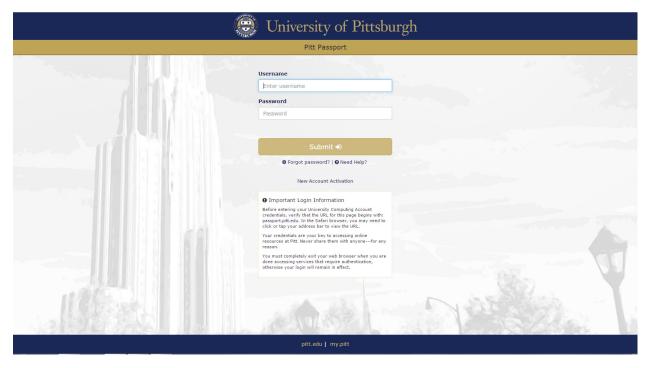**University of Pittsburgh**

Use *Pitt Passport* to electronically create, update and maintain your Curriculum Vitae

 This system assures that your CV will be in the required format and makes it easy to keep your accomplishments current.
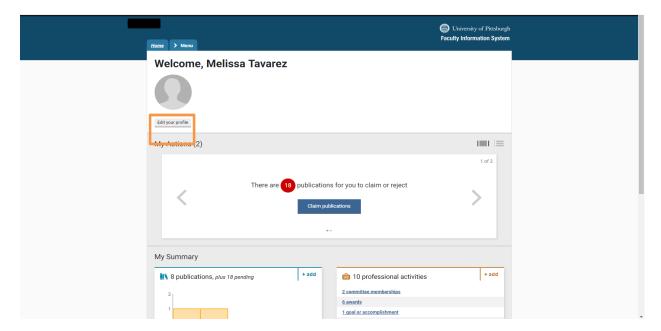
1. **Go to http://my.pitt.edu**

2. **Log in using your University of Pittsburgh credentials** (if you do not know them, simply call the Help Desk at 412-62**4-HELP** [624-4357]).
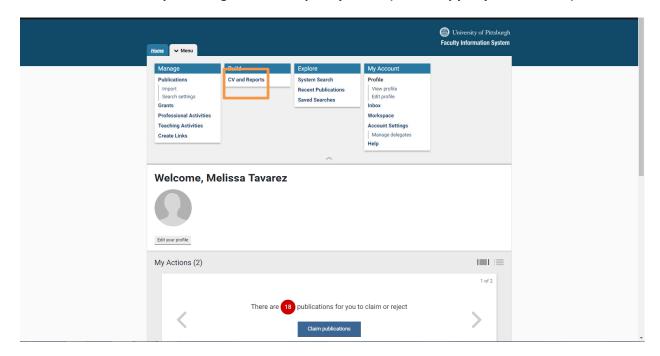
3.   Scroll down and find Click on "Faculty Information System Login"

4.   Click on "Edit your profile" to create & update your CV

5. Click on "CV and Reports" to generate and print your CV (save a copy to your CV folder)

A PDF sample of the required format can be found at:
http://www.medfaculty.pitt.edu/documents/cvformat.final.pdf