

1. Click the “Join Now” button to create a CV Submitter account. A new account is required for each review cycle.

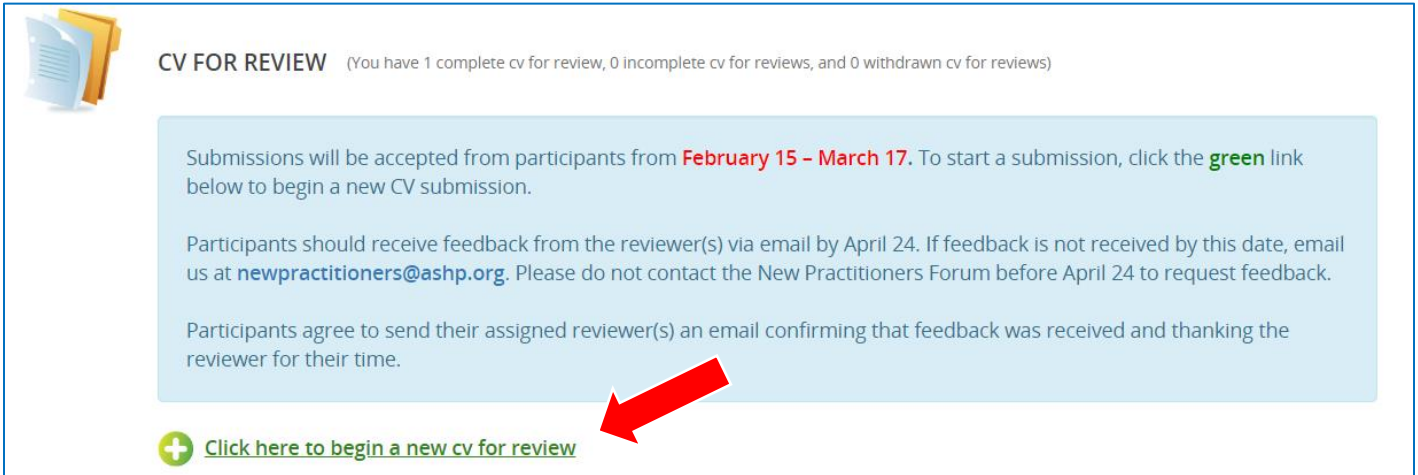
The screenshot shows a login page titled "Log in to the Submission Site". It is divided into two sections: "New Users" and "Already a User?". The "New Users" section contains the text "Click 'Join Now' to begin your first submission." and a blue "Join Now" button. A red arrow points to this button. The "Already a User?" section contains fields for "Email Address" and "Access Key", both marked with a red asterisk. There is a "Show" button next to the Access Key field and a "Lost your access key?" link. A blue "Login" button is at the bottom of this section.

2. Complete the profile information to create your account. Take note of your **Access Key** for future use. Click the **Create Account** button once complete.

The screenshot shows the "ACCOUNT PROFILE" page. At the top left is an ID card icon. At the top right is a black "Create Account" button. A light blue box contains instructions: "Please complete the information below and then press the 'Create Account' button. You will be the contact person for all information that you submit using this account. Note: This is the email ASHP will use to communicate with you about your involvement in the CV Review Program." Below this is a legend: "* indicates a required field". The form is organized into three columns: "Personal Details", "Mailing Address", and "Contact Details".

Personal Details	Mailing Address	Contact Details
Prefix * <input type="text"/>	Address Line 1 <input type="text"/>	Office Phone <input type="text"/>
First Name * <input type="text"/>	Address Line 2 <input type="text"/>	Cell Phone <input type="text"/>
Middle Initial <input type="text"/>	Address Line 3 <input type="text"/>	Fax <input type="text"/>
Last Name * <input type="text"/>	City <input type="text"/>	Email * <input type="text"/>
Suffix <input type="text"/>	State <input type="text" value="-- Select State/Province --"/>	
Pronouns <input type="text"/>	Zip <input type="text"/>	

3. On the CV Submitter homepage, select the green **“Click here to begin a new CV for review”** link to continue enrolling as a CV Submitter.




