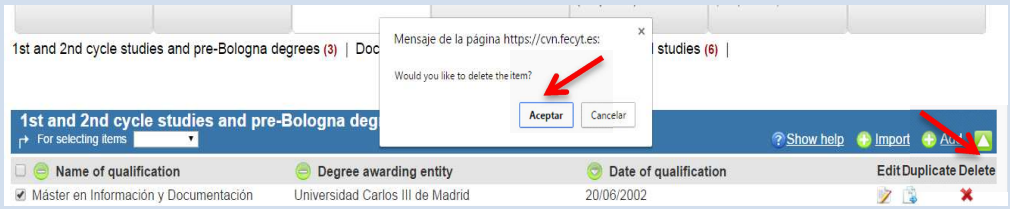
The second option is to use the pull-down menu 'For selected items'. First, select the entry you wish to duplicate and then select the option 'Duplicate' from the pull-down menu. This option is advisable when you want to duplicate more than one entry: first select all the entries you wish to duplicate and then select 'Duplicate'. You will then get a message asking you if you wish to duplicate the entry; if you agree click on 'Aceptar'.

3.4 Deleting information

You can delete information already included in the Editor in two ways:

The first option is clicking on the icon 'Delete' there is beside each entry. When you click on it, a message will appear asking you if you wish to delete the entry; if you agree click on 'Accept'.

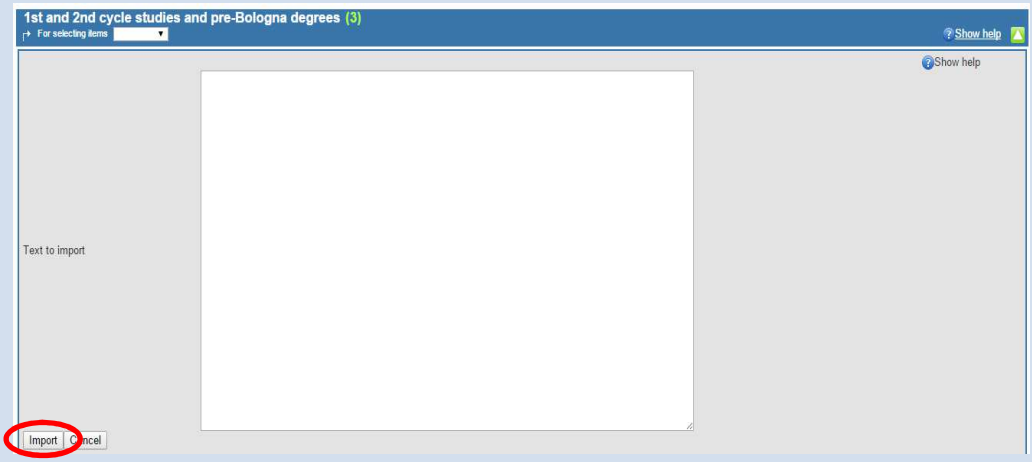
The second is using the pull-down menu 'For selected items'. First, select the entry you wish to delete and then select the option 'Delete' from the pull-down menu. This option is advisable when you want to delete more than one entry: first select all the entries you wish to delete and then select 'Delete'. You will then get a message asking you if you wish to delete the entry; if you agree click on 'Accept'.



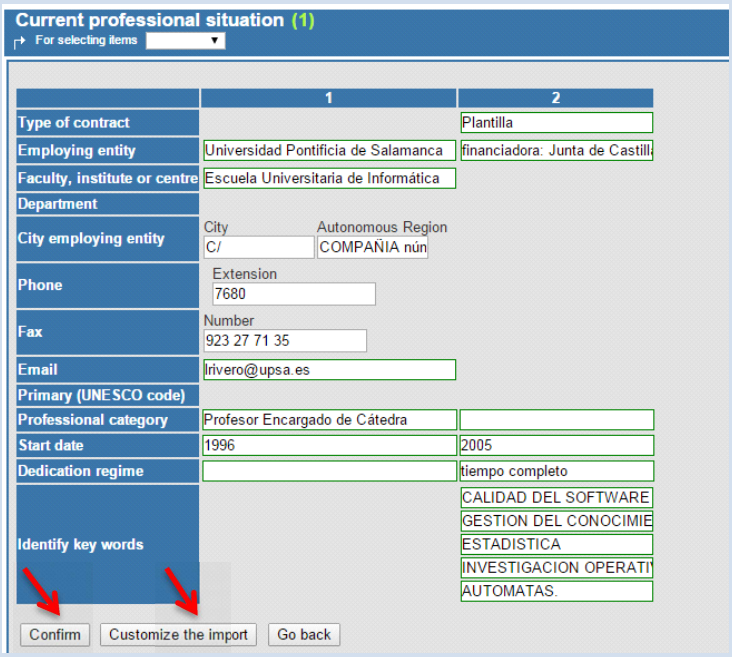
3.5 Importing information by sections

Some of the sections offer the possibility of importing information without having to fill in every field. The 'Import' button is located at the top of each section.

Next, a textbox will open where you can paste the information.



Click on the button 'Import', located beneath the textbox. The information will be displayed in the following way:



If the information has not been imported correctly, you can edit the fields by clicking on the 'Customize the import' button.

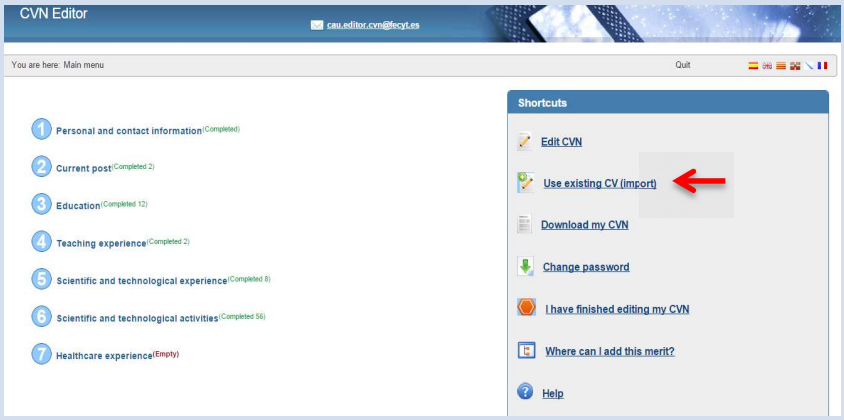
Next, click on 'Confirm' and the following window will appear, select the imported information and click on 'Add'.

The information will then be imported.

This procedure is available for all the sections of the different units of the Editor with an import option.

4 IMPORTING THE CVN FROM ANOTHER FORMAT

The Editor allows you to import your CV from four formats: CVN-PDF, Formae, CICYT and ORCID. To import your CV to the Editor go to the menu 'Shortcuts' and click on the second link: ' Use existing CV (import)'.



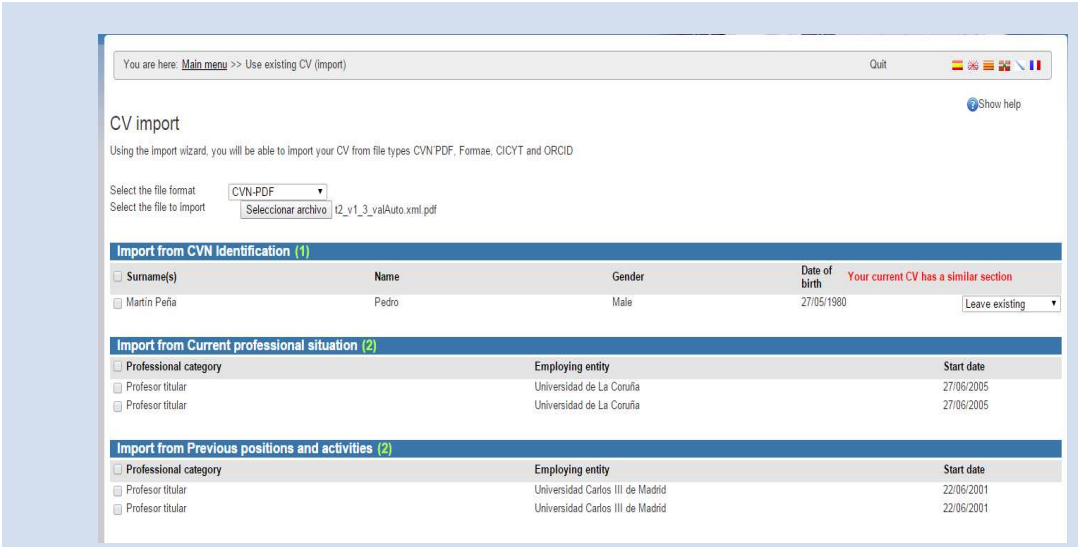
4.1 Importing from CVN-PDF

To import from CVN-PDF follow these steps:

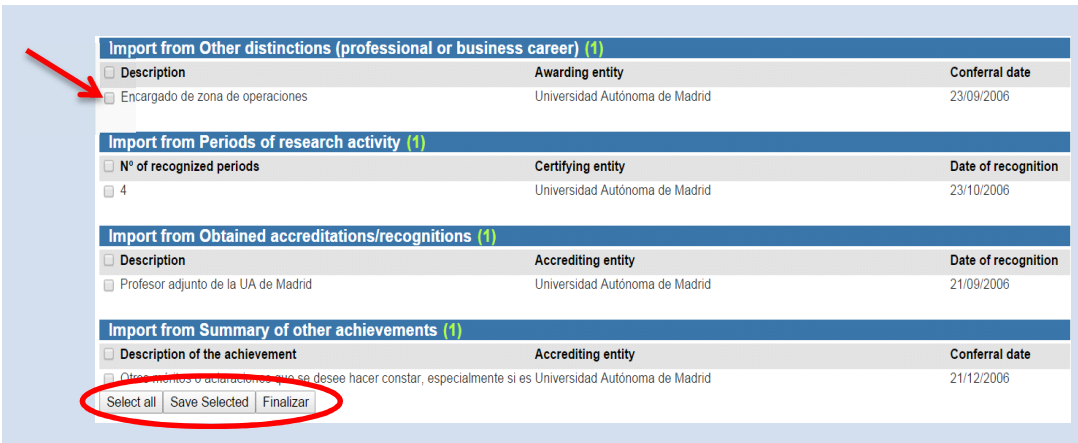
After clicking on 'Use existing CV (import)', the following screen will appear, choose the option CVN-PDF.

Next, select and attach your CVN-PDF file by clicking on the option 'Select file to import'. Once you have done this, click on 'Accept'.

The following screen with the information that is going to be imported will be displayed.



This option allows you to import the full CVN or a part of it, that is, only the curricular milestones you wish to include. To import the full CVN click on the buttons that are displayed below in the following order: 'Select all', 'Save selected' and 'Finish. To import a part of the CVN, select the curricular milestones you wish to include using the checkboxes on the left of the screen. Next, click on ' Save selected' and then 'Finalize' so that the information is stored in the Editor.

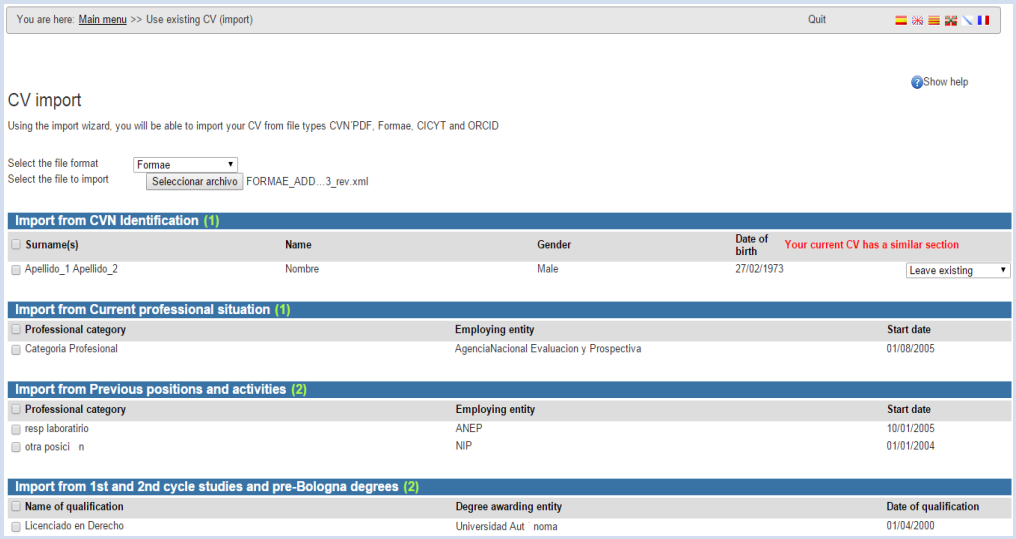


4.2 Importing from FORMAE format

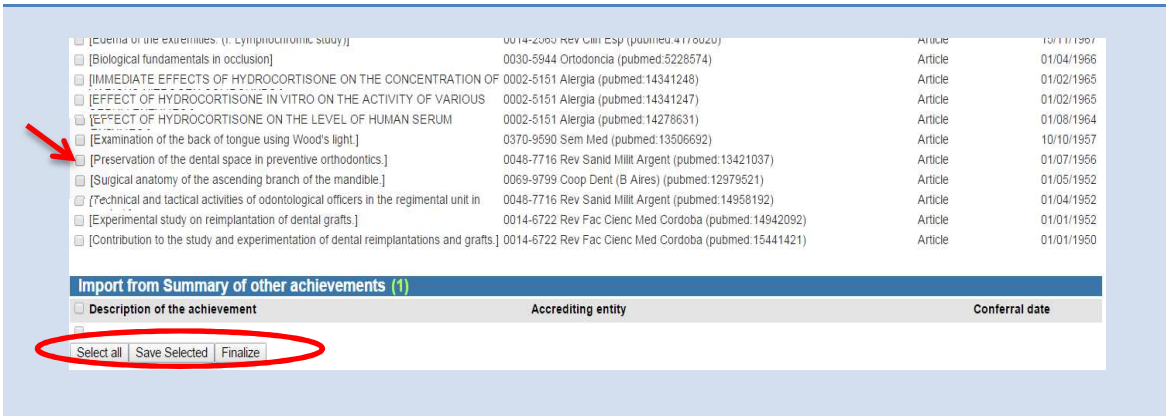
Access the main menu and select the option 'Use existing CV (import)'. The import screen will appear. In this case, select the 'FORMAE' option.

Next, select and attach the file in the FORMAE format by clicking on the option 'Select the file to import'. Once you have done this, click on 'Accept'.

The following screen with the information that is going to be imported to the Editor will then appear.

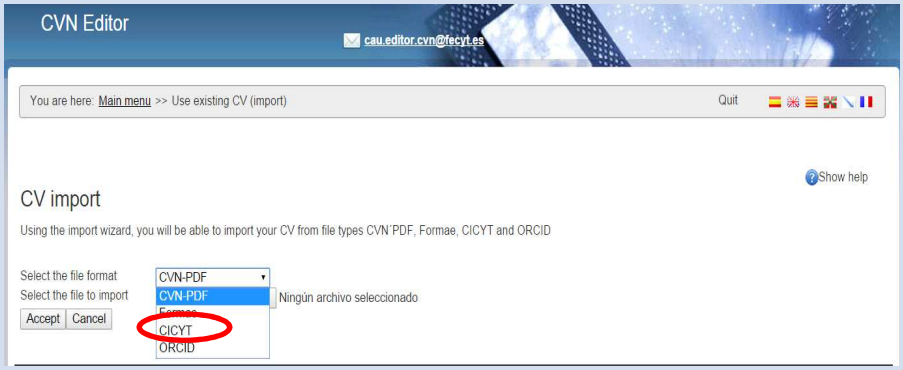


This option allows you to import the full CVN or a part of it, that is, only the curricular milestones you wish to include. To import the full CVN click on the buttons that are displayed below in the following order: 'Select all', 'Save selected' and 'Finalize'. To import a part of the CVN, select the curricular milestones you wish to include using the checkboxes on the left of the screen. Next, click on ' Save selected' and then 'Finalize' so that the information is stored in the Editor.



