



## TEXAS WOMAN'S UNIVERSITY MY1CV Program

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### Welcome

- Introductions
  - Jodi Woodside, Coordinator MY1CV
  - Heather Davis, Manager of IT Training
- Log On
- Qs & As and FAQs
- Faculty Profile Introduction
- Open Sessions and Independent Sessions
- We're here to help

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### How to Log On

- Use Chrome or Firefox
- Navigate to **Sedonaweb.com**
- Keep the Account Type as **Member**
- In **Member ID or Email Address**, type in the @twu.edu address
- Password: May be **9-digit TWU ID** and the college code (TWA, TWB, TWN, TWP, or TWH)  
(e.g. 901234567TWA)

**Don't know your password?** Click "I forgot my ID/password" to receive your password in an email.

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### Sedona Menus

Export Data Out of Sedona

Headers Repeat Across the Top

Add Data Into Sedona

	Research	Service	Experience	Credentials	Teaching	Other
<b>Templates   Reports</b>						
CV (Curriculum Vitae)						
BIO Sketch (NHK, NKF)						
2014-15 Annual CV						
Tools Admin Code - Short ...						
Via for Graduate Faculty ...						
Committees & Documents						
Journal Listing/ Loodlap						
Professional Development						
Research Activities						
Service Activities						
<b>Research Activities Entry</b>	Articles in Journals					
	Articles in Progress					
	Articles in Progress					
	Books, Monographs					
	Chapters, Cases					
	Electronic Publications					
	Creative Activities					
	Diss. Lists					
	Patents & Trademarks					
	Research Reports					
	Software Development					
	Other Research					
<b>Service Activities Entry</b>		Community Service				
		Professional Service				
		Professional Service				
<b>Experience Activities Entry</b>			Employment Experience			
			Military Experience			
			Post Service Experience			
<b>Credentials Entry</b>				Diplomas, Degrees		
				Courses, Tests		
				Certifications, Certifications		
				Professional Development		
				Professional Memberships		
<b>Teaching Activities Entry</b>					Courses Taught	
					Guest/Visiting Lectures	
					Teaching Activities	
					Teaching Schedule	
					Teaching Subtitle	
<b>Other Activities Entry</b>						International
						International
						International
<b>Message Center</b>						
						Need help getting started in Sedona? Visit <a href="#">D:\sedona\help\how-to-use/Sedona-FAQ.html</a>

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### Tips and Tricks – Navigation

When updating CV, don't edit in the CV; rather, **use the menu (tabs)** at the top to make changes

(This prevents having to scroll through your CV.)

Research	Service	Experience	Credentials	Teaching	Other
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## Good to Know

- How do I **add multiple years of service**?
  - Hold down the **shift** key to select **consecutive** years
  - Hold down **ctrl** key for **non-consecutive** years
- Scholarship **Presentations**
  - Paper defaults; please confirm you have selected the correct presentation format
- All activities must have a **calendar year and an academic year**

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## Tips and Tricks - Formatting

### Why does my **CV** render with **strange characters**?

- If you copy and paste, the formatting of the selected text accompanies the text. To remove, paste into notepad first (to remove formatting) then paste into Sedona OR use the paste from Word or paste as text icons in Sedona

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## Sedona FAQ

- Why are my **initials** incorrect when I add an article or a conference?
- Where are the **page numbers** on my Sedona CV?
- Why don't I see my **special topics titles**?
- Why are some **years hyphenated** with space and some without?
- Why is **an author's last name** appearing as an initial?
- Why won't the **URL show** on my online CV for published articles?

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### Tips and Tricks – Research Grants and Gifts

Why can't I add the **amount of the grant**?

- Have to select PI or co-PI to populate the amount field – even if the grant was not funded
- If co-PI, remember to add other co-PI(s)

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### Good to Know – Teaching

- **Dissertation** and **Thesis** committee work is a **teaching activity**, not an institutional service
- How to **add course titles** if they aren't on list?
  - Request from MY1CV team
  - Independent study, thesis, and dissertation don't import
  - If taught elsewhere, add to text box

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### Good to Know – Students

- **Teaching Activities** that contain student in the title must contain a Student Name. **Do not** add Student names elsewhere.
- If you **collaborated** with a Student on a publication, please check student publication collaboration.

