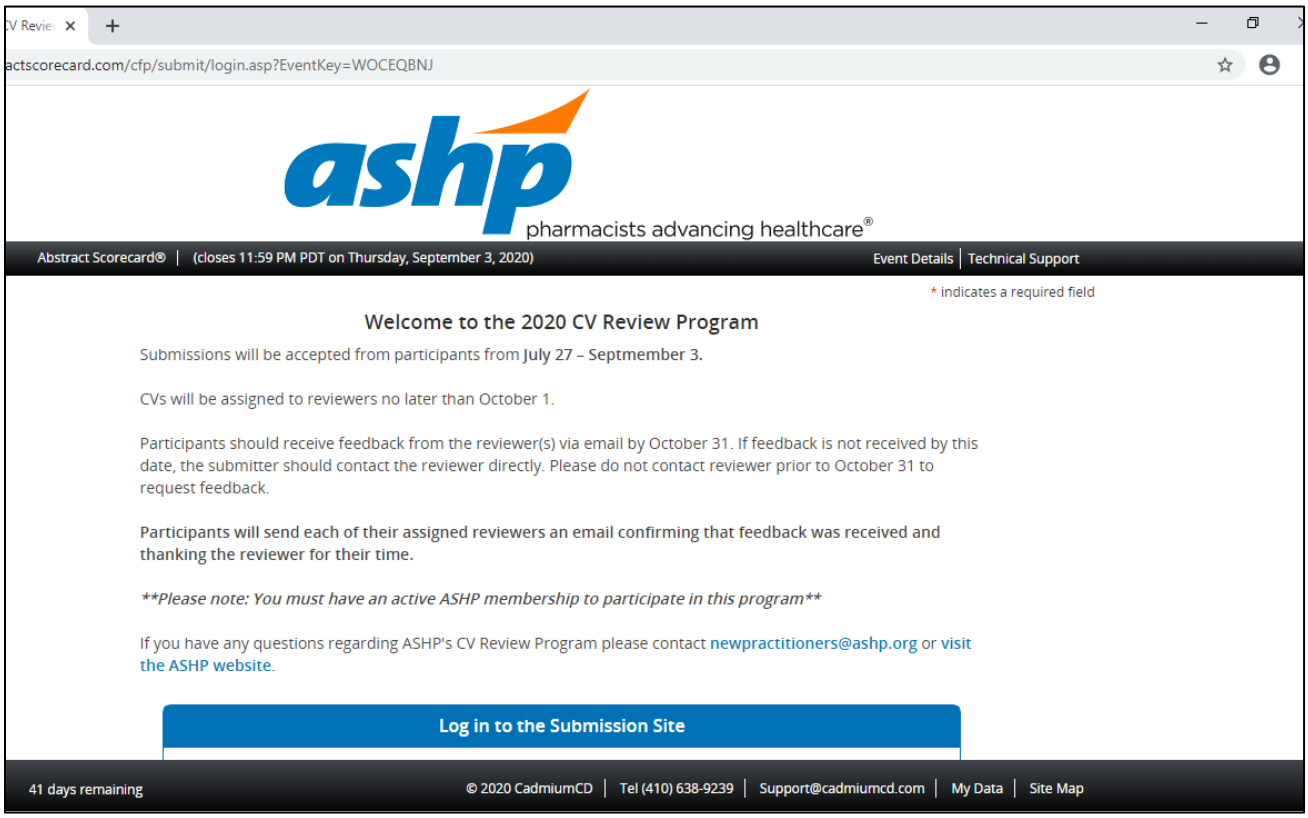
# CV Review Program Guide – For CV Submitters