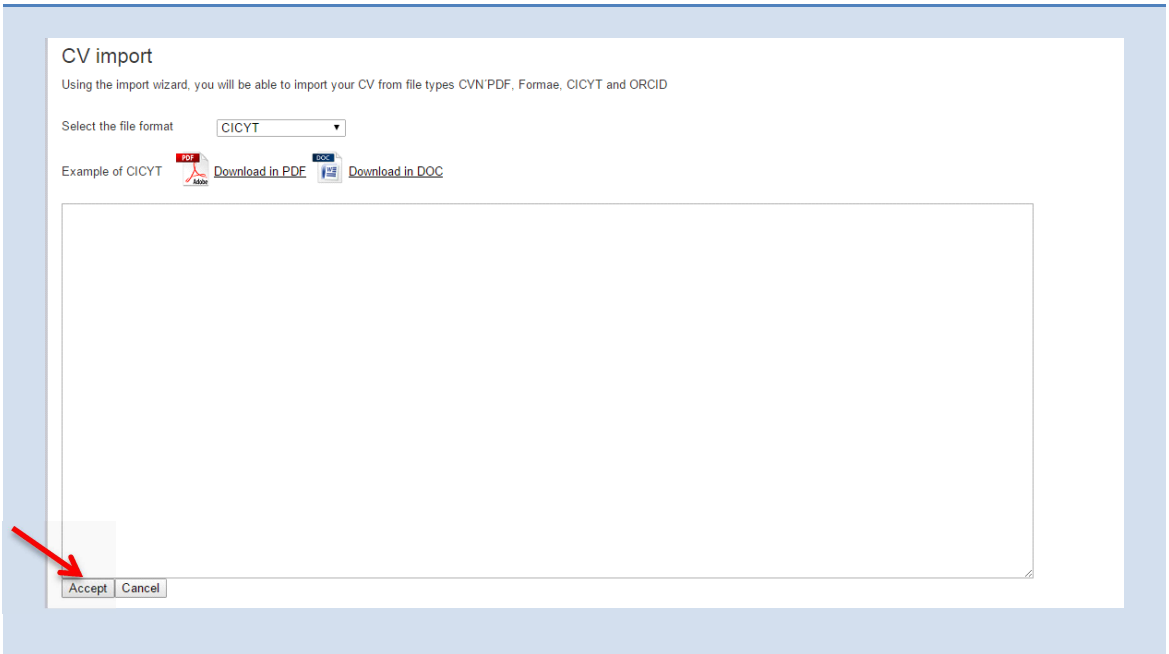
4.3 Importing in CICYT format

Access the main menu and select the option 'Use existing CV (import)'. The import screen will appear. In this case, select the 'CICYT' option.

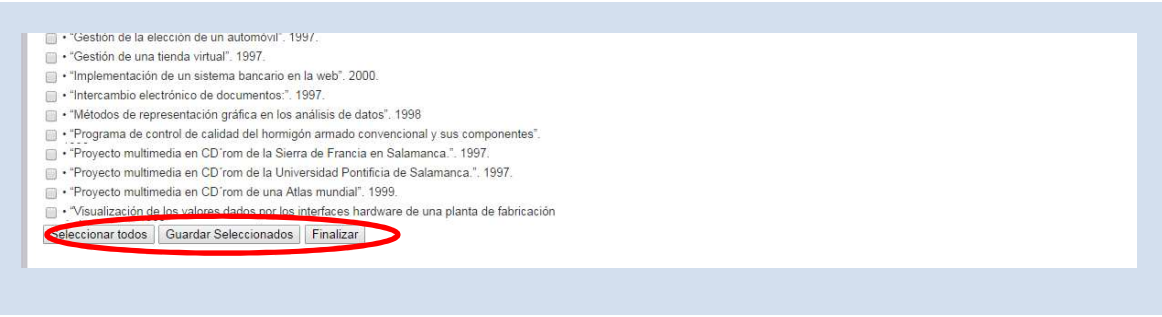


Next, a textbox will appear where you can paste the information of your CV in CICYT format (in PDF or WORD). To do this, open your CV in Word or PDF format to select the information to copy and paste it on the open textbox.

Then, click on 'Accept' located below the textbox.

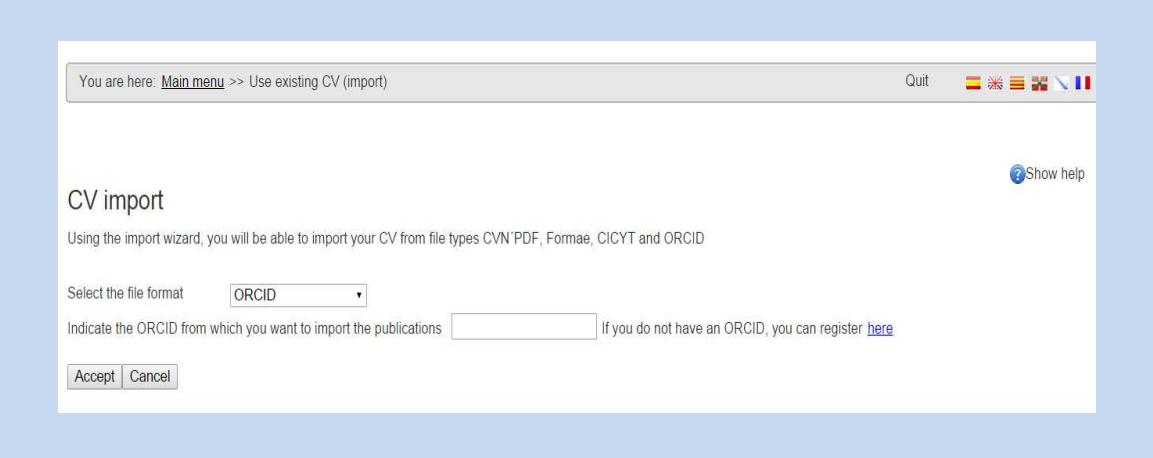


In the same way as for the other importations, this option allows you to import the full CVN or a part of it, that is, only the curricular milestones you wish to include. To import the full CVN click on the buttons that are displayed below in the following order: 'Select all', 'Save selected' and Finalizar'. To import a part of the CVN, select the curricular milestones you wish to include using the checkboxes on the left of the screen. Next, click on ' Save selected' and then 'Finalize' so that the information is stored in the Editor.



4.4 Importing in ORCID format

Access the main menu and select the option 'Use existing CV (import)'. The import screen will appear. In this case, select the 'ORCID' option. The following screen will then appear, insert your ORCID identifier and click on 'Accept'.

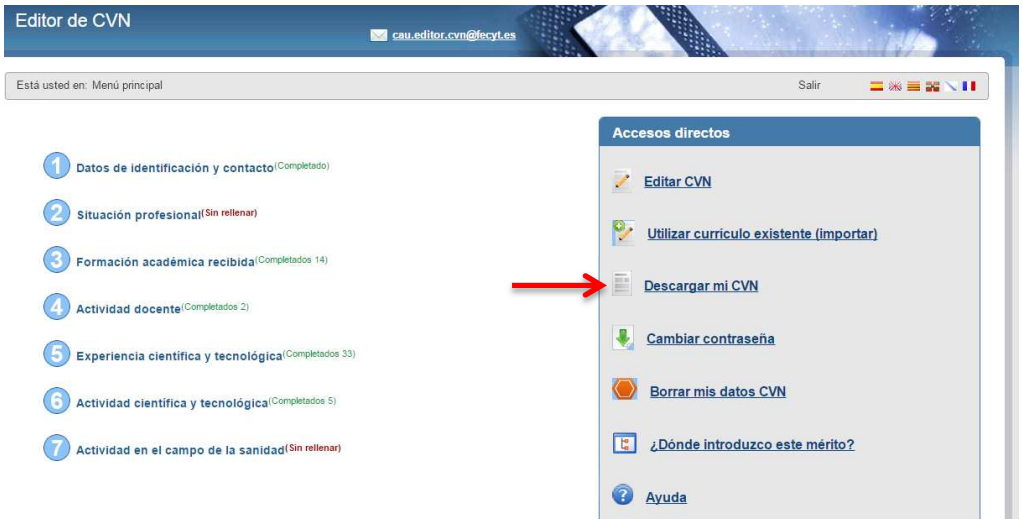


A window will then open where you will be able to select the information stored in ORCID and import it to the Editor. In this case, it will only be publications.

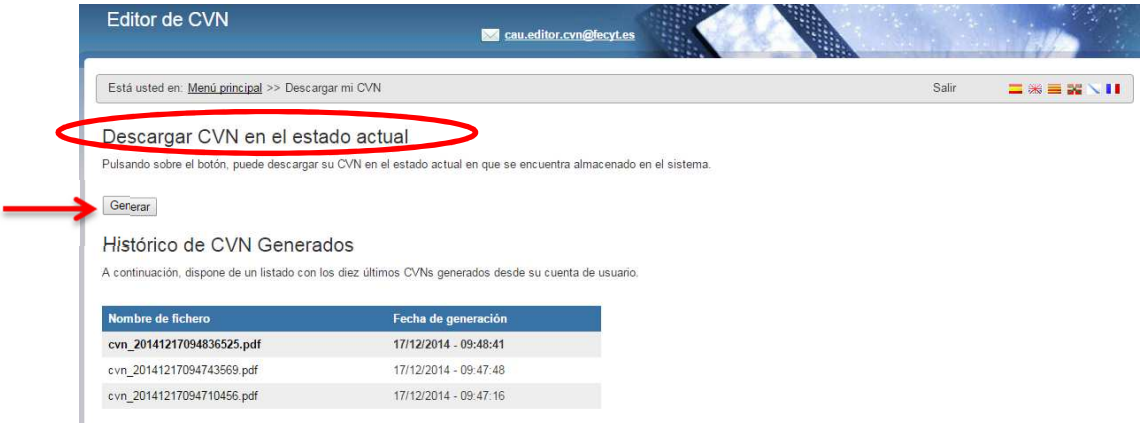
In the same way as for the other importations, this option allows the complete or partial importation of your publications, that is, importing all your publications or selecting only the publications you wish to include. To import all the publications click on the buttons that are displayed below in the following order: 'Select all', 'Save selected' and 'Finalize'. To import part of the publications, select the ones you wish to include using the checkboxes on the left of the screen. Next, click on 'Save selected' and then 'Finalizar' so that the information is stored in the Editor.

5 CREATING A SELECTABLE CVN

To create a selectable CVN, access the main page of the Editor and click on the link 'Download my CVN' from the list of 'Shortcuts' located on the right of the screen.

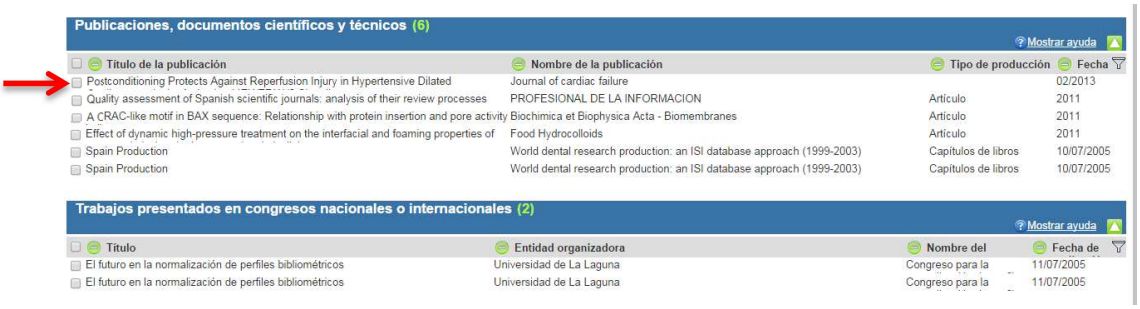


The system will open a new screen with the option 'Download my CVN in the current state'. Click on the button 'Generate'. A dialogue box will open informing you that a copy of the CVN is going to be created in PDF format and you will see two options: 'Include all the different parts in the CVN' and 'Manually select the different parts to include in the CVN'. In this case, select the second option.

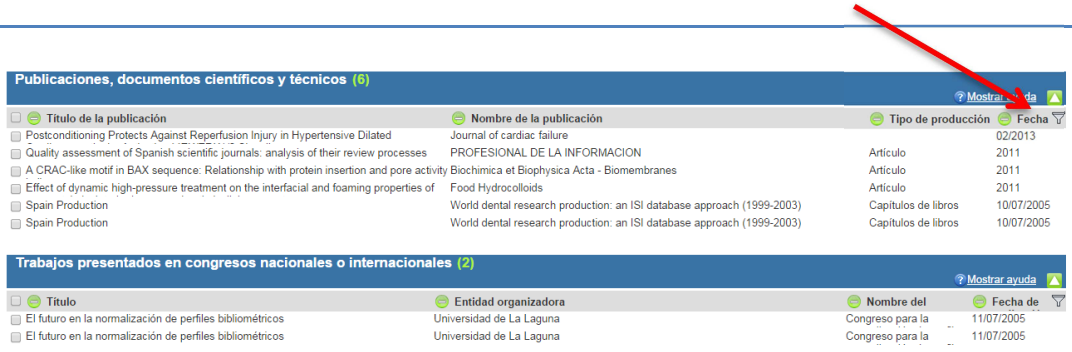


When you click on 'Accept' all the sections that are completed in your CVN will be displayed and you will be able to select which ones you wish to include in your selectable CV. You can select the fields to be exported field by field by clicking on the checkboxes on the left of the fields.

You can also select whole sections by clicking on the checkboxes on the left of these sections.



You can also sort fields that include dates. To do so, click on the sort icon on the right of columns with a date.



The system will display the following screen where you can indicate the dates to sort by.

Once you have selected the fields you wish to include, click on the button 'Generate CVN' located at the bottom of the screen to export the selected data and download your CVN in PDF format.

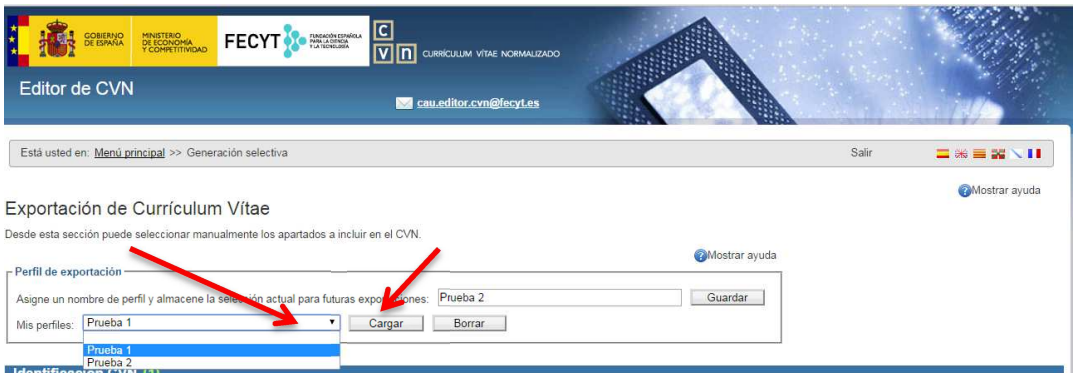
If instead of creating a shorter CVN, you wish to select all the fields, click on 'Select all'. To go back to the main menu, click on 'Cancel'.

You also have the option of creating a profile linked to each CV, which you will be able to save, edit and delete when you require. To do so, access the main page of the Editor and click on the link 'Download my CVN' from the list of 'Shortcuts' located on the right of the screen, and then click on the link 'Manually select the different parts to include in the CVN'.

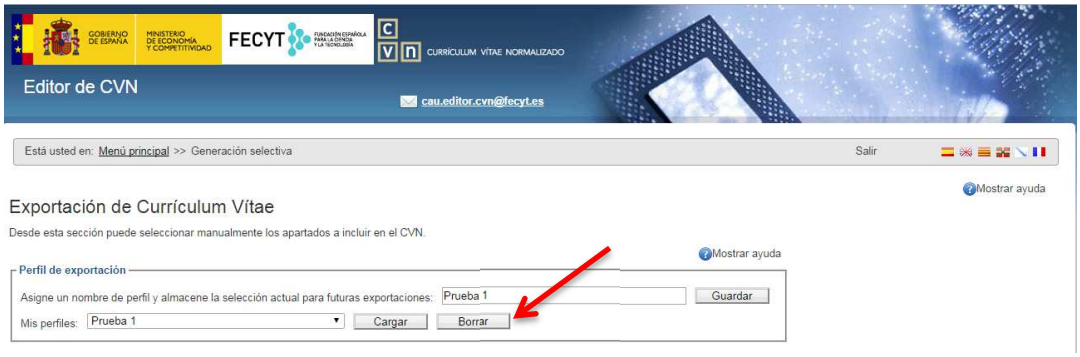
There are various possible actions:

- New profile: Select only the data you wish to export from the CVN personalization screen, where you already are. To save the exportation configuration, name the profile and click on 'Save'. A warning message will appear to confirm that the profile has been created correctly. You can then export your CVN by clicking on 'Generate CVN' or go back to the main menu by clicking on 'Cancel'.