CV FOR REVIEW (You have 1 complete cv for review, 0 incomplete cv for reviews, and 0 withdrawn cv for reviews)

Submissions will be accepted from participants from **February 15 – March 17**. To start a submission, click the **green link** below to begin a new CV submission.

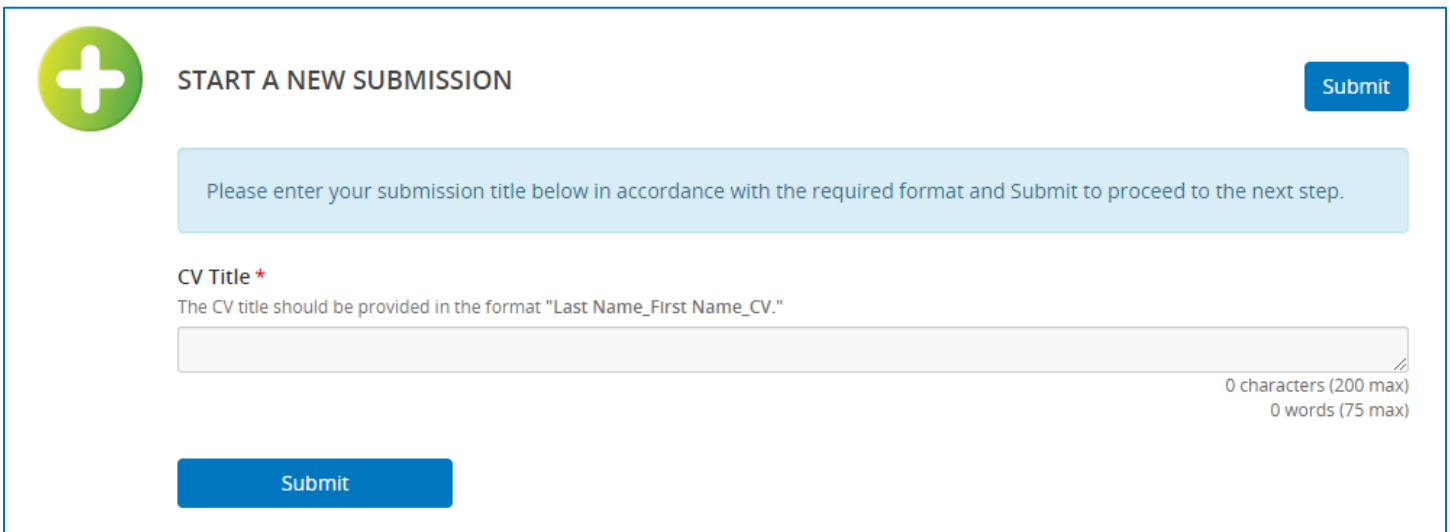
Participants should receive feedback from the reviewer(s) via email by April 24. If feedback is not received by this date, email us at newpractitioners@ashp.org. Please do not contact the New Practitioners Forum before April 24 to request feedback.


Participants agree to send their assigned reviewer(s) an email confirming that feedback was received and thanking the reviewer for their time.

 [Click here to begin a new cv for review](#)

A red arrow points to the green link.