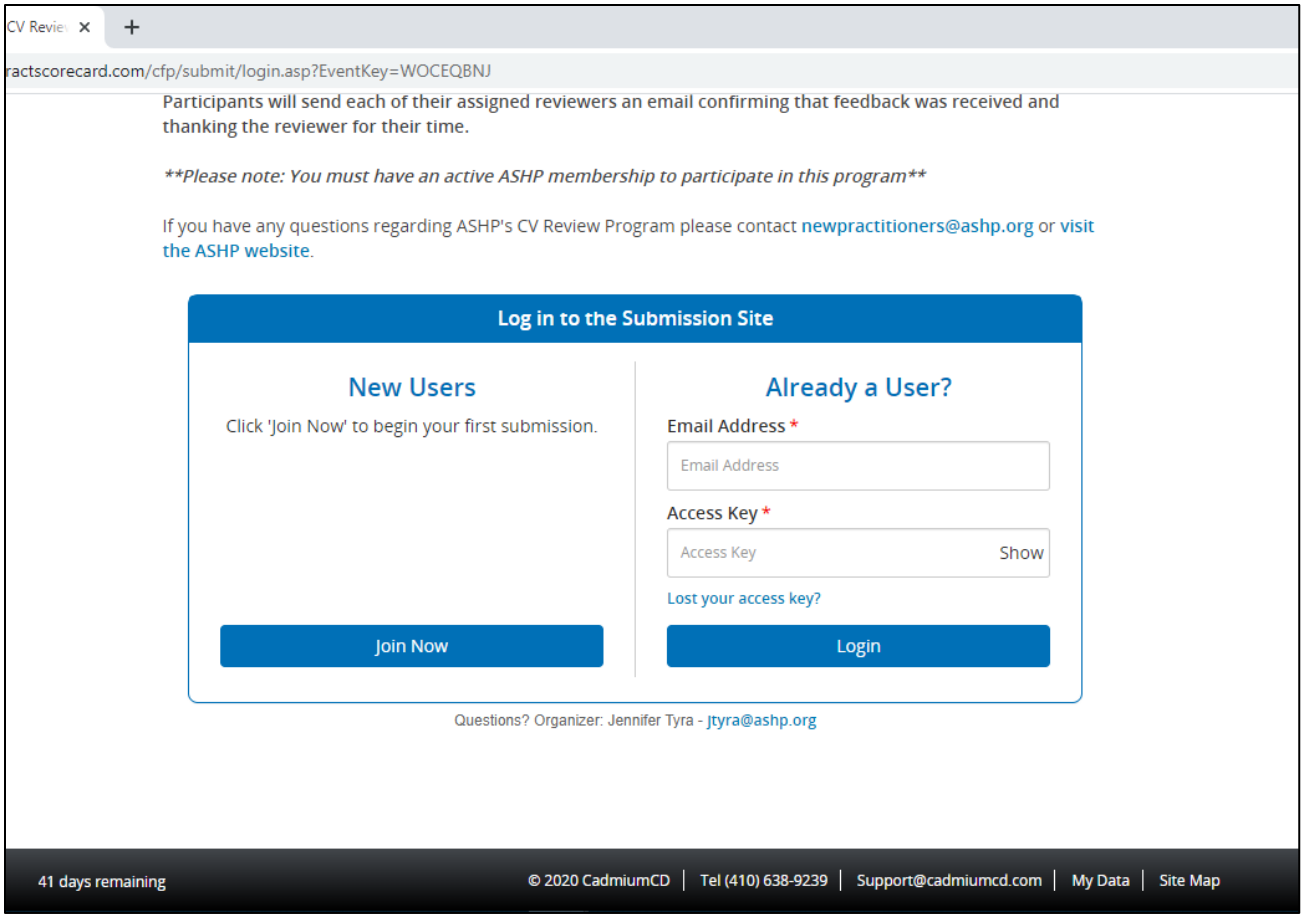
## Logging in

Website: [https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=WOCEQBNJ](https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=WOCEQBNJ)

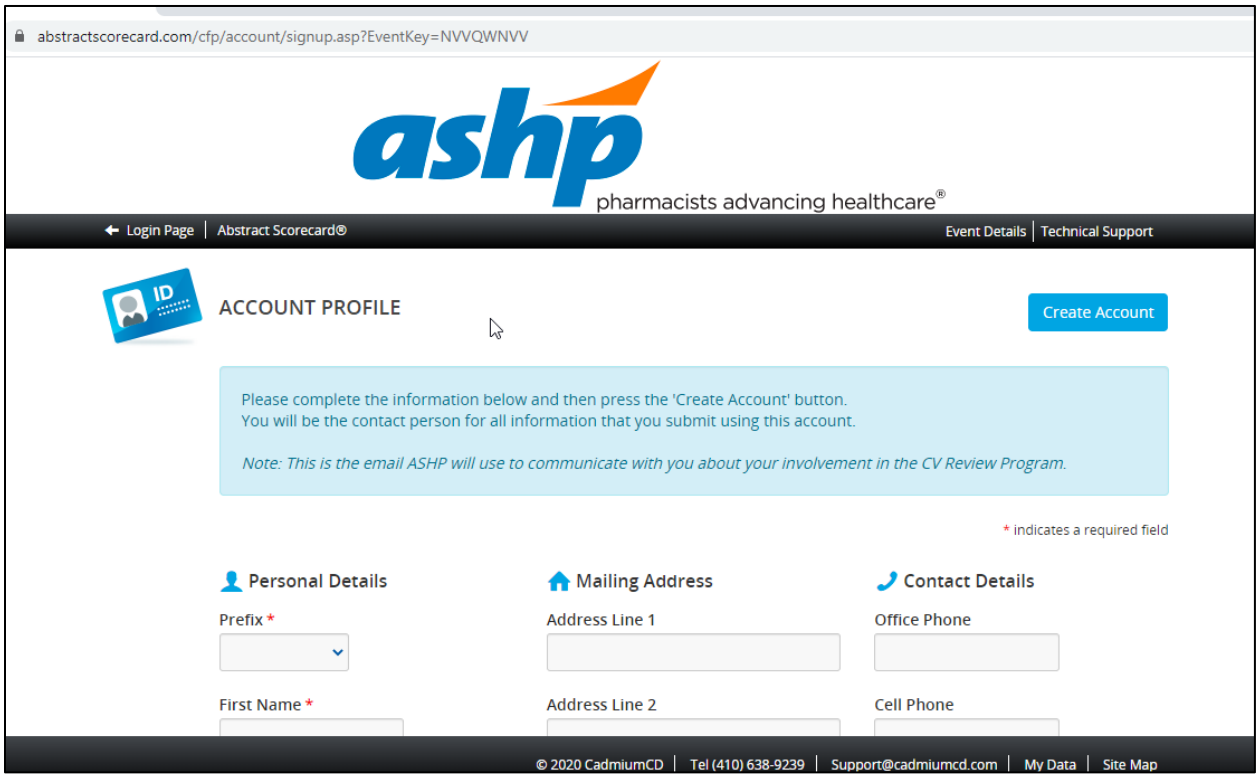
If this is your first time using the new platform, click on 'Join Now' to sign up as a new user.