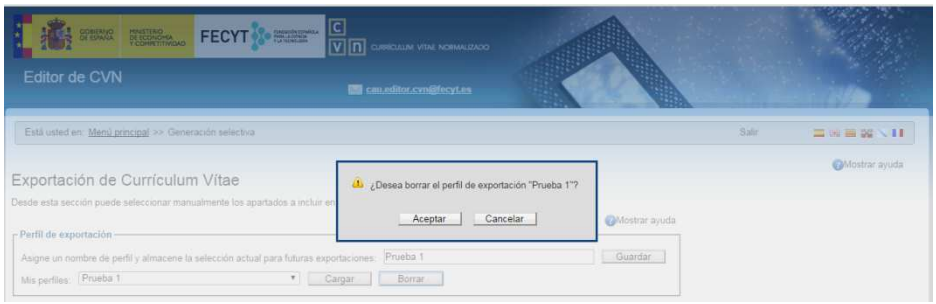
- Edit profile: Select the profile your wish to modify from the pull-down menu 'My profiles' on the CVN personalization screen, where you already are, and click on 'Upload'. Modify the name of the profile and check or uncheck the sections as required. Then, click on 'Save'. A warning message will appear confirming the process has been carried out correctly.



- Delete profile: Select the profile you wish to delete from the pull-down menu 'My profiles' and click on 'Delete'. A warning will appear requiring confirmation, if you click on 'Accept' the profile will definitely be deleted and a warning message will appear confirming it has been deleted.

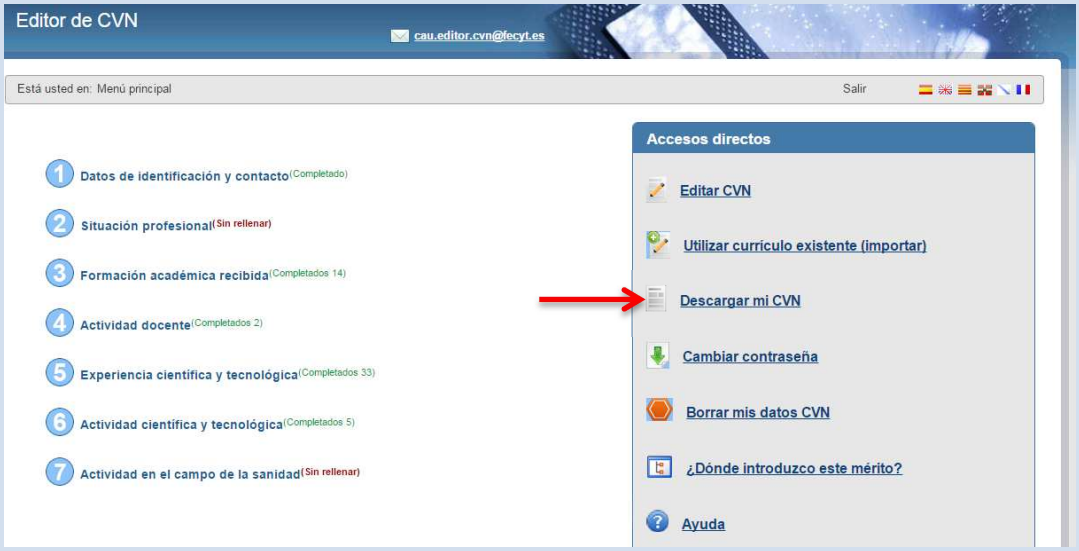


A warning will appear requiring confirmation. If you click on 'Accept', the profile will be deleted definitely and irreversibly.

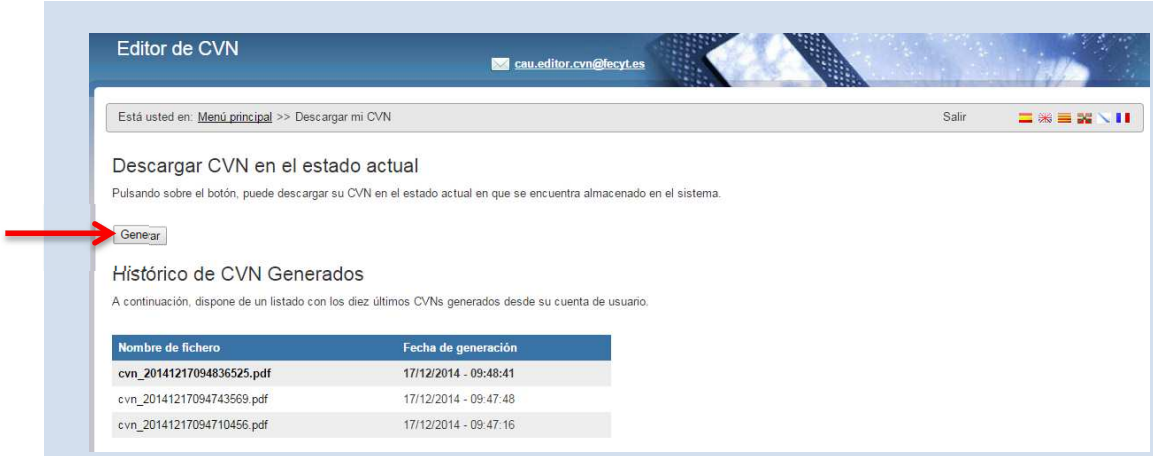


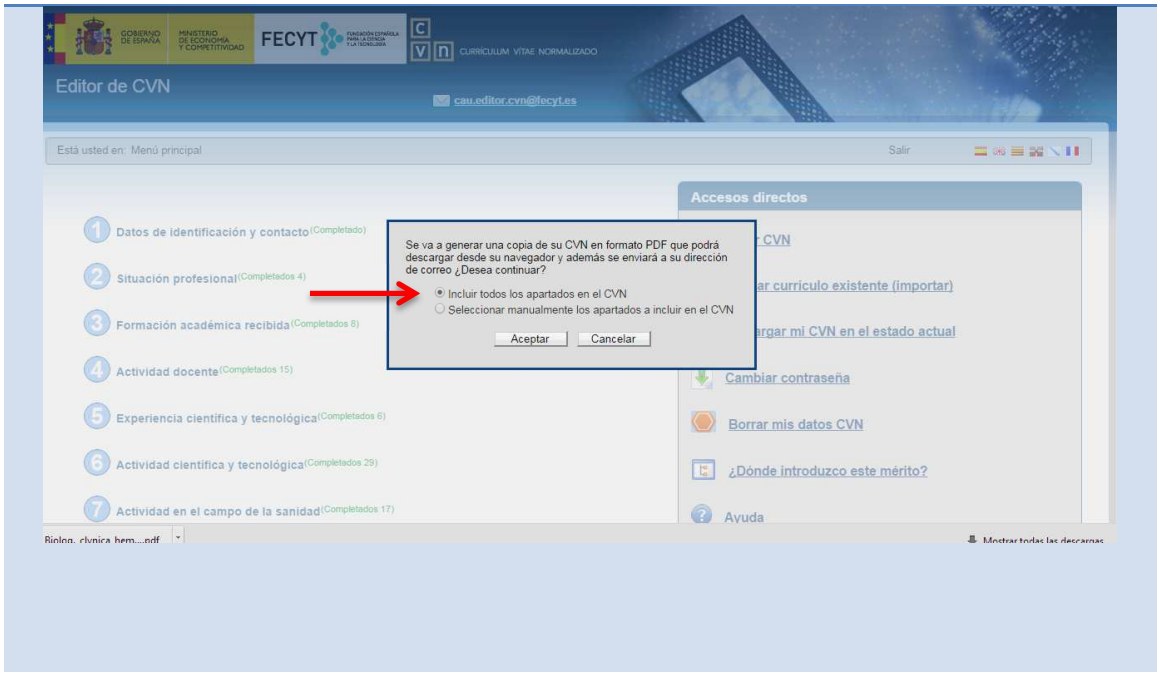
6 HOW TO OBTAIN A COPY OF MY CVN

To obtain a copy of your CVN, access the main page of the Editor and click on the link 'Download my CVN ' from the list of 'Shortcuts' located on the right of the screen.



A new page will open with the option 'Download my CVN in the current state', click on 'Generate'. A window will then displayed informing you that a copy of the CVN will be created in PDF format and will offer you two options: 'Include all the different parts in the CVN' or 'Manually select the different parts to include in the CVN'. Select the option you require. In this case, you should select the first option.





The system will generate a copy of your CVN in PDF format, which you will be able to download from your browser and it will also be sent to your e-mail address. We recommend that you save the copy that is sent to your e-mail address.

The PDF CVN file can be printed. The PDF file also has markers to help you browse through the different sections.

7 HOW TO IMPORT PUBLICATIONS

CVN provides the possibility of importing publication data saved in other formats and obtained from bibliographic databases such as WOS, Scopus, PubMed or platforms such as the ORCID system.

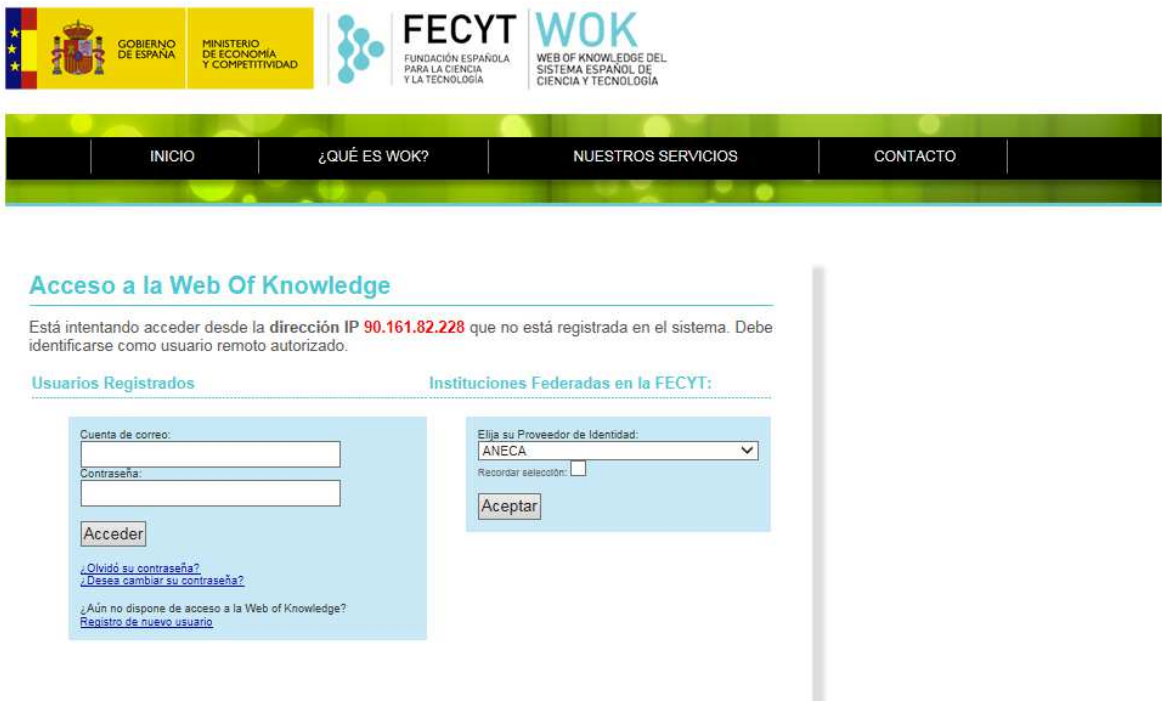
Unit 6 of the Editor 'Scientific and technological activities' includes among its sections 'Publications, scientific and technical documents'.

Next, we explain how to import files with publication data.

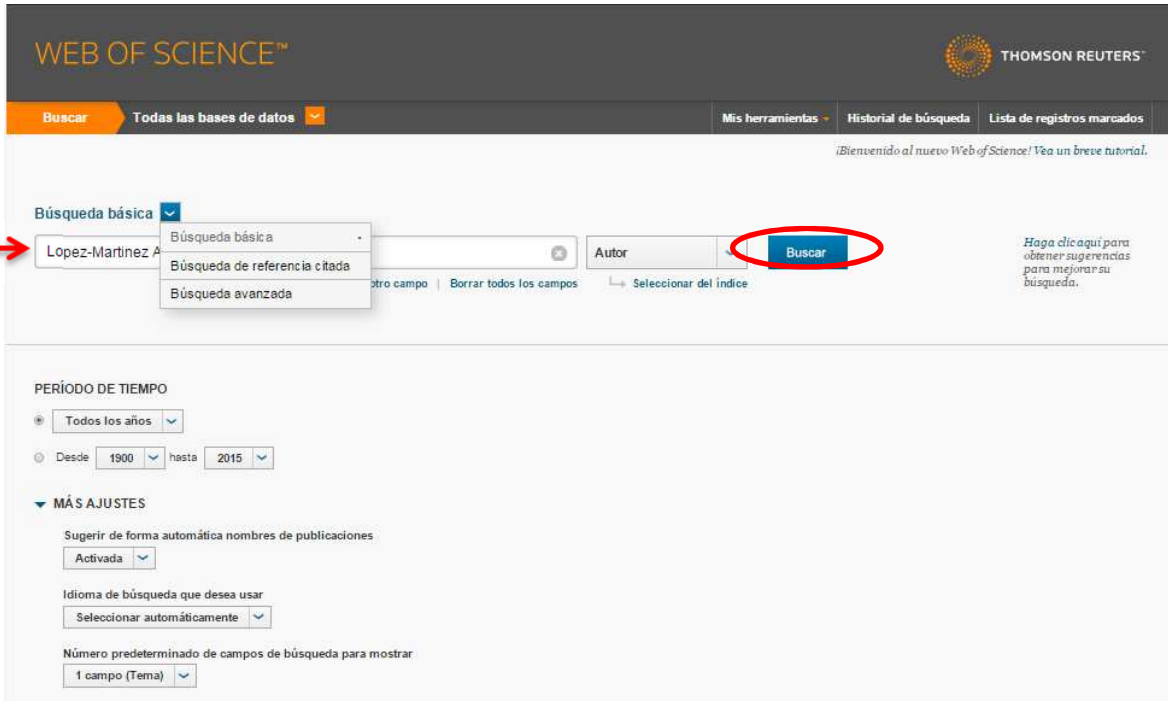
7.1 Importing publications from WOS to CVN format

To import publications from WOS to CVN format, follow these steps:

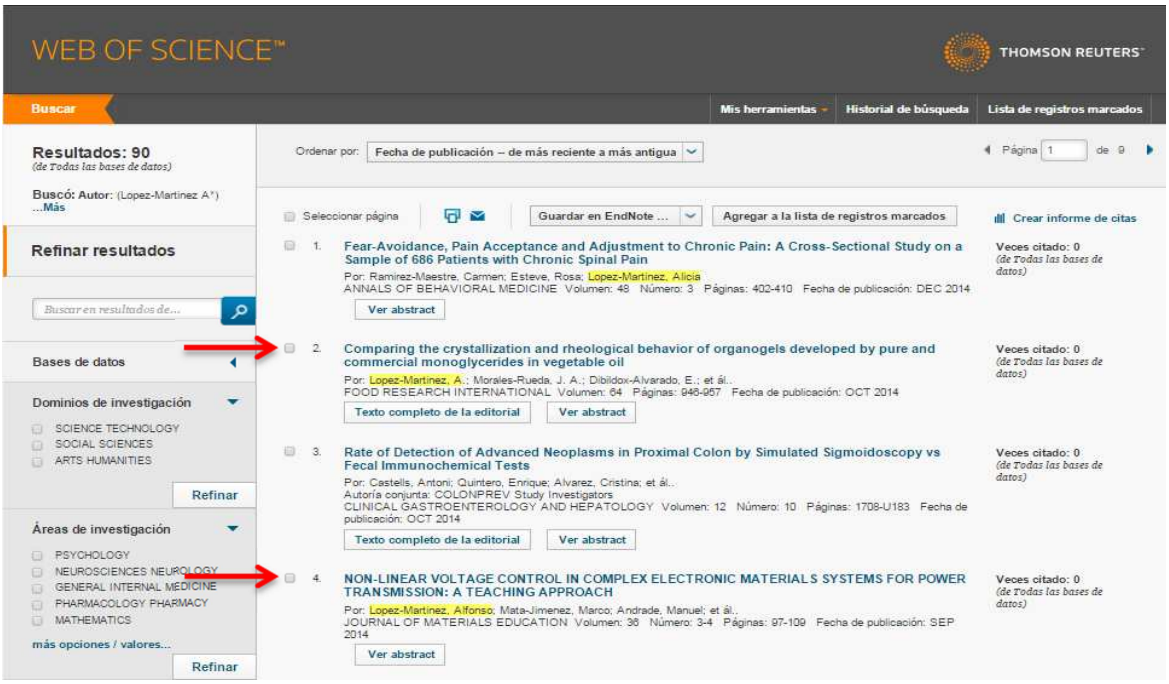
1. Access WOS directly from your institution with your password, or through the FECYT webpage (https://www.accesowok.fecyt.es/) selecting from the pull-down menu the federated institution you belong to and then inserting your login credentials.



