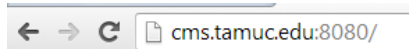


How to Upload CVs

1. Open your Firefox, Google Chrome, or Safari Web browser. **Cascade is not compatible with Internet Explorer.**
2. Type **cms.tamuc.edu:8080** in the address bar and press Enter.



3. Log into Cascade.

A screenshot of the Cascade Server login page. The page has a title bar that says 'Log In'. Below the title bar is the Cascade Server logo, which consists of a blue swirl icon and the text 'Cascade Server'. Underneath the logo is a 'Welcome' box. Inside this box, there are two input fields: 'Username' with the text 'tolesjake' and 'Password' with a series of dots. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the box is a 'Log In' button.

4. If a CV already exists in Cascade for an instructor that someone previously uploaded, click to read [Updating an Existing CV](#)

If you are uploading a CV to Cascade for the first time, click to read [Creating a New CV](#)

Be sure to check if the CV exists in Cascade. If you create a new one by the same name, a number will be added to its name and it will appear in the CV list as a duplicate, which we should *really* avoid.

Updating an Existing CV

1. In the left navigation bar, open MainSite > academics > cvSyllabi > cv.



2. Locate and click the CV file in the left navigation bar for the instructor you are working on. The CVs that are correctly named should have a LastnameFirstname.pdf format.



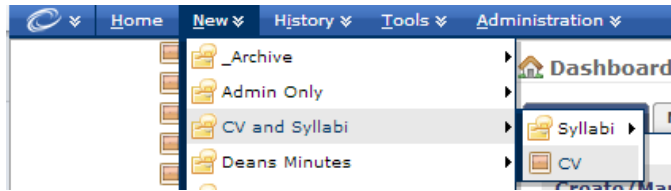
3. Click the *Edit* tab. If *Instructor's CWID* is blank, type the instructor's CWID Otherwise make sure that the value entered is correct. **Do not skip this step; the schedule of classes application will use the CWID to match the CV file with the instructor.**

A screenshot of a form titled 'Inline Metadata'. It contains a single input field labeled 'Instructor's CWID' which has the value '10039320' entered.

4. Click *Choose File*, browse to the CV PDF file you have saved then click *Open*.
5. Click the *Submit* button.
6. Click the *Publish* tab and then click *Submit*.

Creating a New CV

1. Open the **New** menu, then select **CV and Syllabi > CV**.



2. Beside **System Name**, type the instructor's name in LastnameFirstname format, using the name that is provided in Banner, followed by ".pdf". BE SURE TO ENTER THE SYSTEM NAME WITH THE FIRST LETTER OF EACH NAME CAPITALIZED.

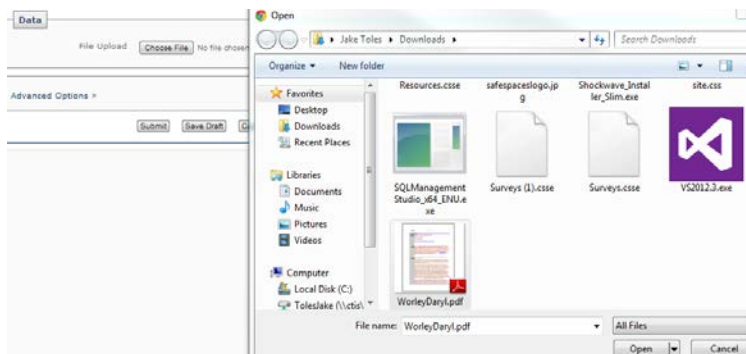
System Name

3. Type the instructor's CWID in the **Instructor's CWID** field.
Do not skip this step; the schedule of classes application will use the CWID to match the CV file with the instructor.

Inline Metadata

Instructor's CWID

4. Click **Choose File**, browse to the CV PDF file you have saved then click **Open**.



5. Click the **Submit** button.
6. Click the **Publish** tab and then click **Submit**.

When will you see the CV in Schedule of Classes?

If you have just uploaded and published a CV but it is not appearing in Schedule of Classes this is because it takes overnight for CV to publish to the Schedule of Classes. If you still can't find the CV listing after the update period, create a ticket with the help desk at 903-468-6000 to receive assistance.