

## Guide for Uploading a CV to iRIS

To upload a CV:

- 1) Log into iRIS.
- 2) Hover over the **"My Profile"** button on the top right side.
- 3) Click on **"My Account."**
- 4) Click on **"Biosketch, CV, Pubs."**
- 5) Click on **"Add CV or Biosketch"** on the right.
- 6) Enter a title.
- 7) Enter the version date.
- 8) Click inside the outlined box.
- 9) Click **"Browse"** and locate the appropriate file.
- 10) Select and click **"Open."**
- 11) Click on **"Save selected file."**
- 12) Alternatively, you can also drag your file into the box in order for it to upload.
- 13) Click on **"Save Uploaded File to iRIS"** in the upper right corner.