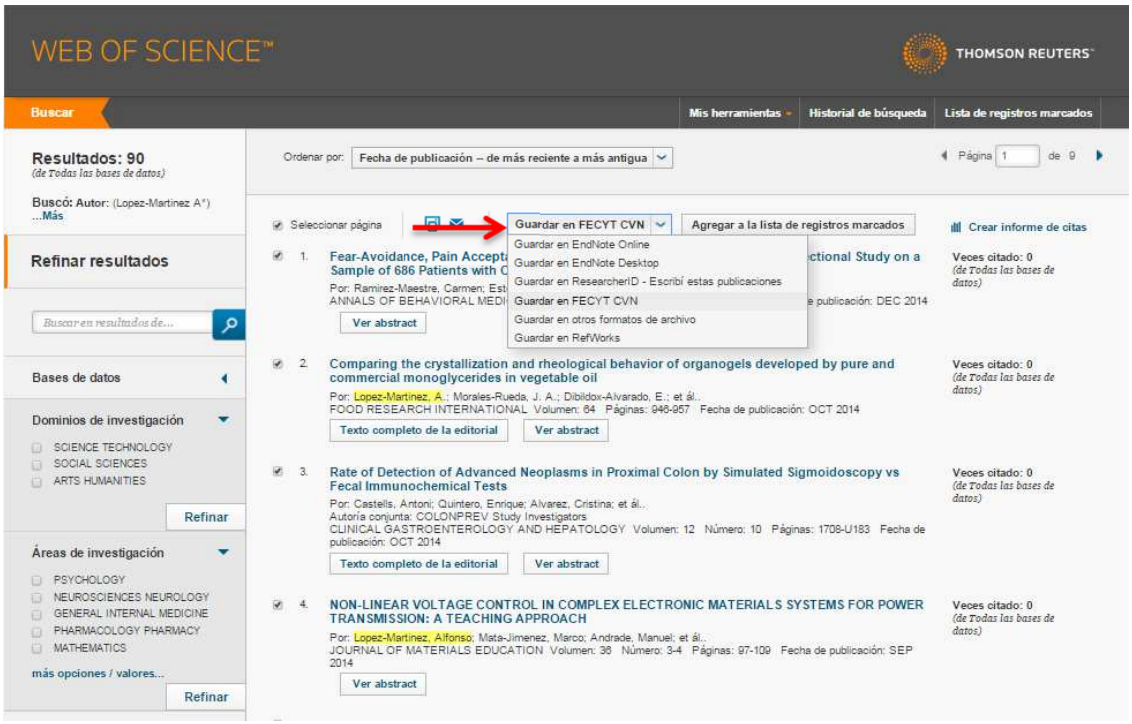
2. Next, search for publications in WOS. The WOS platform allows you to carry out a basic search (as shown by default), a cited reference search or an advanced search. Use any of these options to look for the information you wish to export to CVN format.



If you carry out a search using the author's name, we recommend you use operators such as the asterisk to increase search results: SURNAME J* (surname and initial letter of first name followed by an asterisk: López-Martínez A*). Once you have inserted the search criteria in the search box, click on Search. On the left of the page there are a series of options that will allow you to obtain more specific search results.

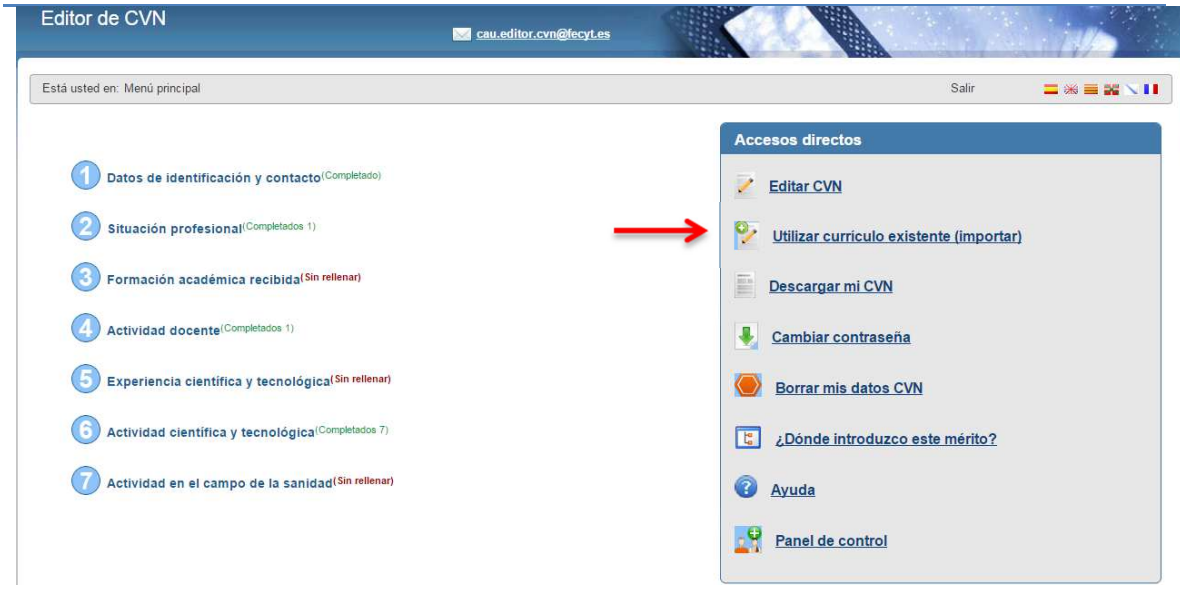


3. Select the records in WOS: Once you have retrieved the bibliographic records that fulfil your search criteria, select the ones you wish to import by clicking on the checkboxes on the left and save the result of the search. To do so, open the pull-down menu 'Save to...' available above the results and select the option 'Save to FECYT CVN'. A savedrecs.pdf file will be created, save it on your computer.

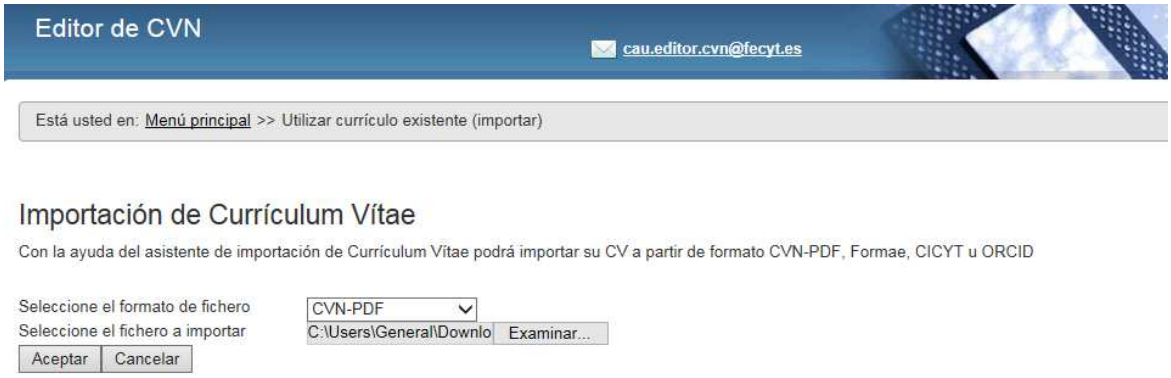


4. Import the CVN file obtained on WOS: Next, access the main menu of the Editor (http://cvn.fecyt.es/editor) to import the file that has been created in the search on WOS. To do so, follow the next steps:

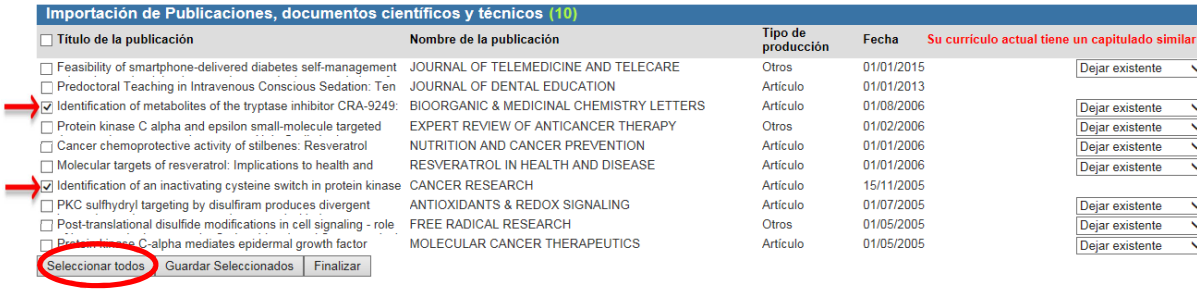
Click on the link 'Use existing CV (import)' from the list of 'Shortcuts' on the right of the main page.



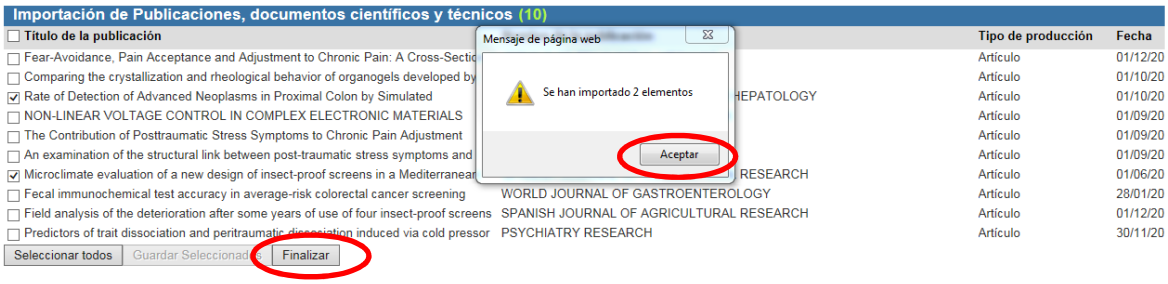
Select the CVN-PDF format and click on 'Examine', then locate and select the file obtained in the search on WOS. Next click on 'Accept'.



The CVN Editor will display all the records of the WOS search, and you can either import all by clicking on 'Select all' located below or import some by extracting the records you require by clicking on the checkboxes to the left of 'Publication title'.



Once you have carried out the selection, click on 'Save selected' and a window indicating the number of imported records will be displayed. Then click on 'Accept' and 'Finalize'.



The information will be imported in your CVN Editor account in the section 'Publications, scientific and technical documents' of unit 6 'Scientific and technological activities'.

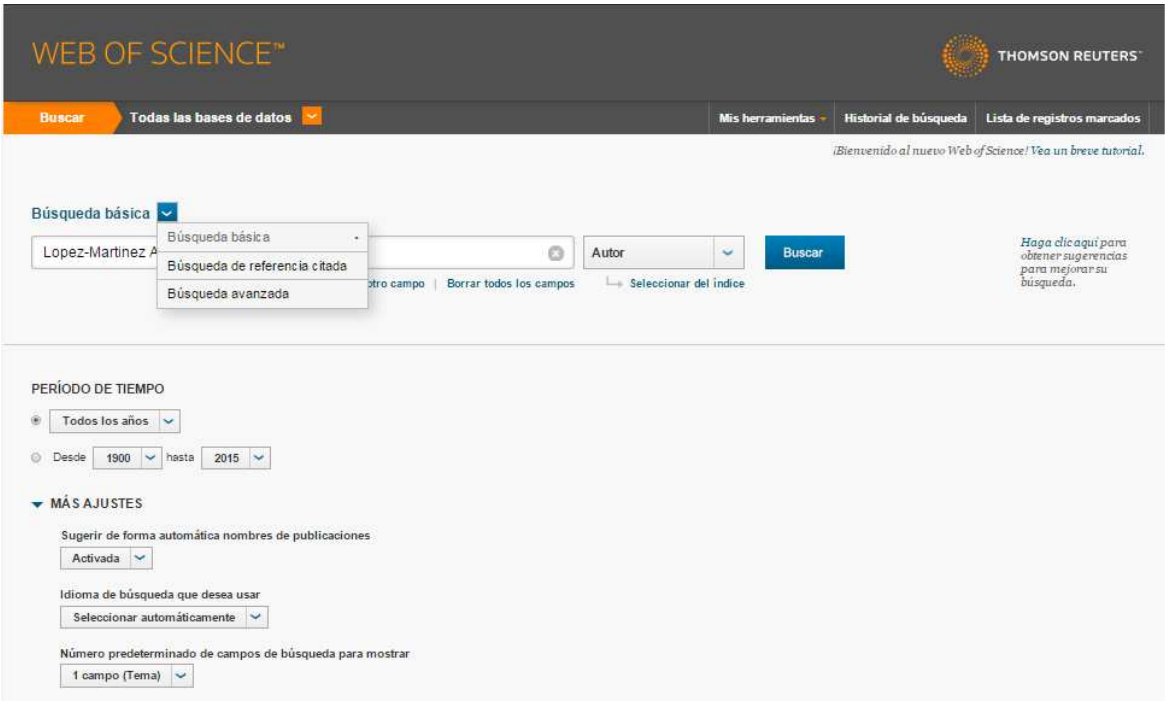
The imported data will be distributed in the different fields of the section: publication title, publication name, type of production, date of publication, volume, publication name, citations, source of citations, authors (by signature order), first-last page, format, ISBN/ISSN, etc.

7.2 Importing publications from WOS to TXT format

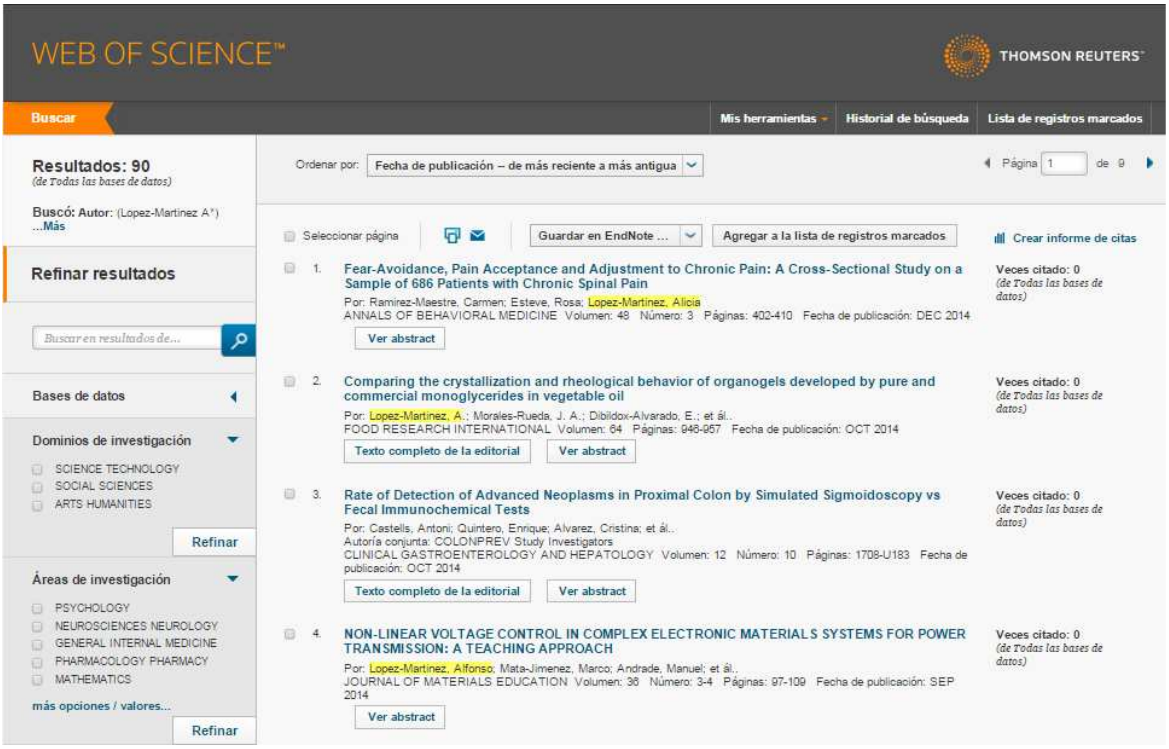
To import publications from WOS to TXT format, follow these steps:

1. Access WOS directly from your institution with your password, or through the FECYT webpage (https://www.accesowok.fecyt.es/) selecting from the pull-down menu the federated institution you belong to and then introducing your login credentials.