4. Enter the title of your CV following the format **“LastName_FirstName_CV”**



 **START A NEW SUBMISSION** [Submit](#)

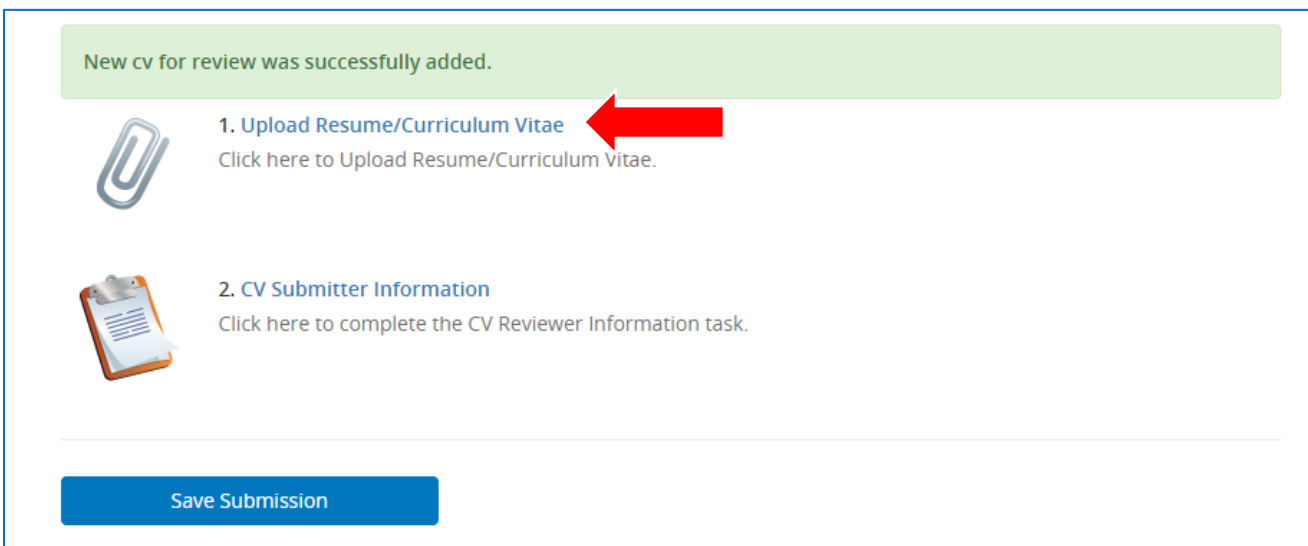
Please enter your submission title below in accordance with the required format and Submit to proceed to the next step.

CV Title *
The CV title should be provided in the format "Last Name_First Name_CV."



0 characters (200 max)
0 words (75 max)


[Submit](#)