If you are not a new CV Review Cadmium user, enter your email address and Access Key (password). If you do not remember your password, click on lost your access key.




CV Revie
ractscorecard.com/cfp/submit/login.asp?EventKey=WOCEQBNJ
Participants will send each of their assigned reviewers an email confirming that feedback was received and thanking the reviewer for their time.
**Please note: You must have an active ASHP membership to participate in this program**
If you have any questions regarding ASHP's CV Review Program please contact newpractitioners@ashp.org or visit the ASHP website.
Log in to the Submission Site
New Users
Click 'Join Now' to begin your first submission.
Join Now
Already a User?
Email Address *
Email Address
Access Key *
Access Key
Show
Lost your access key?
Login
Questions? Organizer: Jennifer Tyra - Jtyra@ashp.org
41 days remaining
© 2020 CadmiumCD | Tel (410) 638-9239 | Support@cadmiumcd.com | My Data | Site Map

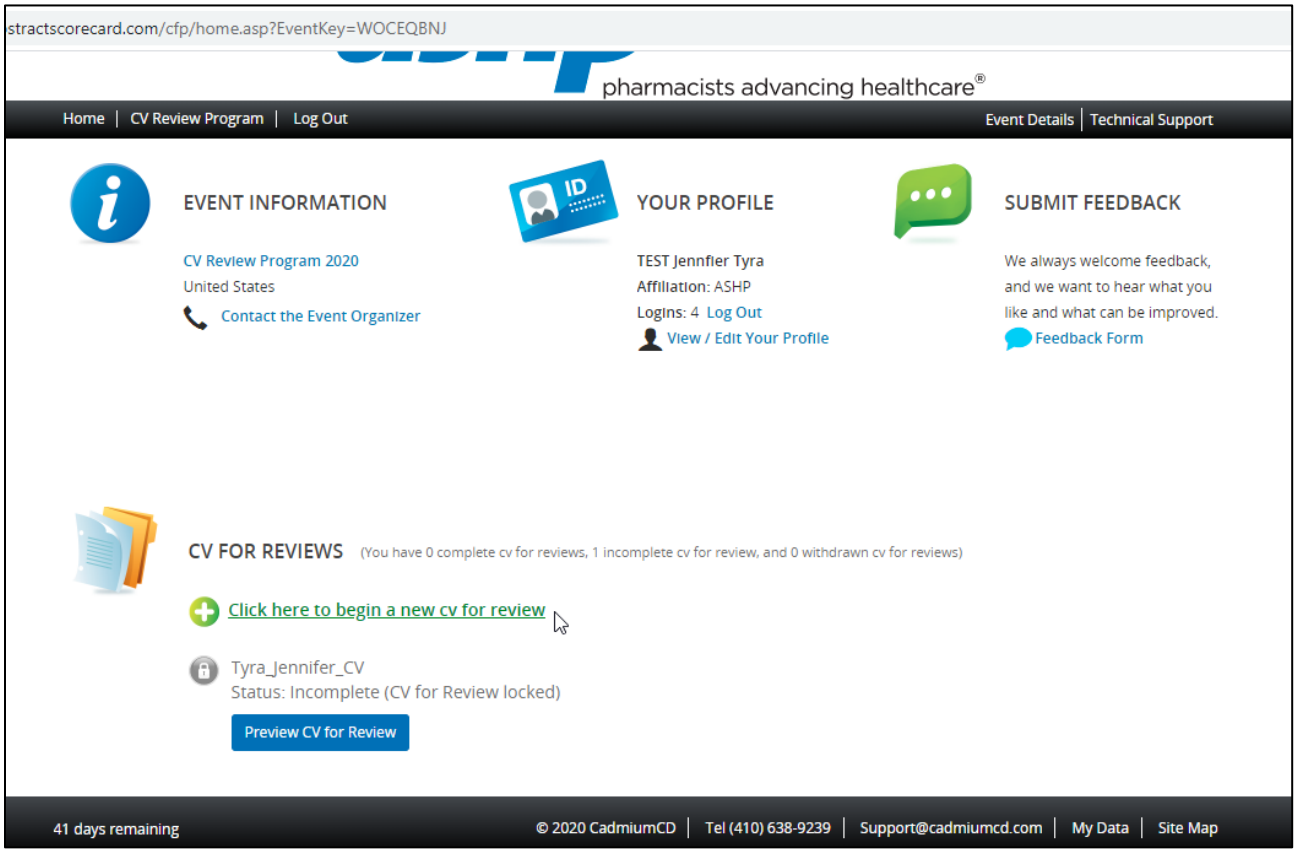
If you are a new user, you will be asked to enter profile information before continuing.