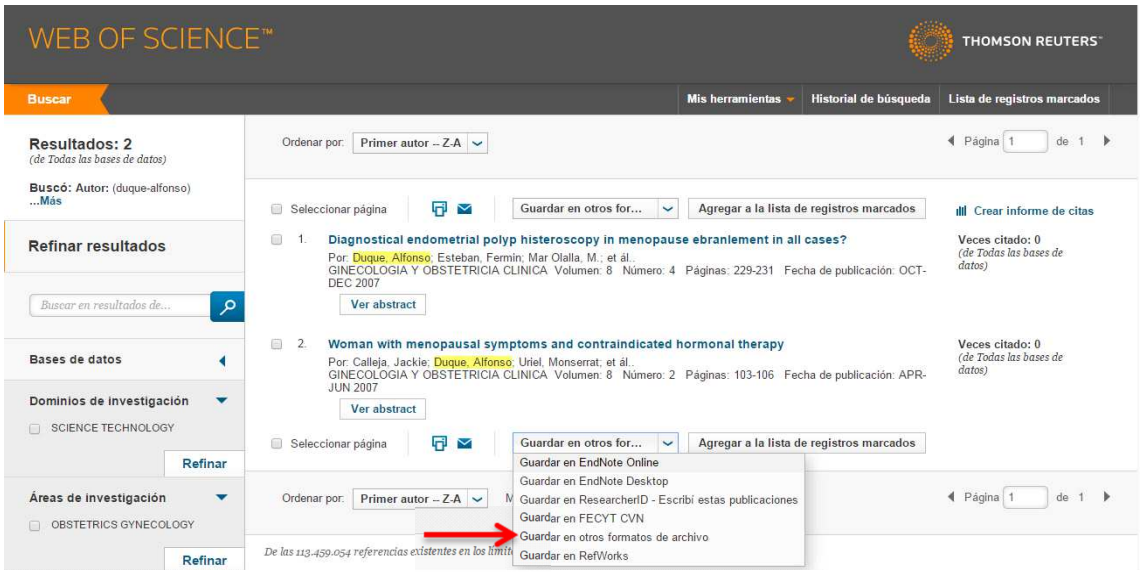
2. Next, search for publications in WOS. The WOS platform allows you to carry out a basic search (as shown by default), a cited reference search or an advanced search. Use any of these options to look for the information you wish to export to TXT format.

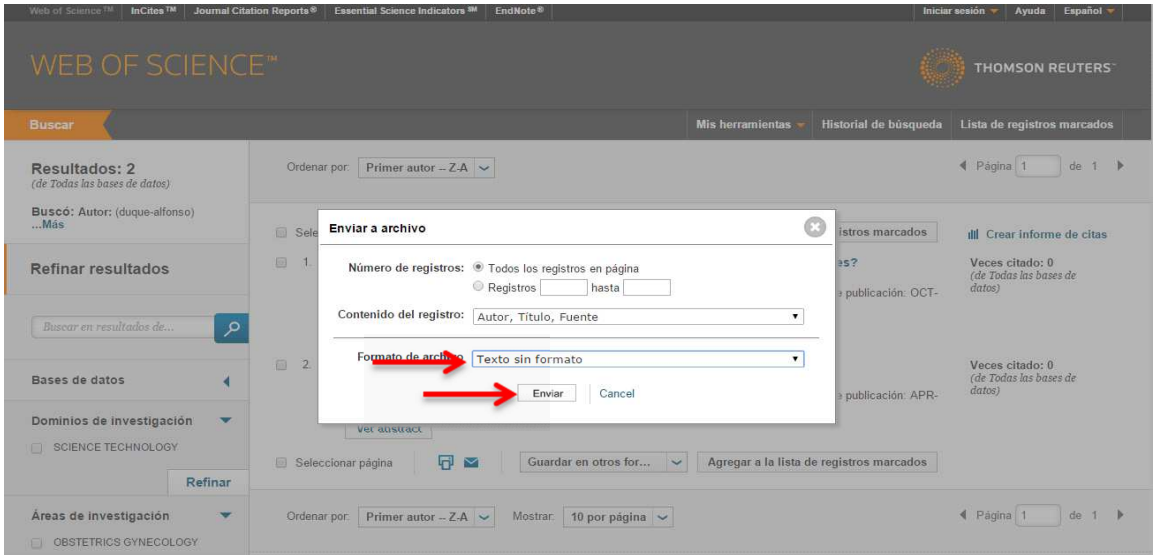


If you carry out a search using the author's name, we recommend you use operators such as the asterisk to increase search results: SURNAME J* (surname and initial letter of first name followed by an asterisk: López-Martínez A*). Once you have inserted the search criteria in the search box, click on Search. On the left of the page there are a series of options that will allow you to obtain more specific search results.



3. Select the records in WOS: Once you have retrieved the bibliographic records that fulfil your search criteria, select the ones you wish to import by clicking on the checkboxes on the left and save the result of the search. To do so, select the option 'Save to other files formats', then select 'Plain text' and finally click on 'Send'. A savedrecs.pdf file will be created, save it on your computer.





4. Importing the TXT file obtained from WOS: access the main menu of the Editor (http://cvn.fecyt.es/editor) to import the file that has been created in the search on WOS. To do so, follow the next steps:

In unit 6 (Scientific and technological activities) select the section 'Publications, scientific and technical documents' and click on 'Import'.

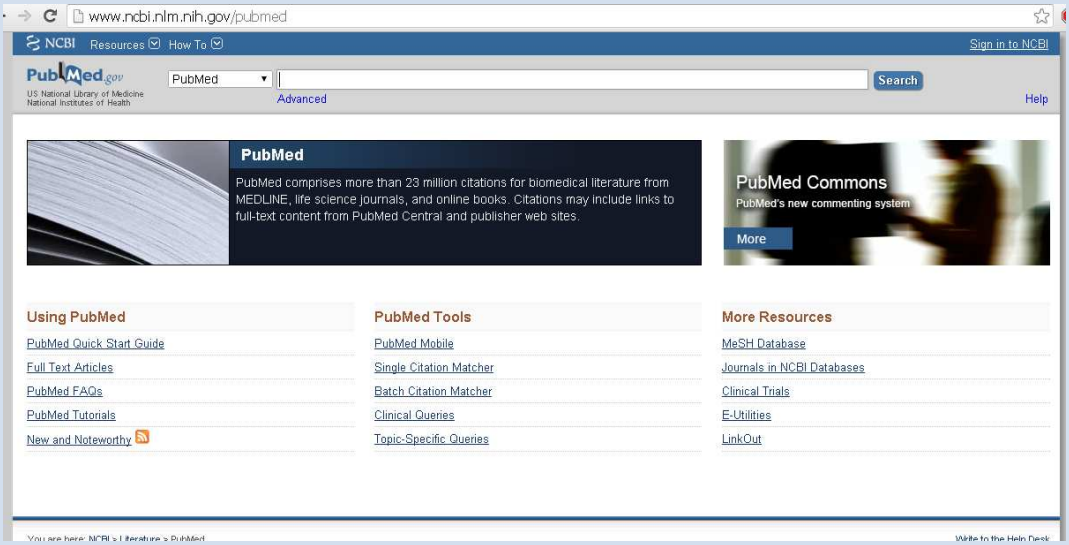
Select the Thomson format and attach the document you have obtained fromWOS.

The information will then be imported and distributed in the following fields: publication name, type of production, date of publication, volume, publication title, citations, authors, first-last page, format, ISBN/ISSN.

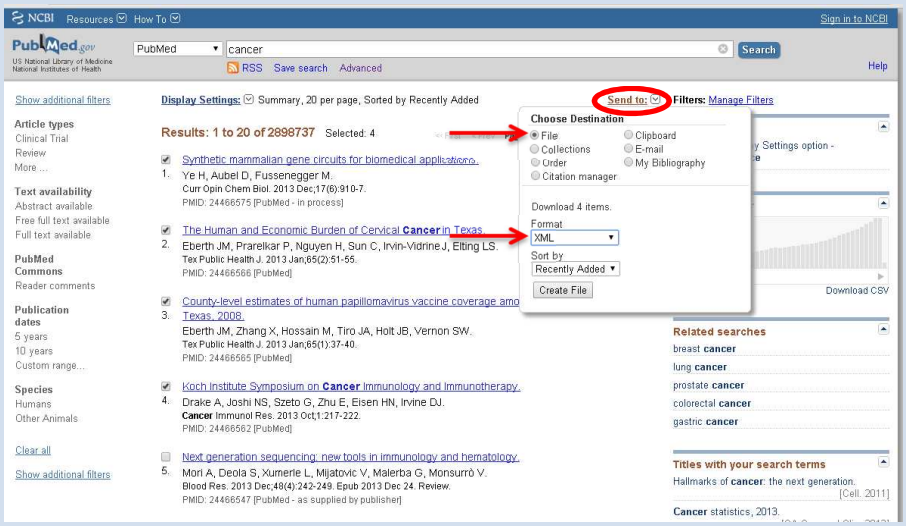
7.3 Importing publications from PUBMED

To import your publications from PubMed, follow these steps:

1. Access PubMed with your login credentials (http://www.ncbi.nlm.nih.gov/pubmed):



2. Next, search for the publications in PubMed. The documents will appear, select the ones you wish to import by clicking on the checkboxes on the left, click on 'Send to' on the top-right and select 'File' and the XML format.



3. Import the file you have obtained on PubMed: next, access the main menu of the Editor (http://cvn.fecyt.es/editor) to import the file that was created in the PubMed search. To do so, follow the next steps:

In unit 6 (Scientific and technological activities) select the section 'Publications, scientific and technical documents' and click on 'Import'.

Select the PubMed format and attach the document you obtained on the PubMed database.

The information will then be imported and distributed in the following fields: Publication

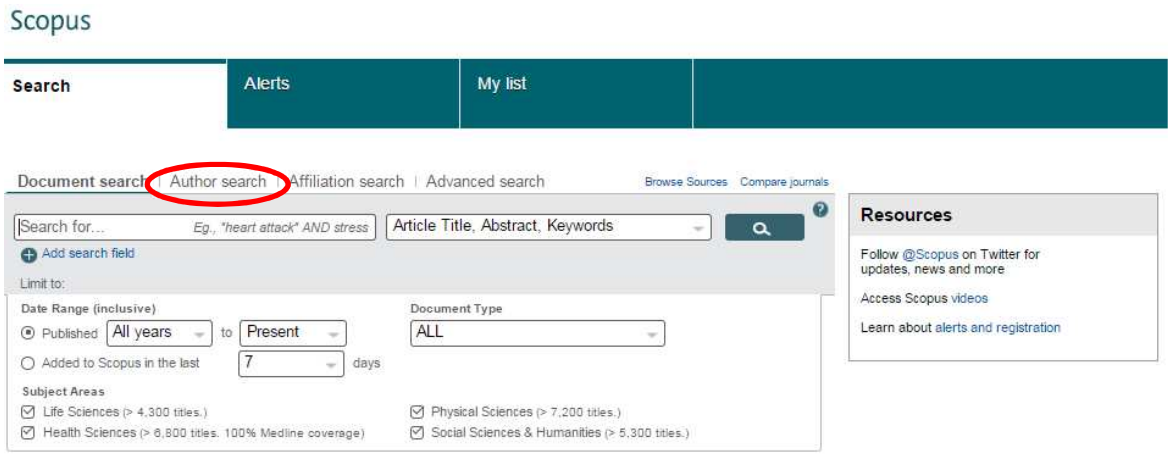
name, date of publication, volume, publication title, authors, first-last page, ISBN/ISSN.

7.4 Importing publications from SCOPUS to CVN format

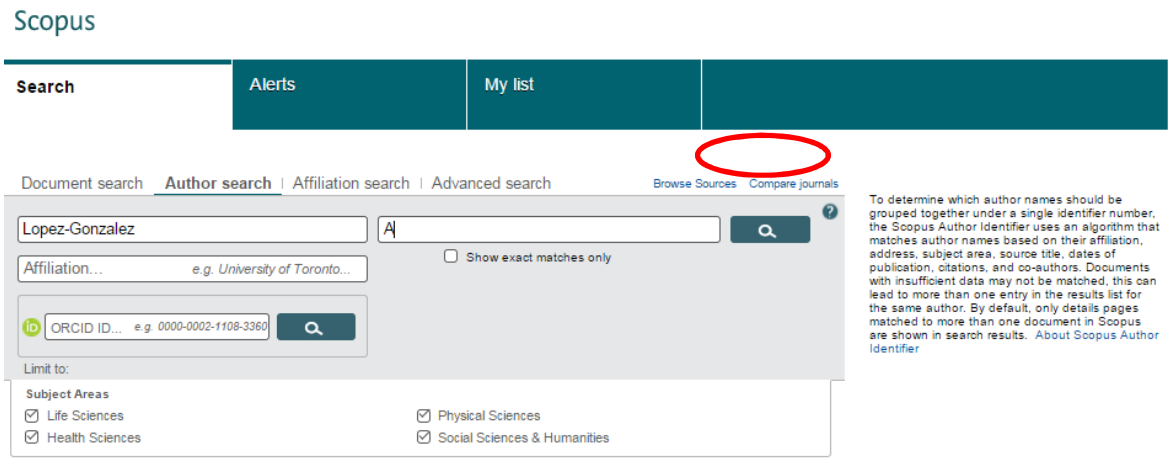
To import publications from Scopus to CVN format, follow these steps:

1. Access Scopus directly with your login credentials, or through the FECYT webpage (http://scopus.fecyt.es/).

2. Then, search for your publications in Scopus. We recommend you search by author using the field 'Author search' (second tab at the top of the window).

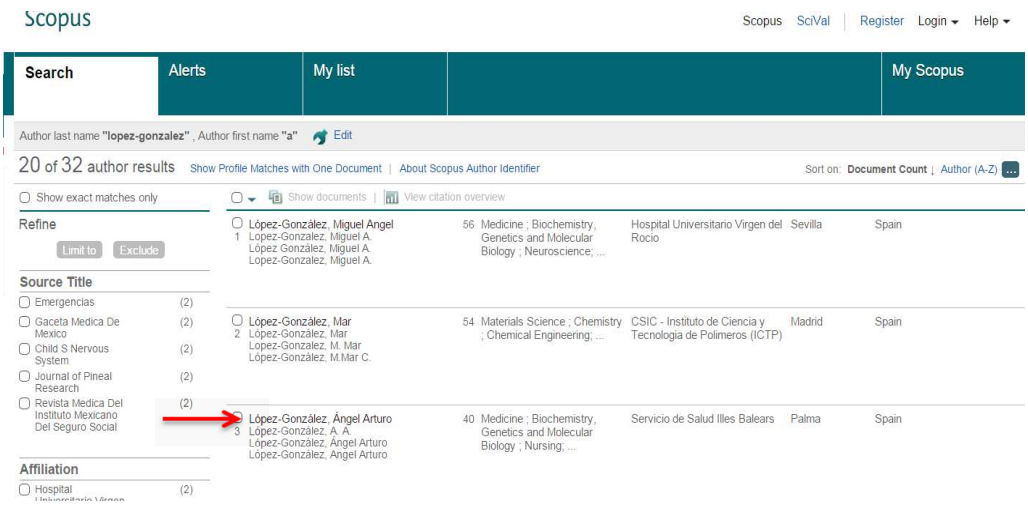


Insert the search criteria and click on Search.