5. Select the **Upload Resume/Curriculum Vitae** link and follow the prompts to upload a copy of your CV.



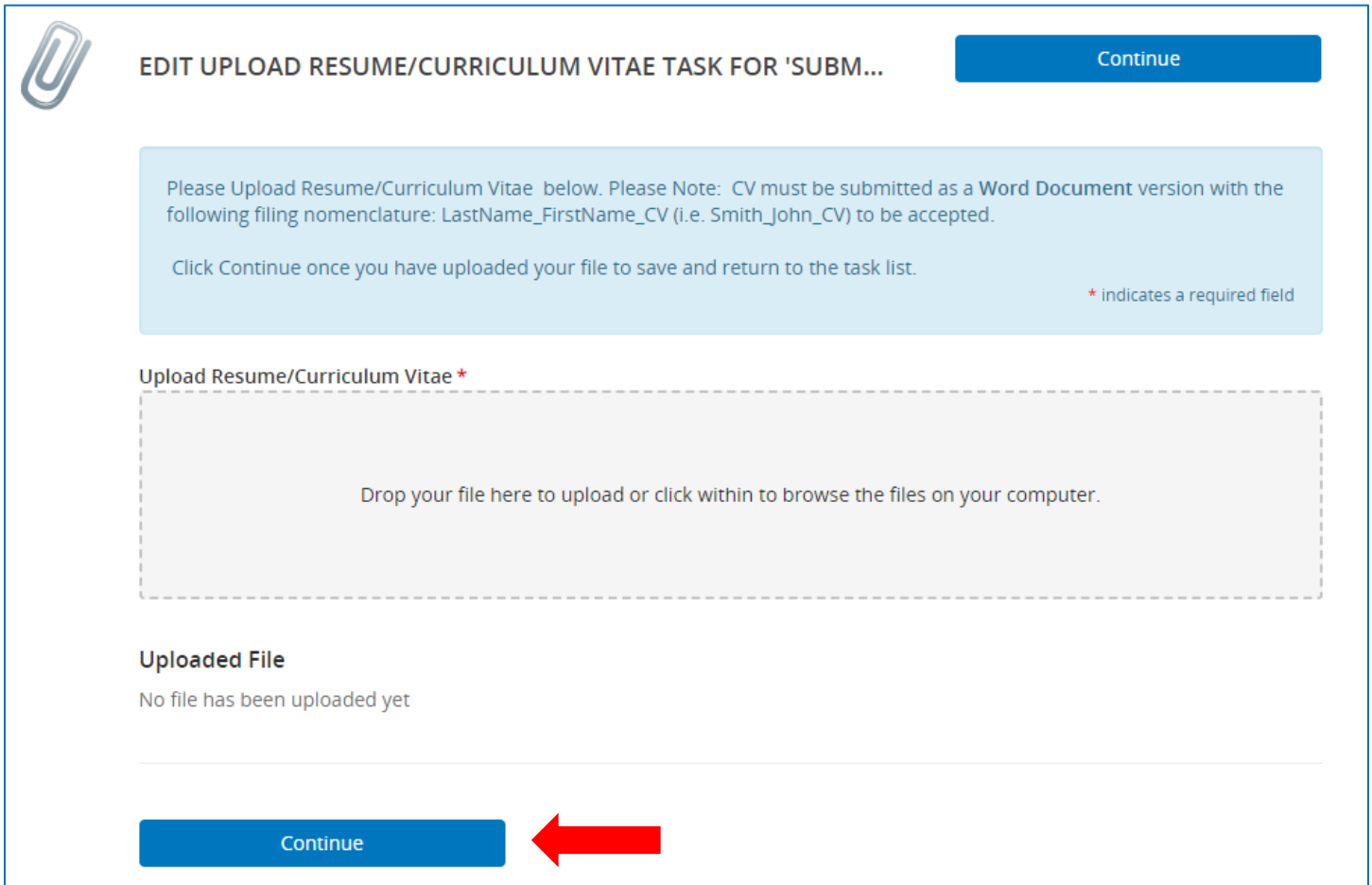
New cv for review was successfully added.

 **1. Upload Resume/Curriculum Vitae** 
Click here to Upload Resume/Curriculum Vitae.

 **2. CV Submitter Information**
Click here to complete the CV Reviewer Information task.

[Save Submission](#)

6. Upload your CV in a Word Document format so that reviewers can provide feedback via tracked changes. Once uploaded click the blue **Continue** button.



EDIT UPLOAD RESUME/CURRICULUM VITAE TASK FOR 'SUBM... Continue

Please Upload Resume/Curriculum Vitae below. Please Note: CV must be submitted as a Word Document version with the following filing nomenclature: LastName_FirstName_CV (i.e. Smith_John_CV) to be accepted.

Click Continue once you have uploaded your file to save and return to the task list. * indicates a required field

