

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>



The screenshot shows the Pitt Passport login interface. At the top, there is a dark blue header with the University of Pittsburgh logo and name. Below this is a gold bar with the text "Pitt Passport". The main content area has a light gray background with a faint image of a building. It contains a login form with two input fields: "Username" (with a placeholder "Enter username") and "Password" (with a placeholder "Password"). Below the fields is a gold "Submit" button with a right-pointing arrow. Underneath the button are two links: "Forgot password?" and "Need Help?". Below these links is a "New Account Activation" link. A white box with a red exclamation mark icon contains "Important Login Information". The text in this box reads: "Before entering your University Computing Account credentials, verify that the URL for this page begins with: passport.pitt.edu. In the Safari browser, you may need to click or tap your address bar to view the URL. Your credentials are your key to accessing online resources at Pitt. Never share them with anyone---for any reason. You must completely exit your web browser when you are done accessing services that require authentication, otherwise your login will remain in effect." At the bottom of the page is a dark blue footer with the text "pitt.edu | my.pitt".

2. Log in using your University of Pittsburgh credentials (if you do not know them, simply call the Help Desk at 412-624-HELP [624-4357]).

3. Scroll down and find Click on “Faculty Information System Login”

Faculty – Announcements

Are you getting the most out of your University health benefits? SAC presents Benefits 101: Navigating Your University Health Benefits.

“Life is a journey. Bring an open mind.” The University Center for Teaching and Learning invites you to watch Transamerica, the next film in their Diversity in Modern Culture series. Free tickets, popcorn, and discussion!

Faculty are invited to share their community-engaged work during the Academically Based Community Engagement (ABCE) Idea Exchange. Poster submissions are being accepted now.

From Hodor to Harry Potter, the makings of your Halloween costume are at hand when you shop Pitt Nourish International’s Thrift or Treat sale in the Towers Lobby.

’Tis the season. Political events in Oakland this week include Senator Elizabeth Warren at Alumni Hall on Wednesday and Jon Bon Jovi’s Get Out the Vote concert at Soldiers & Sailors on Thursday.

View More...

SharePoint Online
Create collaborative Web sites, store and share files, use Office on any device, and much more.
[Learn More](#)

Effort Certification Login
Manage/verify electronic effort statements for employees with effort on Federal sponsored projects.
[Learn More](#)

Faculty Information System Login
Pitt’s Faculty Information System provides faculty with a secure, web-based resource for creating CVs, annual reviews, online profiles, and other administrative tasks.
[Learn More](#)

PittPAY Login
Online eBills, payments, direct deposit, authorize payees, and payment plans.
[Learn More](#)

Box
Unlimited cloud storage and powerful online collaboration.
[Learn More](#)

iTunes U Public Site
Videos, multimedia materials and presentations.
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Software Download Service
Search for and download software that is distributed at no cost through the University’s Software Licensing program.
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Skype for Business
Video conferencing, Screen sharing, instant messaging.
[Learn More](#)

View Bills Login
Authorized users can now access departmental phone bills online.
[Learn More](#)

Secure Remote Access
[Learn More](#)

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

University of Pittsburgh
Faculty Information System

Home > Menu

Welcome, Melissa Tavarez

[Edit your profile](#)

My Actions (2)

There are 18 publications for you to claim or reject

[Claim publications](#)

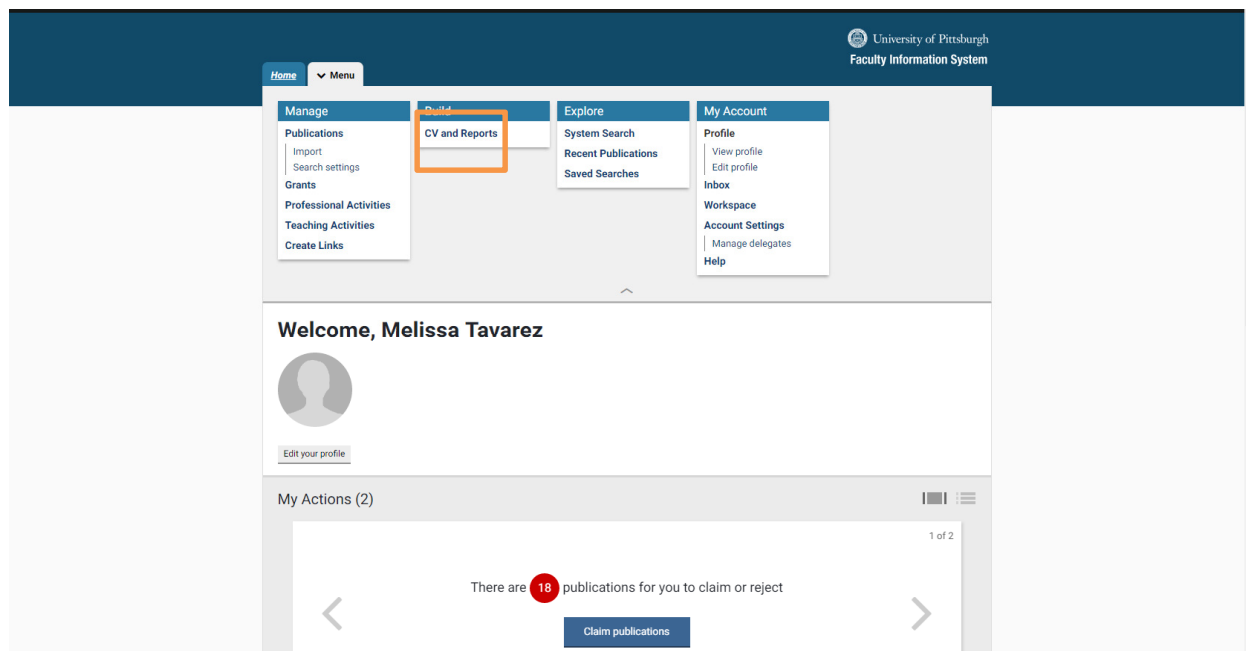
My Summary

8 publications, plus 18 pending [+ add](#)

10 professional activities [+ add](#)

- 2 committee memberships
- 6 awards
- 1 goal or accomplishment

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>