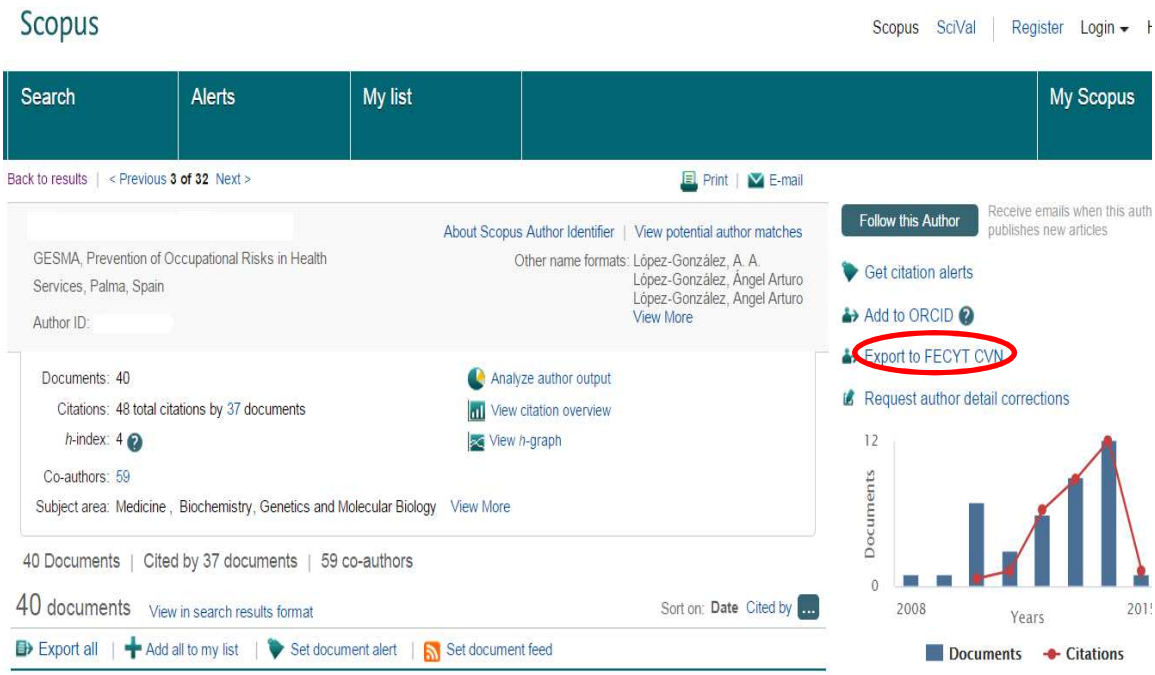


3. Select the records on Scopus: Once the bibliographic records have been retrieved, a list of authors will be displayed according to the inserted search criteria. Select the author's name

that matches your profile.

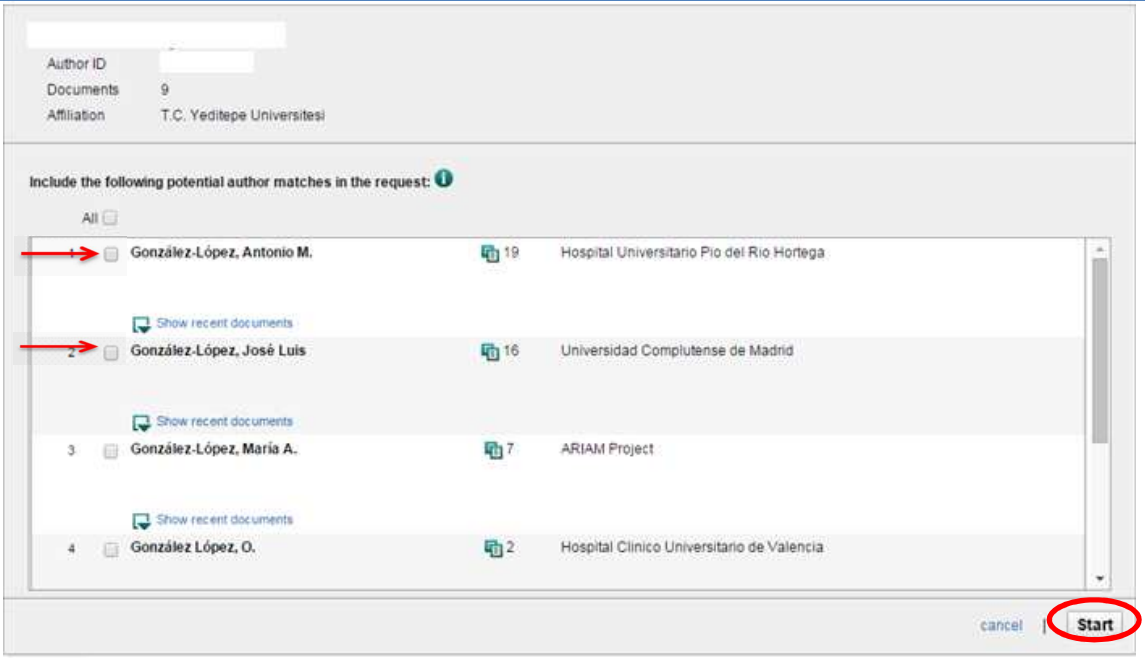


A new window will then open with information regarding the selected author: number of documents, citations, h-index, number of co-authors and subject area.

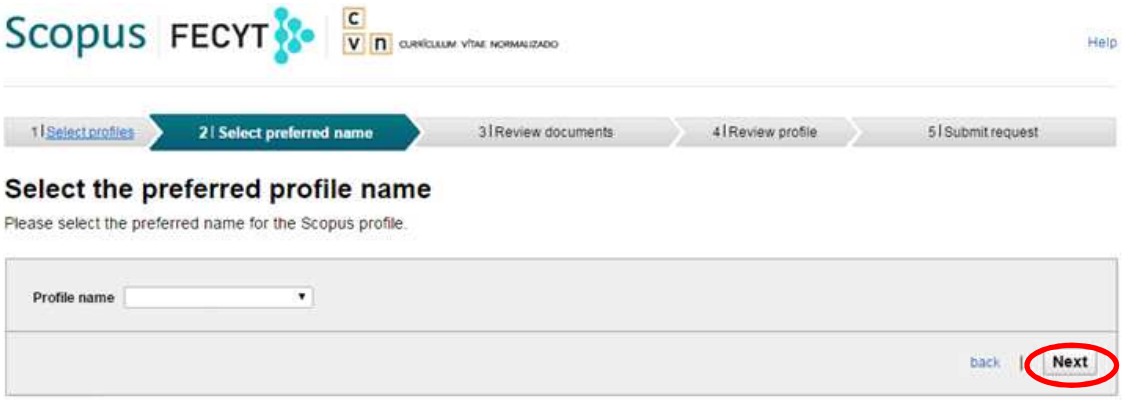


On this page, you will be able to save the search documents. To this end, select the option 'Export to FECYT CVN' on top of the graph on the right.

When you click on this exportation link to CVN format, a new window will open and Scopus will display your author data and ID and below a list of possible names matching your profile. The platform offers the possibility of merging different profiles that match a same author name, by selecting the checkboxes on the left of the records.



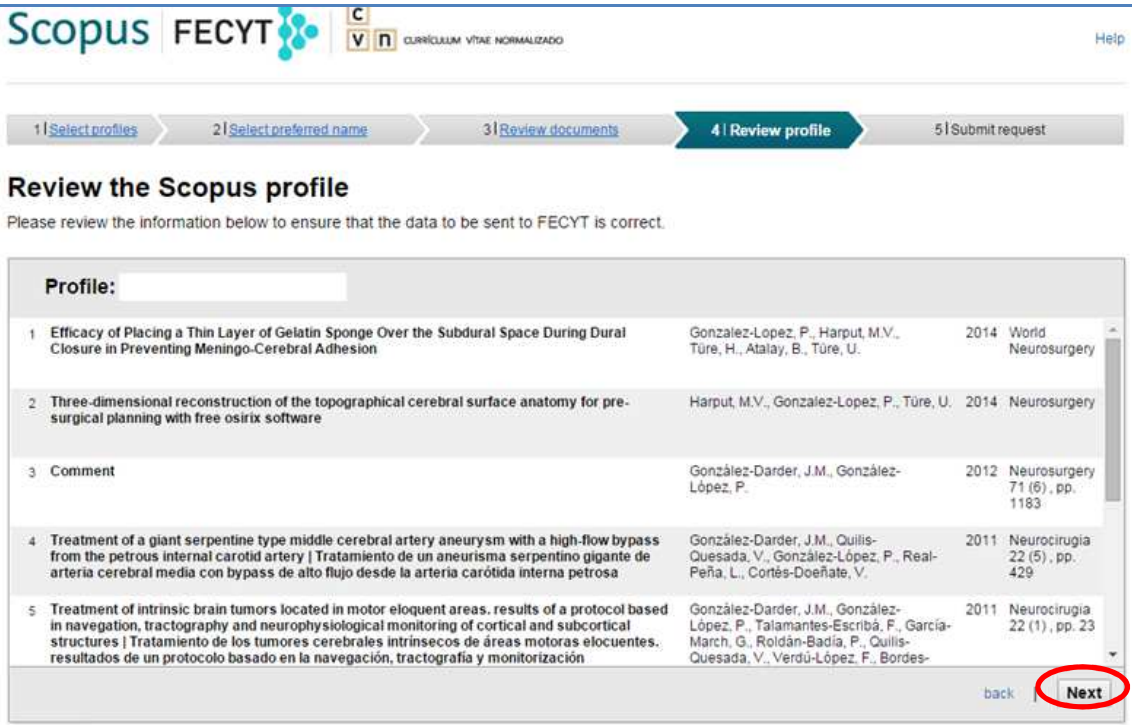
If this is not the case and your profile is correct, ignore this step and click directly on 'Start', which will take you to step 2 of the exportation.



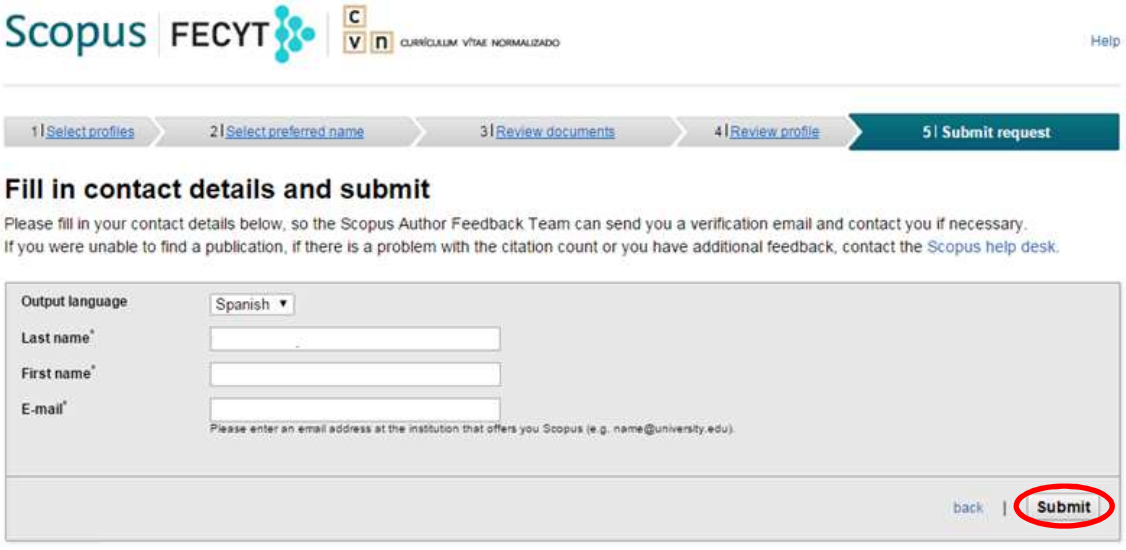
If the information regarding your profile is correct, click on 'Next' to go to step 3.

In this step Scopus requires you to indicate which publications you wish to export. All publications will be selected by default, although by clicking on the button to the left of each record you will be able to deselect them. Click on 'Next' again (bottom right of the screen).

Step 4 will allow you to visualize and review all the information associated to your profile that is going to be exported to your CVN account. Check that everything is correct before clicking on 'Next'.



Finally, in step 5 the platform requires you to confirm your data. After filling in the form and clicking on submit, your CVN-PDF will be created with all the data exported from Scopus. The Scopus database will send a file to your e-mail address with the result of the search.

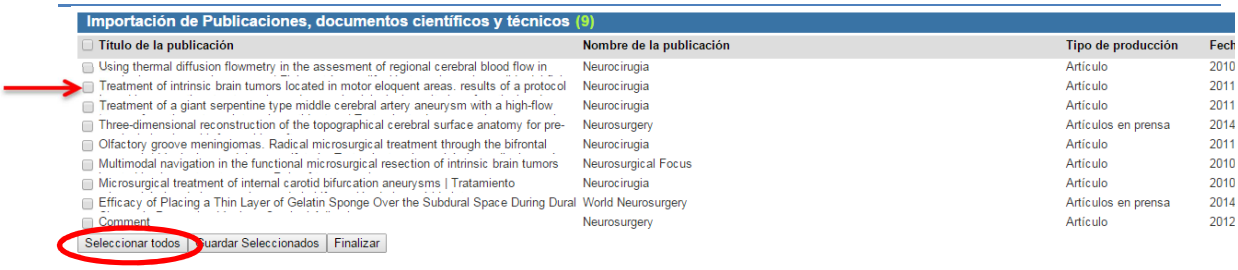


4. Importing the CVN file obtained in the Scopus database. Next, access the main menu of the Editor (http://cvn.fecyt.es/editor) to import the file created in the search on Scopus. To do so, follow the next steps:

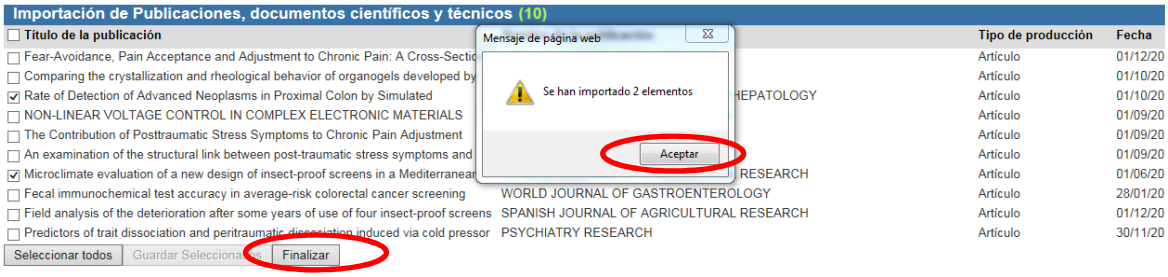
Click on the link 'Use existing CV (import)' from the list of 'Shortcuts' on the right.

Select the CVN-PDF format, click on examine, locate, and select the file that was created in the search on the Scopus database. Next, click on 'Accept'.

The CVN Editor will display all the records of the search you have just carried out in Scopus and offer the possibility of importing all, by clicking on 'Select all' located below, or importing some, by clicking on the checkboxes to the left of the 'Publication title' of the records your require.



Once you have done the selection, click on 'Save selected', which will display a window indicating the number of imported records. Then, click on 'Accept' and 'Finish.



The information will be imported to your CVN Editor to the section 'Publications, scientific and technical documents' of unit 6 'Scientific and technological activities'.

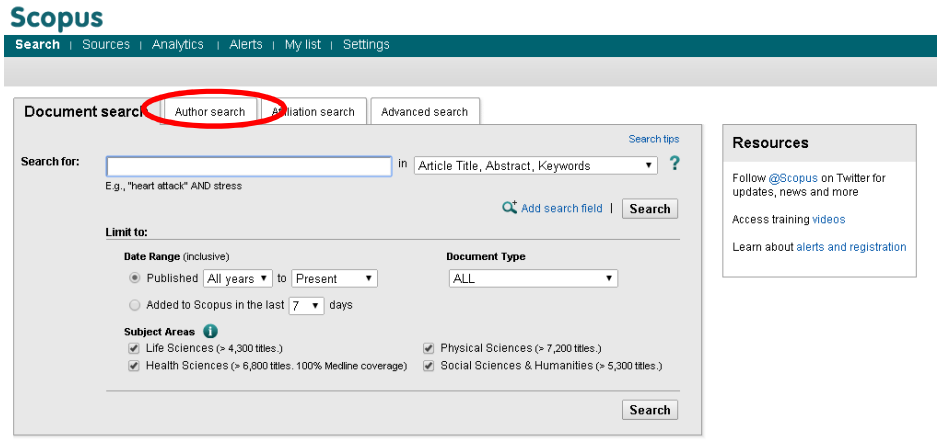
The imported data will be distributed in the different fields of the section: type of production, date of publication, publication title, format, publication name, publisher, volume, first-last page, authors, etc.

