

Link to your CV from your Scholars@Duke Profile

To link to your latest C.V. from your Scholars@Duke profile, you will need to save your most recent C.V. in your Duke Box account and add a link to it from your Scholars@Duke profile.

Please see instructions on how to do this below:

Upload C.V. to Duke Box Account

1. Go to <https://box.duke.edu/>
2. Click on the large yellow “LOG IN” button near the center of the page
3. Click on the blue “Continue” button in the center of the page
4. Click on your “Home” Folder
5. Click on your “Sharing” Folder
6. Click on the small down arrow to the right of Upload (Blue Button)
7. Select “Files”
8. Browse your hard drive and select the C.V. you would like to upload
9. Click the “Open” button in the lower right hand corner of the dialog window
10. Once the file has upload, click the “Share” link to the right of the file name
11. In the Access drop down field, select “People with the link”
12. Copy the URL in the “Link:” field

Add Link to C.V. from Duke Box to your Scholars@Duke Profile

1. In a separate tab or browser window, go to <https://scholars.duke.edu/>
2. Click the “Edit My Profile” link under the “Update Column” near the center of the home page under the faculty photo carousel
3. Log in with your netid and password (if prompted)
4. Once you are in Profile Manager, scroll down until you see the “Contact Information” section in the left hand navigation
5. Click “Web Links”
6. Once the “Web Links” section opens in the center panel, click the blue “Add” button
7. Paste the link that you copied from the “Link:” field from your Duke Box account (for the C.V. that you uploaded) into the “URL” field
8. Add a label (i.e. “CV 2022”) to the “Text for Link” field
9. Select a “link type” from the “Type of Weblink” drop down list that best categorizes your link (If none of the drop down options accurately describes your link, please select “other”)
10. Click the green “Save” button

To see what the new web link looks like, scroll up and click the “View This Profile” link (on the right in the top menu) to return to the public view of your profile. The newly added link should appear just below your “Contact Information” section and just above your “Education, Training, & Certifications” section.

Note: Once it is time to update your C.V., it is recommended that you first remove the link to your old C.V. from your Scholars profile (Log in to edit your profile, click “Web Links” in the left hand navigation, and click the red “x” next to the link) and then follow the steps above (“Upload C.V. to Box” and “Add Link to C.V. from Duke Box to Scholars Profile”) to add the link to your new C.V. to your Scholars profile.