After you complete your profile information, or if you are a current user, the next step is to click on **+Click here to begin a new submission**

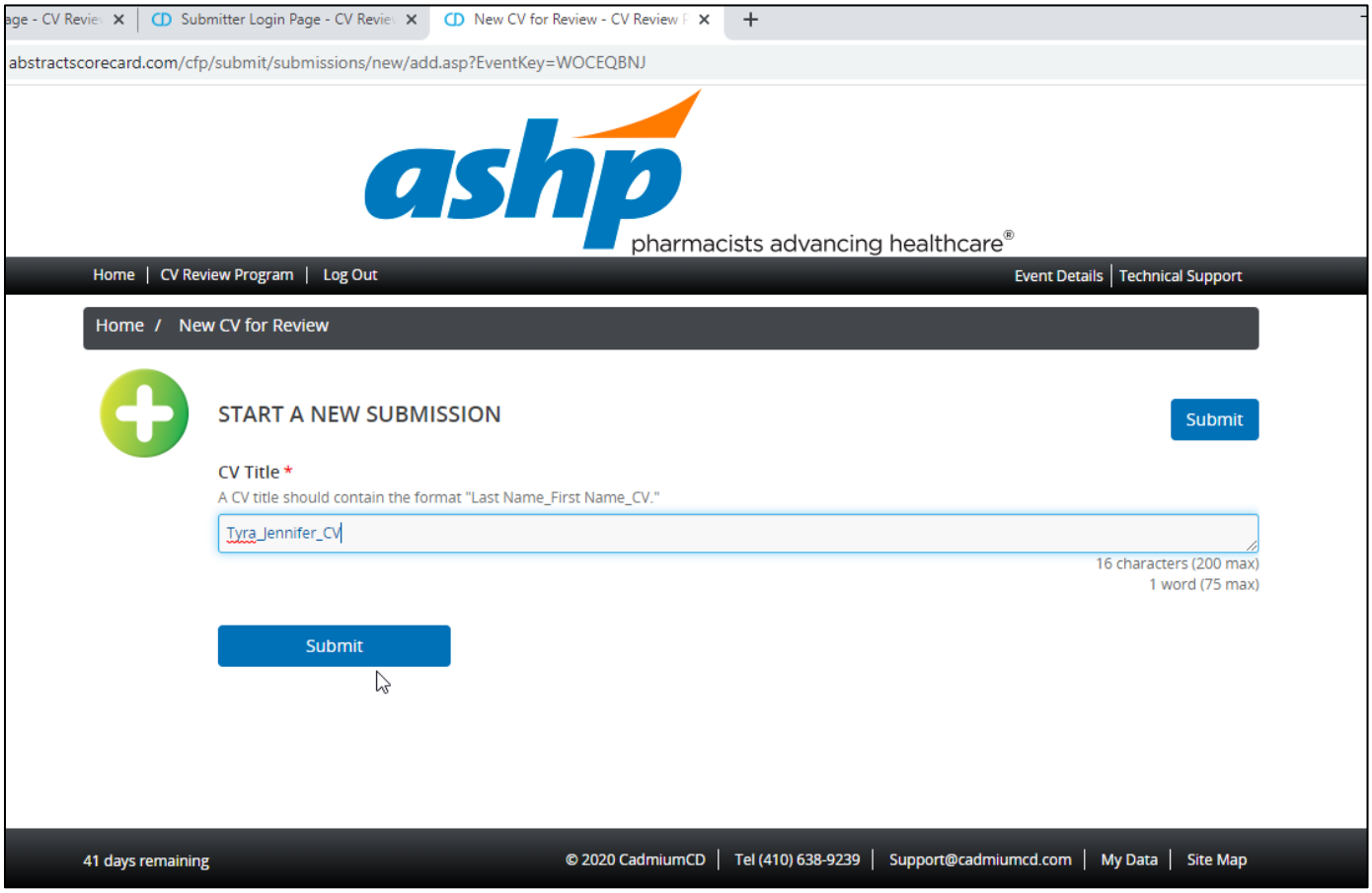
If you are a new or past user, this is where you submit your CV and information about yourself such as your interests in specific areas of specialty (i.e. Administrative Practice, Ambulatory Care) for this cycle only (i.e. Fall 2020).

If you are a past participant, you can view your previous submission, for Spring 2020. You cannot make changes, as it is complete and locked.