7.5 Importing publications from Scopus to BIBTEX format

To import publications form Scopus to BibTex format, follow these steps:

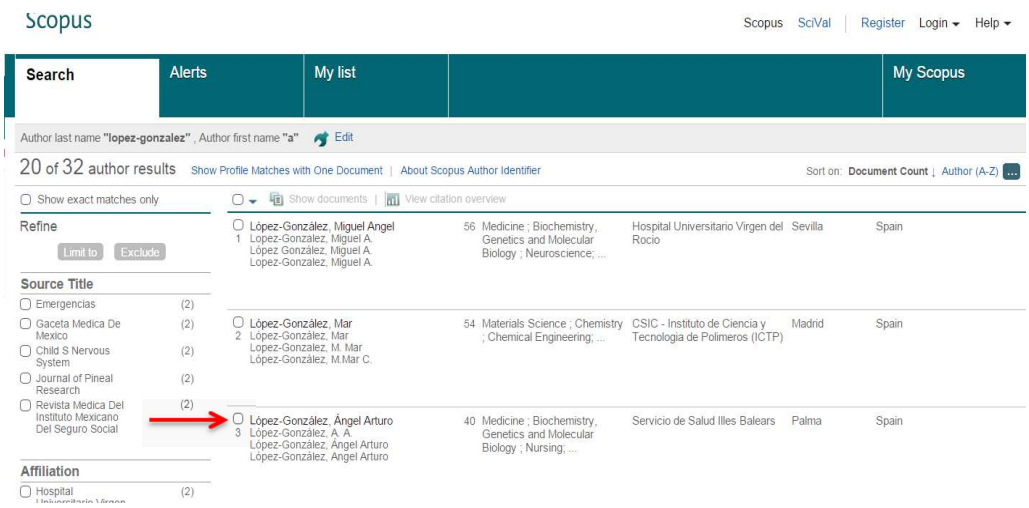
1. Access Scopus directly from your institution using your login credentials, or through the FECYT webpage (http://scopus.fecyt.es/).

2. Then, search for your publications in Scopus. We recommend you search by author using the field 'Author search' (second tab at the top of the window).



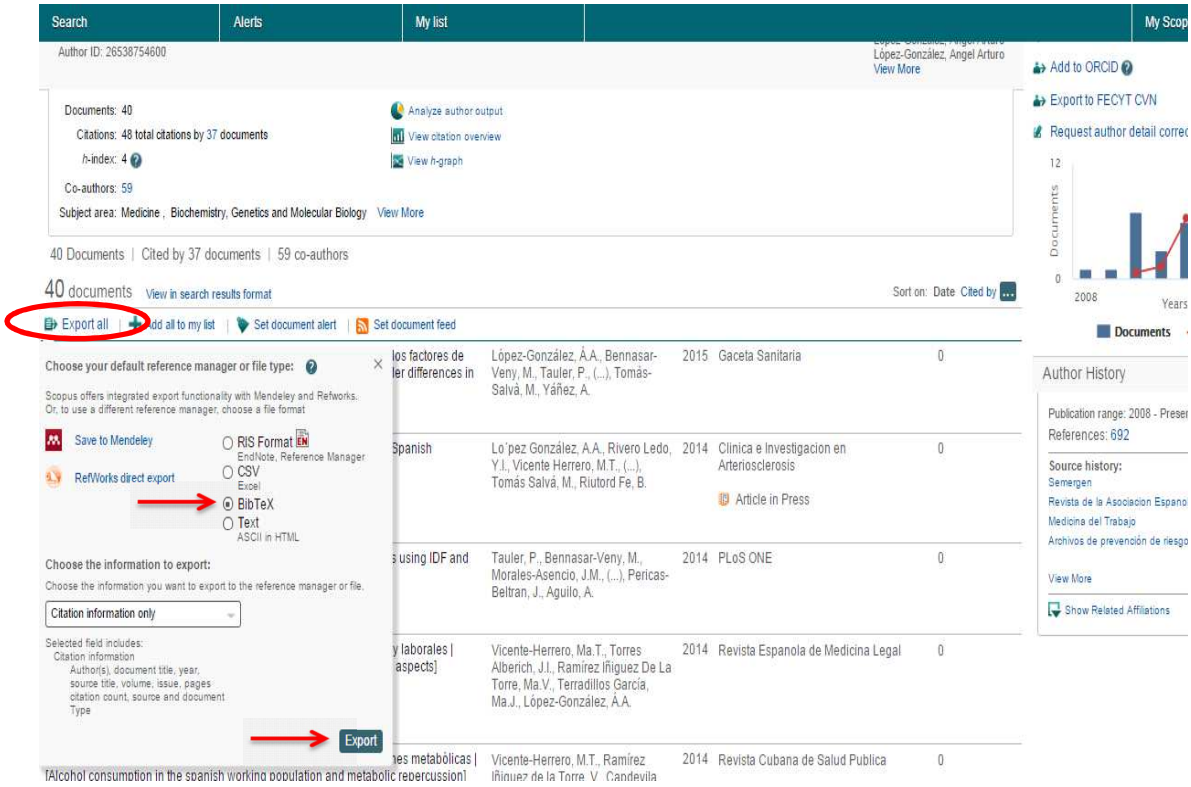
Insert the search criteria and then click on Search.

3. Select the records on Scopus: Once the bibliographic records have been retrieved, a list of authors will be displayed according to the inserted search criteria. Select the author name that matches your profile.

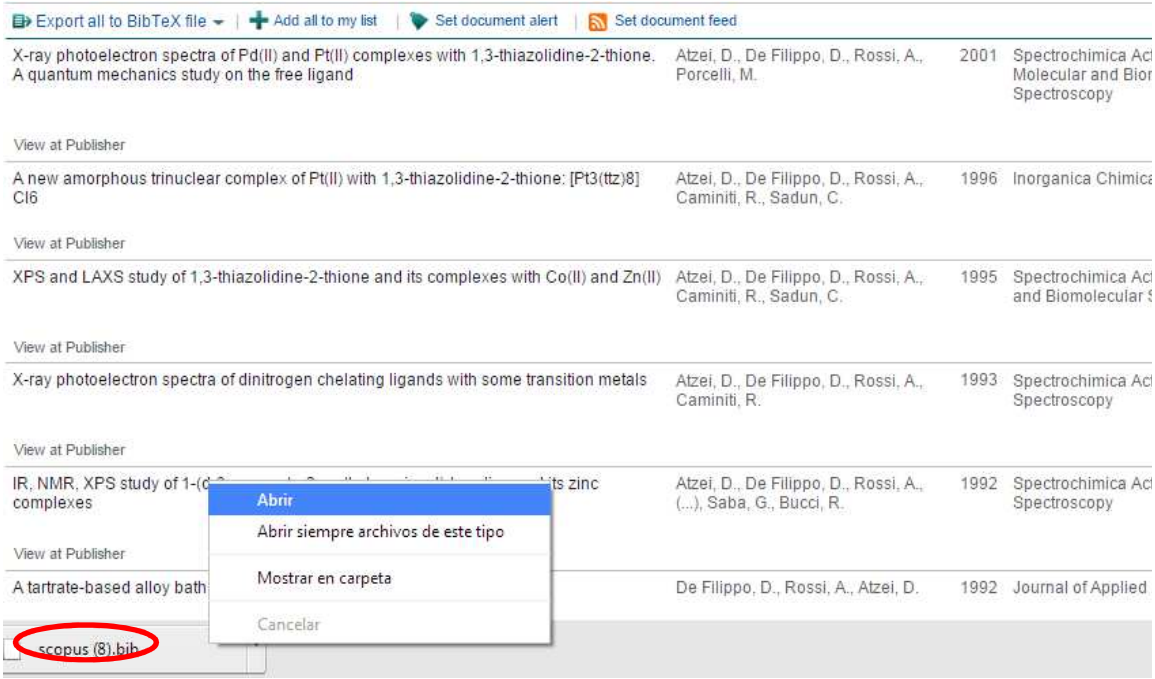


A new window will then open with information regarding the selected author: number of documents, citations, h-index, number of co-authors and subject area. On this same page, you

will be able to save the search documents. Select the option 'Export All' located on the bottom left, then click on 'BibTeX' and finally on 'Export'.



A file with the extension .bib will be created automatically (on the bottom left), which you should open in .txt format. Once it is open, save it on your computer.



4. Importing the obtained BibTeX file to the Scopus database. Next, access the main menu of

the Editor (http://cvn.fecyt.es/editor) to import the document that was created in the Scopus search. To do so, follow the next steps:

Go to section 'Publications, scientific and technical documents' in unit 6 (Scientific and technological activities) and click on 'Import'.

Select the BibTeX format and attach the document you obtained on Scopus.

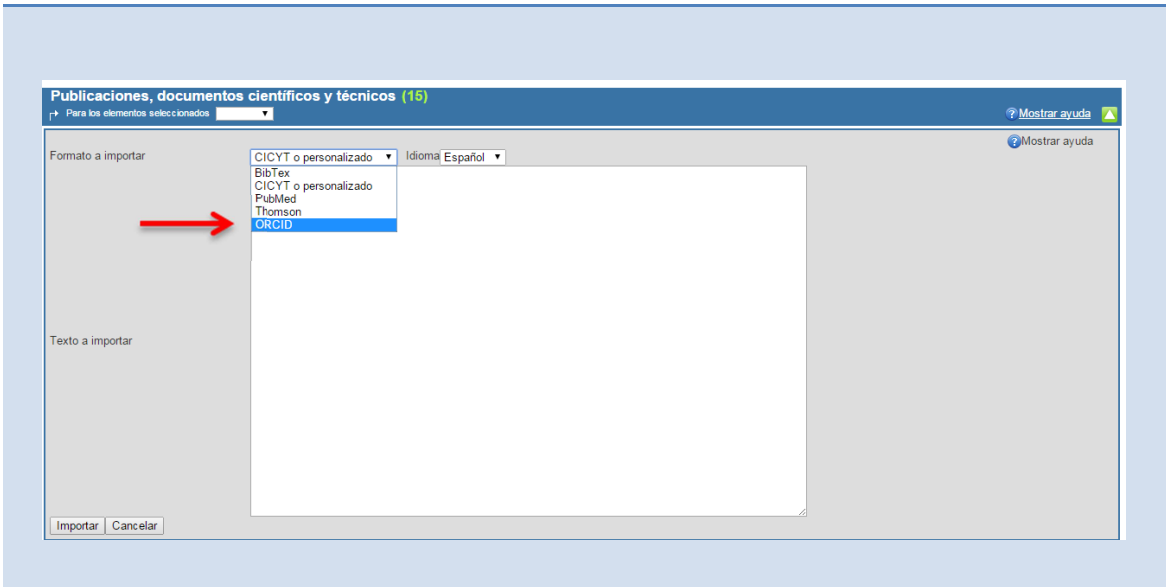
The information will then be distributed in the following fields: publication name, URL, type of production, date of publication, volume, publication title, authors, first-last page, format.

7.6 Import publications from ORCID

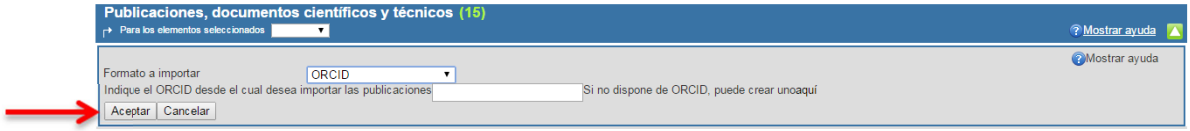
To import publications form the ORCID platform, follow these steps:

1. Access the main menu of the CVN Editor and select the section 'Publications, scientific and technical documents' in unit 6 (Scientific and technological activities) and click on 'Import'.

2. Select the ORCID format.



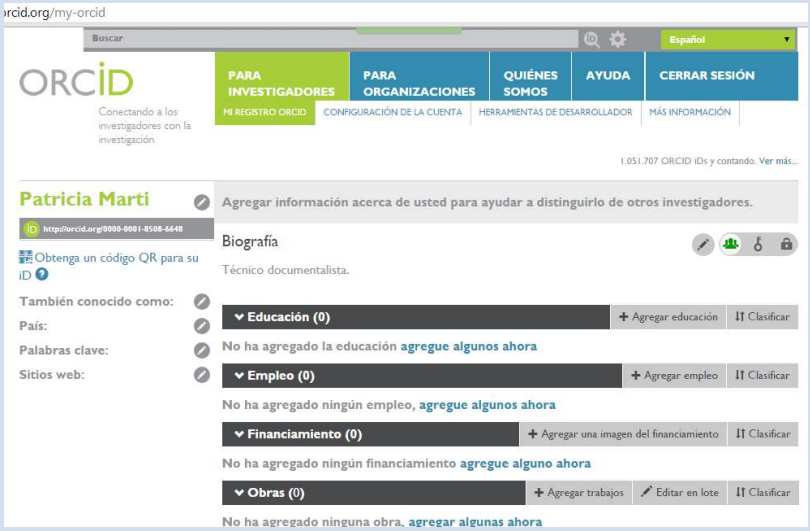
3. A textbox will then open. Insert the ORCID identifier from which you wish to import the publications. This identifier is a 16-digit code that uniquely identifies the author, allowing the unequivocal retrieval of all the author's scientific publications. Next, click on 'Accept' and the publications will appear on screen. Select the ones you wish to import by clicking on the check-boxes on the left and to finish, click on 'Add'.



If you do not have an ORCID, you can create one following these steps:

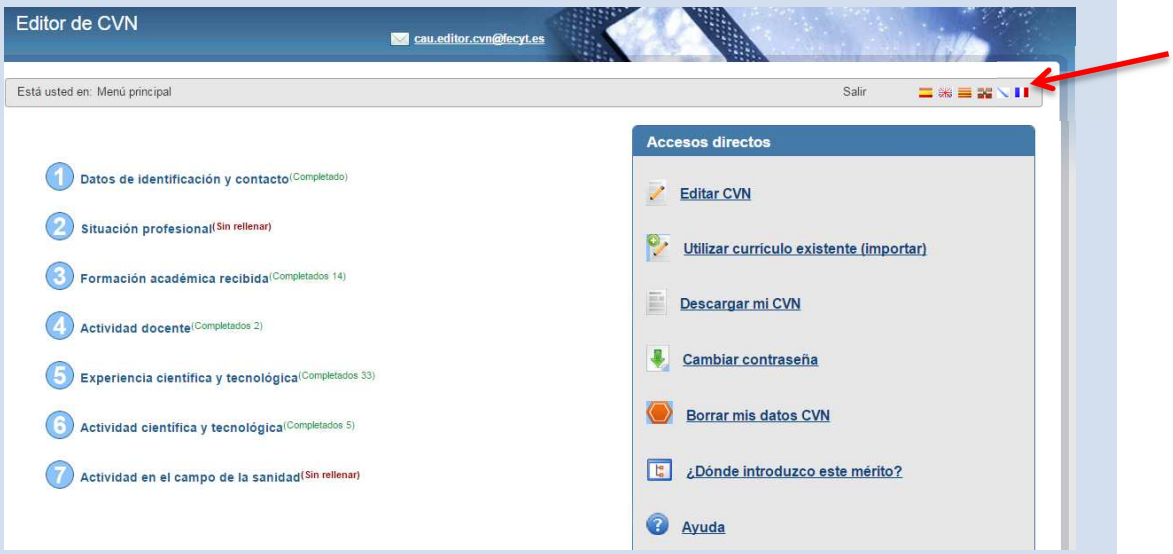
1. Access ORCID and register as a new user in order to obtain a digital identifier through the following link (https://orcid.org/register)

2. Create, edit, modify and update your scientific publications.



8 TRANSLATING MY CVN

To obtain your CVN in another language, change the language by selecting the flags on the toolbar at the top of the main page of the Editor. These flags represent each of the languages that are available on the CVN: Spanish, English, Catalan, Basque, Galician and French.



We remind you that the information that is inserted in the Editor will not be translated. The titles of the CVN will be in another language, but not the specific data inserted by the researcher. If you need your data in different languages, use different e-mail accounts for each language.

A useful option is downloading your CVN in a language (if you still have not generated a copy) using the option 'Download my CVN' on the main page, importing it to the new account you have created using the option 'Use existing CV (import)' and finally overwriting the fields that need translating.