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### More Tips and Tricks

- How do I use the **showcase** feature?
  - Use to order activities within a year
  - Create a short version of your CV
- Who reviews the **Journal Petitions**?
  - MYICV Administrator

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### Knowledge Base Articles

- Log on to Sedona
  - <https://servicecenter.twu.edu/TDCClient/KB/ArticleDet?ID=16672>
- Member Console and Profile
  - <https://servicecenter.twu.edu/TDCClient/KB/ArticleDet?ID=18118>
- Getting Started Overview
  - <https://servicecenter.twu.edu/TDCClient/KB/ArticleDet?ID=11349>
- Add a Conference Presentation
  - <https://servicecenter.twu.edu/TDCClient/KB/ArticleDet?ID=16496>
- Start your CV Content (new users)
  - <https://servicecenter.twu.edu/TDCClient/KB/ArticleDet?ID=16487>

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### Knowledge Based Articles (cont.)

- Add Institutional Service Activity
  - <https://servicecenter.twu.edu/TDCClient/KB/ArticleDet?ID=17254>
- Add a Journal Article
  - <https://servicecenter.twu.edu/TDCClient/KB/ArticleDet?ID=16495>
- Viewing My CV
  - <https://servicecenter.twu.edu/TDCClient/KB/ArticleDet?ID=18119>
- Download to Microsoft Word and Formatting
  - <https://servicecenter.twu.edu/TDCClient/KB/ArticleDet?ID=18127>

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# Faculty Profile Introduction



## MY1CV: How to Determine Which Web Profile to Choose?

- Research Profile**
- Faculty Profile**
- Creative Arts Profile**

Choose this Profile if your goal is:

- Research Profile:** to highlight your **research**
- Faculty Profile:** to highlight **varied areas** of the faculty role for **departmental messages and other general purposes**
- Creative Arts Profile:** to highlight your **creative arts**

Showcased Information	Research Profile	Faculty Profile	Creative Arts Profile
Contact (Name, Title, Department)	Link to CV (Future Feature)	Link to CV (Future Feature)	Link to CV (Future Feature)
Link Website	Profile (Research Focus)	Profile	Profile
Education	Research Interests	Recent Publications	Recent Publications
Recent Publications	Current Projects	Recent Presentations	Recent Publications
Recent Grants & Gifts	Professional Affiliations	Honors and Awards	Recent Creative Activities
Honors and Awards			Professional Affiliations
			Honors and Awards

In 2018, TWU introduced the MY1CV Web Profiles. Each Profile is a dynamic web page that showcases active Faculty, Researchers, and Creative Arts Contributors' individual achievements. These Profiles are dependent on the collaboration of the individual author (TWU) and any credit for students, outside faculty, or other collaborators to assist.

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## Profile

- Title
- Location
- Bio
- Projects
- Grants
- Creative Activities
- Articles
- Conferences
- Honors/Awards

**Laura Trujillo-Jenks, Ph.D., FHEA**  
 Teacher Education  
 Program Coordinator

**Contact**  
 Email: ltrujillo@twu.edu  
 Phone: 817.259.2100

**Biography**  
 Laura Trujillo-Jenks, Ph.D., has been in higher education for over twenty years, primarily in the area of teacher education. She holds a Ph.D. in Educational Leadership from Texas Woman's University. Her research interests include teacher education and leadership. She is currently a professor in the Department of Teacher Education at Texas Woman's University. She has published several articles in the field of teacher education and leadership. She is also a frequent speaker at national and international conferences. She is currently serving as the Program Coordinator for the Teacher Education program at Texas Woman's University.

**Education**  
 Ph.D. Educational Leadership, The University of Texas at Austin, Austin, TX, 2008  
 M.Ed. Educational Leadership, Texas Woman's University, Lubbock, TX, 2004  
 B.A. Applied Learning and Development, The University of Texas at Austin, Austin, TX, 2001

**Expertise**  
 Teacher and Principal Certification, Organizational Health, Teaching and Learning Case Studies for Professional Development, School Organization, Curriculum Development, Leadership

**Latest Articles**  
 Leadership Development and Professional Learning (2022) in teacher education models.  
 TWU Education: Teacher Education  
 Leadership Development: School Organization

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# CONTACT US- We're here to help

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- jwoodside@twu.edu
- Heather Davis  
- hdavis1@twu.edu

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