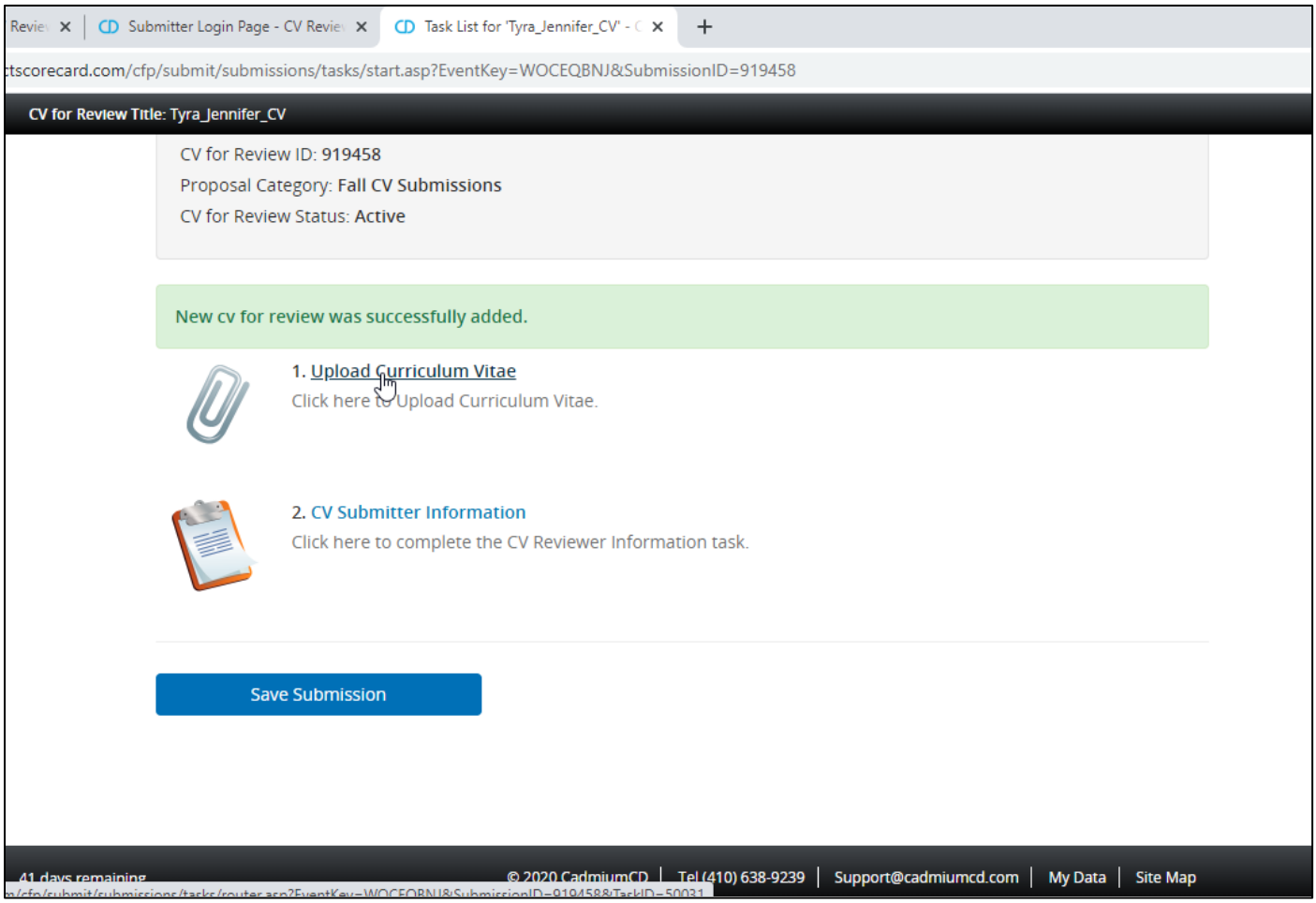


**Next step: Start a New Submission**

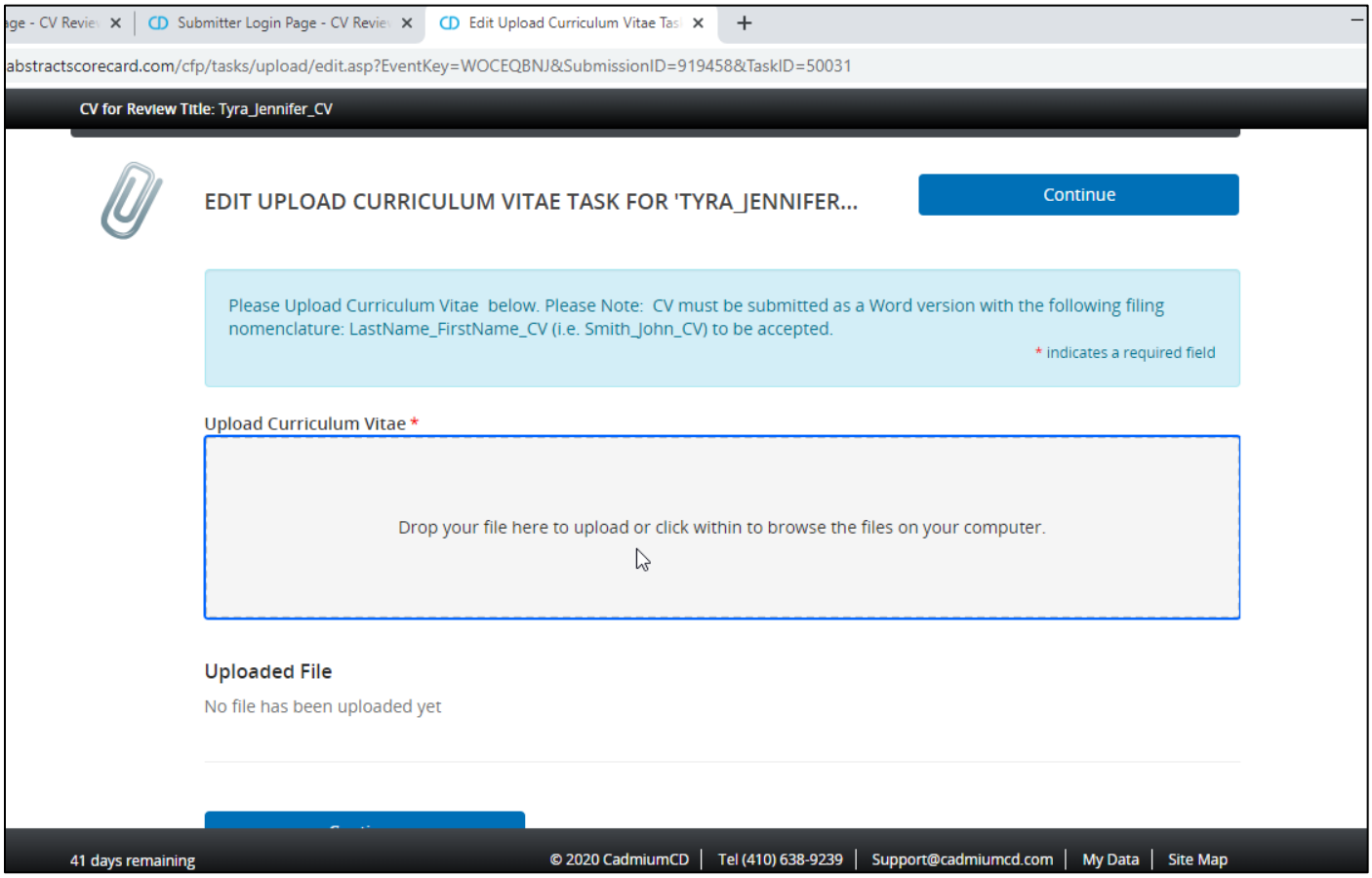
Enter your CV name, click 'Submit'. See formatting below. (Last Name_First Name_CV)