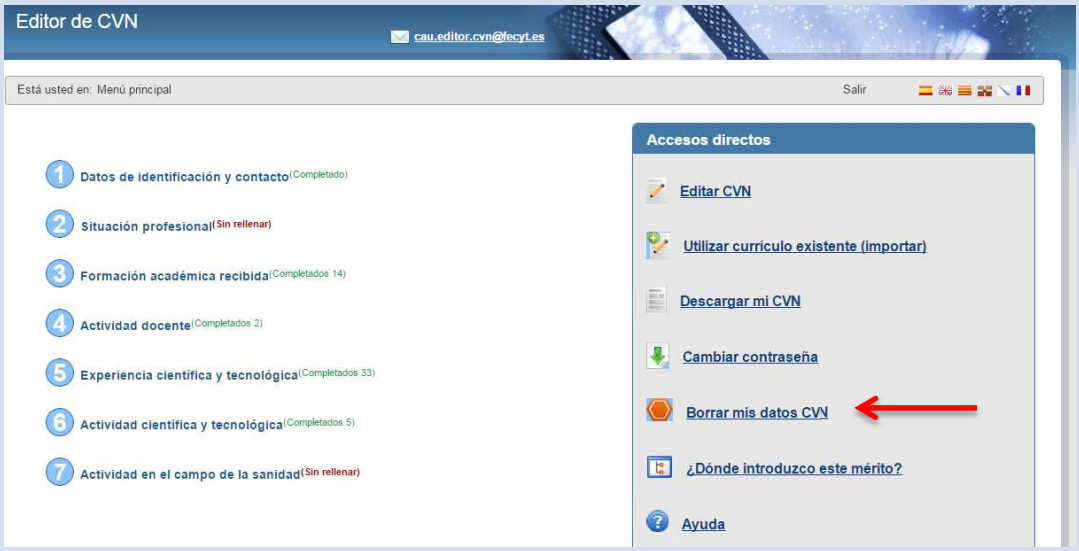
9 ENQUIRIES AND SUGGESTIONS

For further enquiries or suggestions, please contact us at the following e-mail address: sugerencias.cvn@fecyt.es.

10 HOW TO DELETE MY CVN DATA

To delete your data from the CVN Editor follow these steps:

Access the main menu of the Editor and click on the link 'Delete my CVN data' in the list of 'Shortcuts' located on the right.



A message will be displayed indicating that you may continue the process directly from your e-mail account, click on 'Accept'.

You will then receive an e-mail informing you that your data will be deleted irreversibly from the Editor. In the e-mail, a link to delete all the data from the Editor (curricular information, user and password) will be provided. Do not access the link if you wish to continue using this service. You will also receive an attachment with your Standardized CV, which we recommend you save. Before definitely deleting your CV by accessing the provided link, check that the PDF

is correct. Remember this will be the last copy generated by the Editor before deleting your data. If you wish to use the Editor again, you will be able to import this CVN in PDF format in the future.

Once you click on the link, the process to delete your information from the Editor will conclude. To use the service in the future, you would have to sign up to the Editor again.

11 RECOVERING CVN INFORMATION THAT HAS BEEN DELETED

The Editor offers the possibility of deleting all the information of your CVN by clicking on the link 'Delete my CVN data'. This action will irreversibly delete all your data from the CVN Editor. You will receive an e-mail from which you will be able to complete the process.

If you have accessed the link provided in the e-mail sent by the Editor to finish deleting the data, all the information of your CVN has been deleted (curricular data, user and password). If you need to use the Editor in the future, you will have to sign up again.

However, if you saved the PDF you received by e-mail, you have a copy of your CVN, which you can import to the Editor to use its information again.

To do so, follow the next steps:

1. Sign up again (as clicking on the link you deleted your login credentials and information). To do so, click on 'If you are not registered, press here'.

Insert your data in the following screen. Once you have completed the questionnaire , click on 'Send', you will then receive an e-mail confirming you have signed up correctly and providing a password, which you will be able to change later on for another of your preference*:

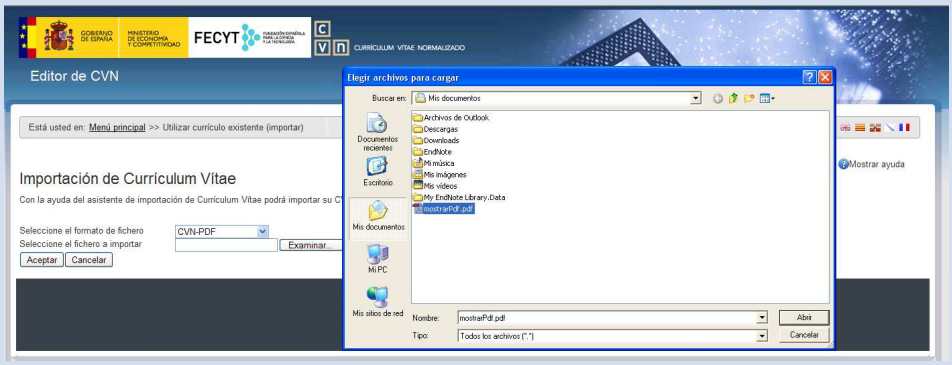
**To generate a new password, check that it has 6 characters or more, including at least one letter, one number and a special character such as: + , ¿ ? *, .The Editor distinguishes between capital and small letters. The password expires after twelve months.*

2. Access the Editor with the new login credentials:

3. **Import your CVN in PDF format. Click on 'Use existing CV (import)' from the list of 'Shortcuts'.**

Once you have entered, select the option ' CVN-PDF'.

Select and attach your CVN-PDF file by clicking on 'Accept'.



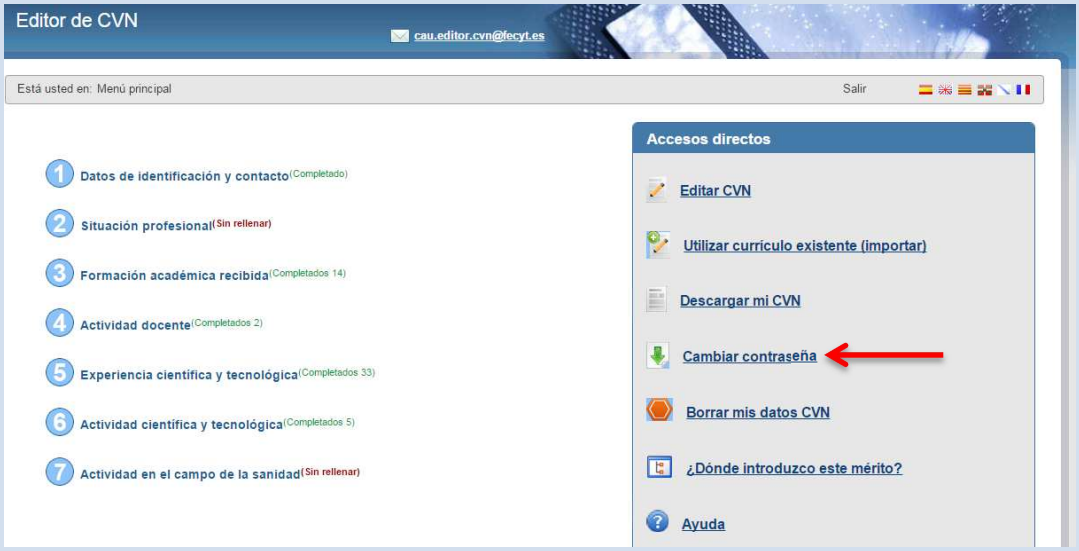
The following screen will display the information that is going to be imported to the Editor.

Below you will see the buttons 'Select all', 'Save selected' and 'Finalize'.

In order for the information to be imported to the Editor, click on 'Select all', then on 'Save selected' and then on 'Finalize'.

12 CHANGING THE PASSWORD

Access the main menu of the Editor and click on 'Change password', located on the list of 'Shortcuts' on the right of the screen.



The following screen will be displayed with a box where you must insert both your previous password and the new one, twice.

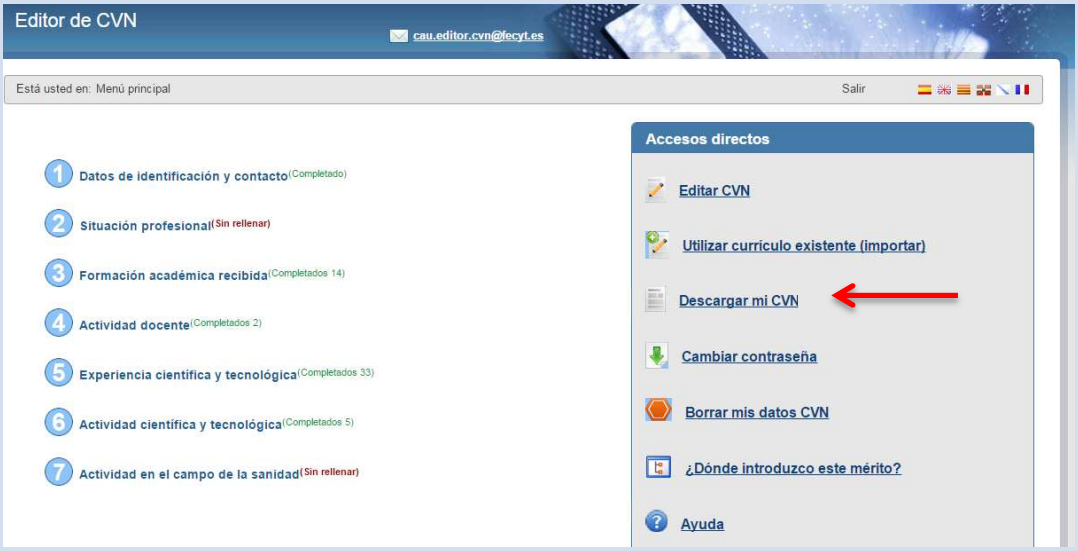
13 HOW TO CHANGE THE USER

The CVN Editor currently does not allow changing the e-mail to which the user is linked to. In order for your CV to be linked to a new e-mail address without losing the information you already have in the system, we suggest the following alternative.

STEP 1. Export your CVN:

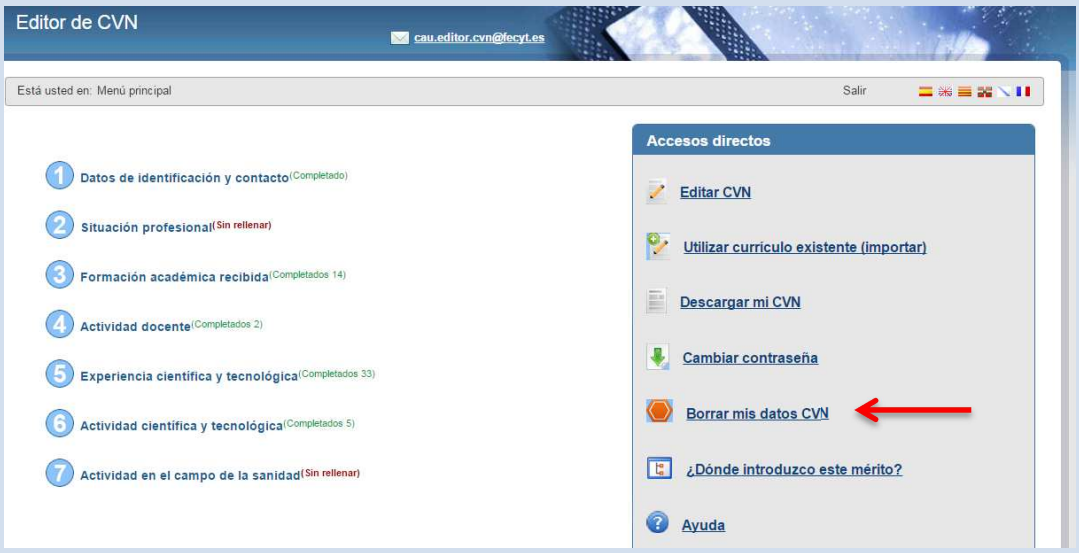
1. Enter the main page of the Editor https://cvn.fecyt.es/editor/
2. Insert your current e-mail and password.

3. Click on the link ' Download my CVN' from the list of 'Shortcuts'. The system will create a copy of your CVN in PDF format, which you will be able to download from your browser and will also be sent to your e-mail address. Save a copy of your CVN.



STEP 2. Permanently delete your user, password and data from your CVN (linked to the e-mail you want to eliminate):

Click on 'Delete my CVN data' from the list of 'Shortcuts'. This action will delete all the data from your CVN irreversibly. You will receive an e-mail to finish the deletion process.

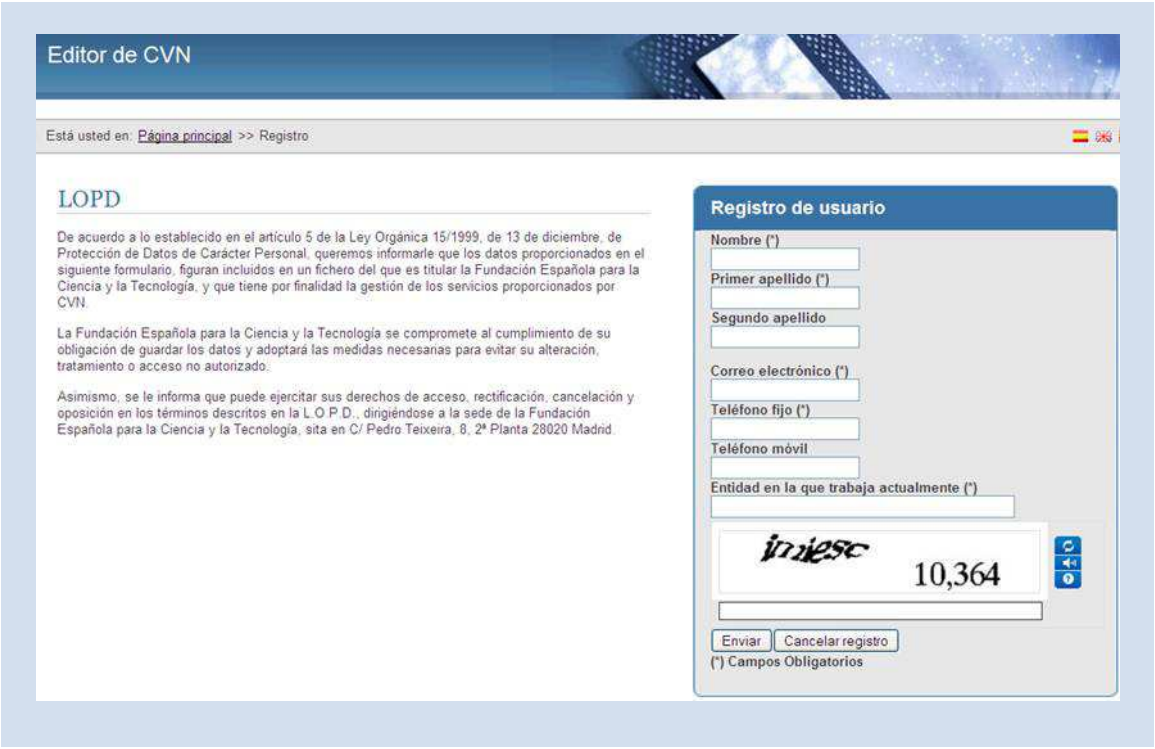


STEP 3. Sign up again using the new e-mail address and enter the Editor with the new login credentials:

You must sign up again with the new e-mail address, to do so, click on ' If you are not registered, press here'.

Insert your data in the following screen. Once you have completed the questionnaire , click on

'Send', you will then receive an e-mail confirming you have signed up correctly and providing a password, which you will be able to change later on for another of your preference*:



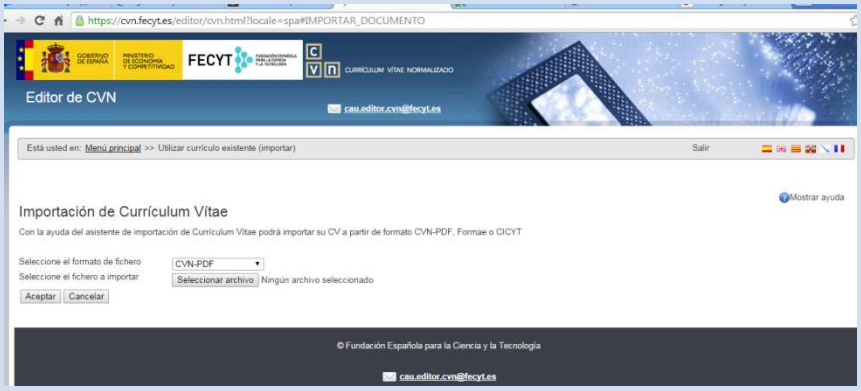
** To generate a new password, check that it has 6 characters or more, including at least one letter, one number and a special character such as: + , ¿ ? *, .The Editor distinguishes between capital and small letters. The password expires after twelve months.*

Access the Editor with the new login credentials:

STEP 4. Import to the Editor the CVN you received in the e-mail of step 1:

Import to the Editor your CVN in PDF format. Click on the link 'Use existing CV (import)' from the list of 'Shortcuts'.

Once you have entered, select the option 'CVN-PDF'.



Select and attach your CVN-PDF file clicking on 'Accept'.

The following screen with the information that is going to be imported to the Editor will be displayed.

Below you will see the buttons 'Select all', 'Save selected' and 'Finalize'.

In order for the information to be imported to the Editor, click on 'Select all', then on 'Save selected' and then on 'Finalize'.