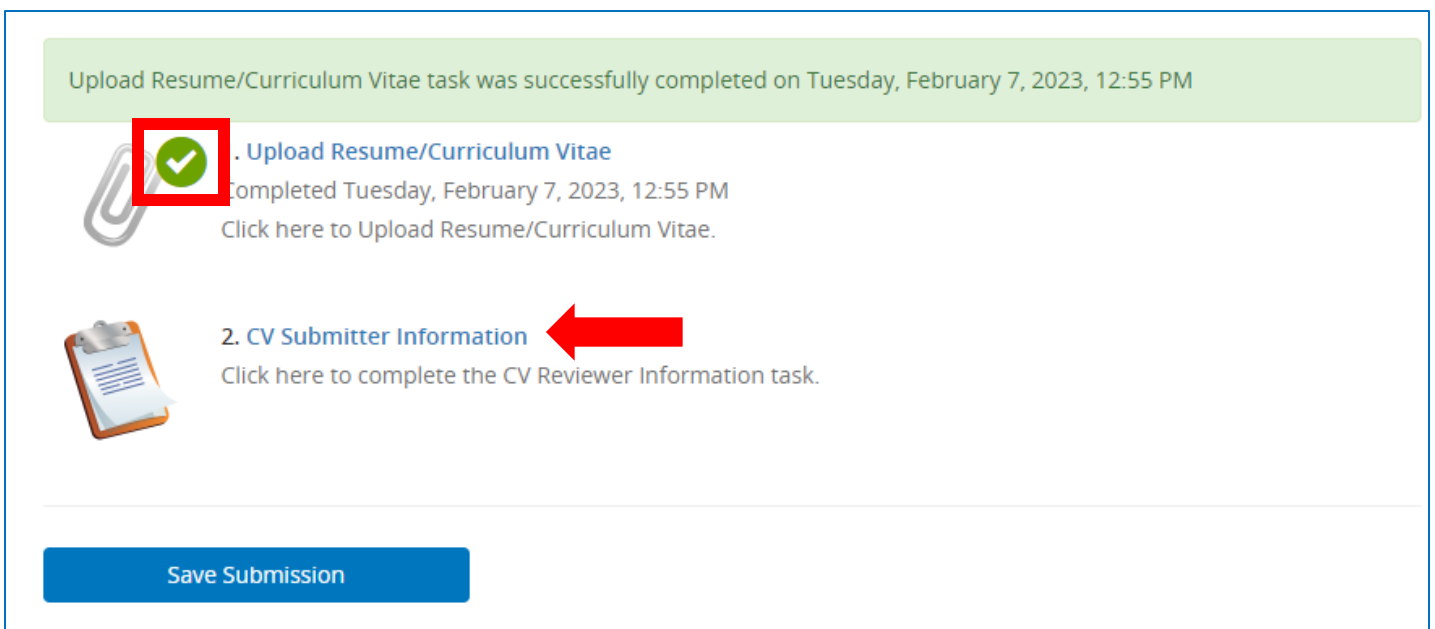
Upload Resume/Curriculum Vitae *

Drop your file here to upload or click within to browse the files on your computer.


Uploaded File
No file has been uploaded yet


Continue

7. Your CV has been uploaded when a green check mark appears next to the **Upload Resume/Curriculum Vitae link**. Click the **CV Submitter Information** link to add additional details regarding your CV such as your future career goals and specific sections you would like to receive feedback.



Upload Resume/Curriculum Vitae task was successfully completed on Tuesday, February 7, 2023, 12:55 PM



 **1. Upload Resume/Curriculum Vitae** Completed Tuesday, February 7, 2023, 12:55 PM
Click here to Upload Resume/Curriculum Vitae.



 **2. CV Submitter Information** Click here to complete the CV Reviewer Information task.


Save Submission

8. Follow the prompts and click the blue **Continue** button once complete. There should now be 2 green check marks. Click the **Save Submission** button.



CV Submitter Information task was successfully completed on Tuesday, February 7, 2023, 1:01 PM

  [Upload Resume/Curriculum Vitae](#)
Completed Tuesday, February 7, 2023, 12:55 PM
Click here to Upload Resume/Curriculum Vitae.

  [CV Submitter Information](#)
Completed Tuesday, February 7, 2023, 1:01 PM
Click here to complete the CV Reviewer Information task.


[Save Submission](#) 


9. To save and complete your CV submission, be sure to click the blue **Submit** button in the top right corner.

 **CV FOR REVIEW SUMMARY**  [Submit](#)

[LastName FirstName CV](#)
CV for Review ID: 1464263
Proposal Category: Spring CV Submission
CV for Review Status: Active

You have completed all the required tasks for this cv for review.
Use the "Submit" button to complete your cv for review.

 **1. Upload Resume/Curriculum Vitae**
Completed - Tuesday, February 7, 2023, 3:17 PM

 **2. CV Submitter Information**
Completed - Tuesday, February 7, 2023, 3:17 PM

[Click here for a preview of your cv for review.](#)

10. Your submission is now complete. You will receive a confirmation email from doNotReply@abstractscorecard.com with a copy of your responses. You can log into your account at any time to preview your submission. Your assigned CV Reviewer(s) will email you directly with their feedback, it will not be uploaded to the submission platform.