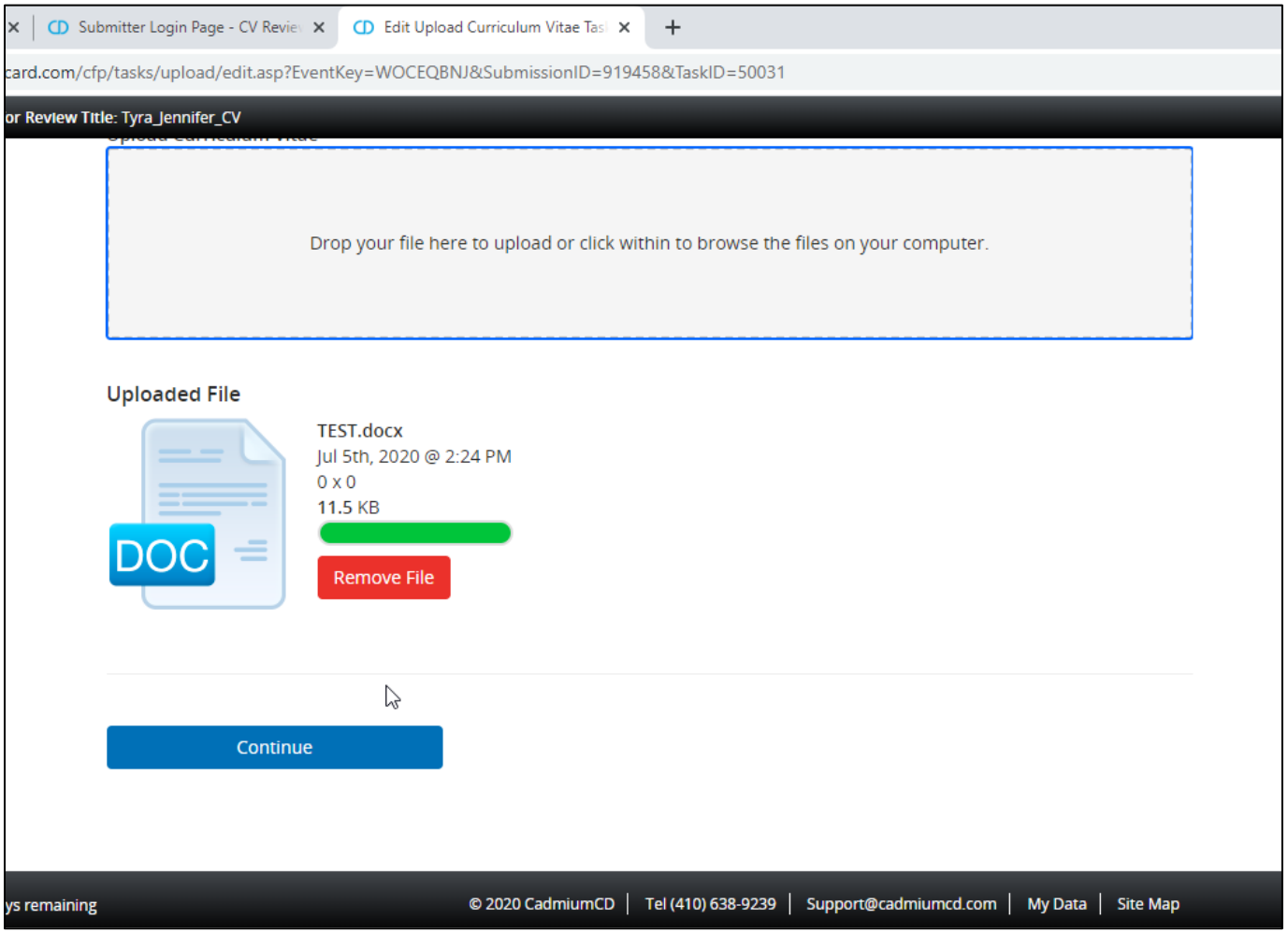
Click ‘Upload Curriculum Vitae’



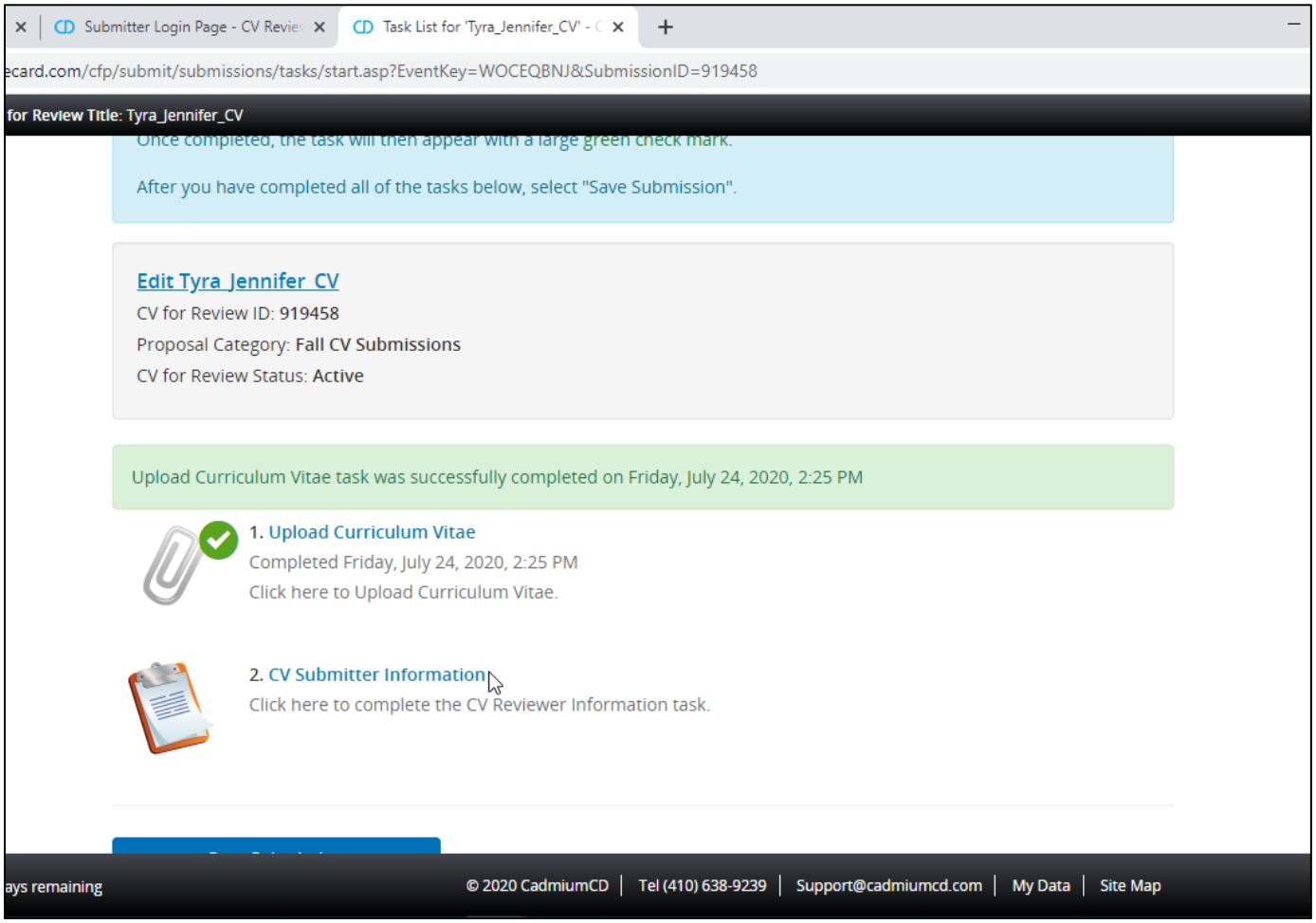
Click in box, or drag/drop your CV file into the box to upload your CV.



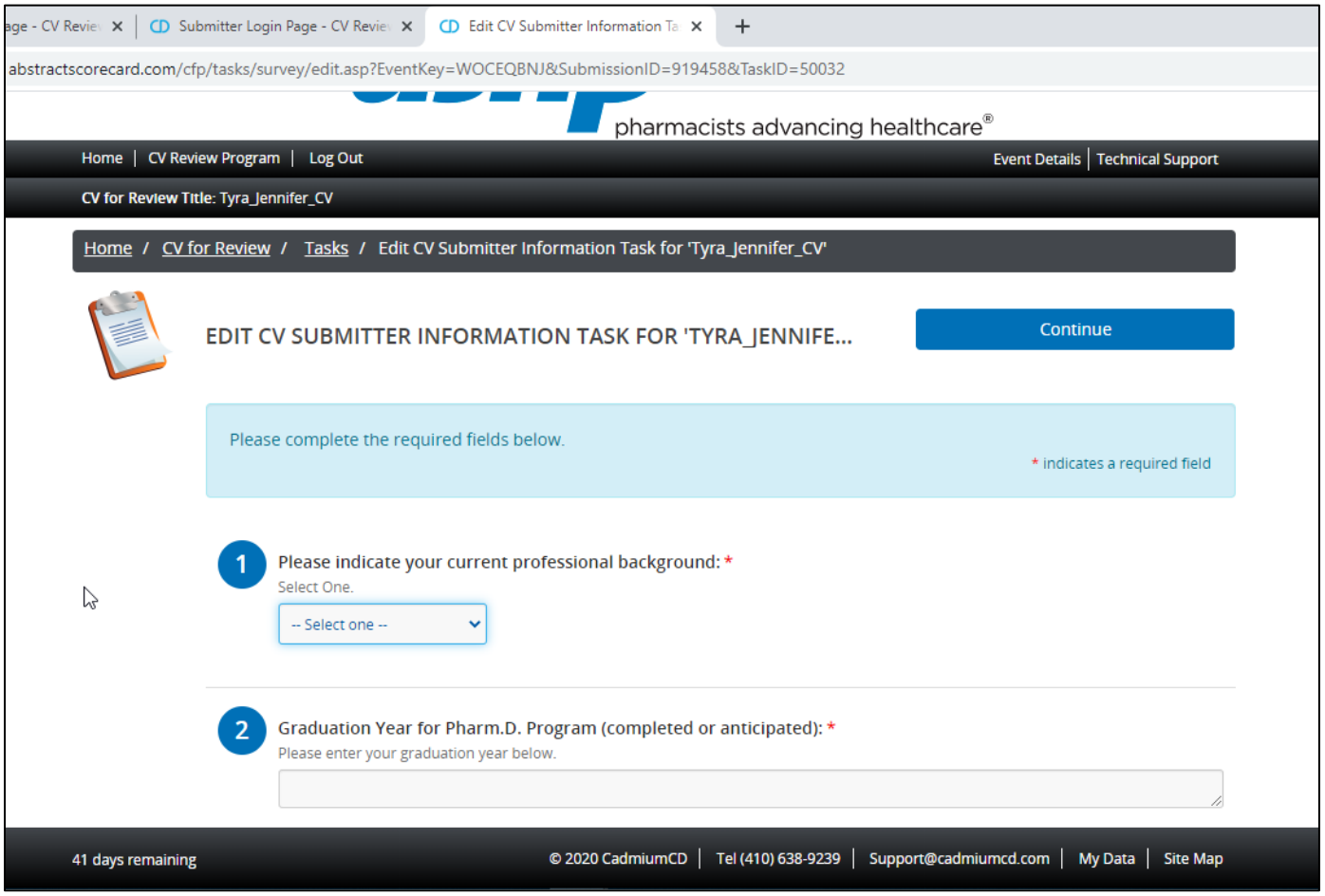
You will see the name of the uploaded file. Click ‘Continue’



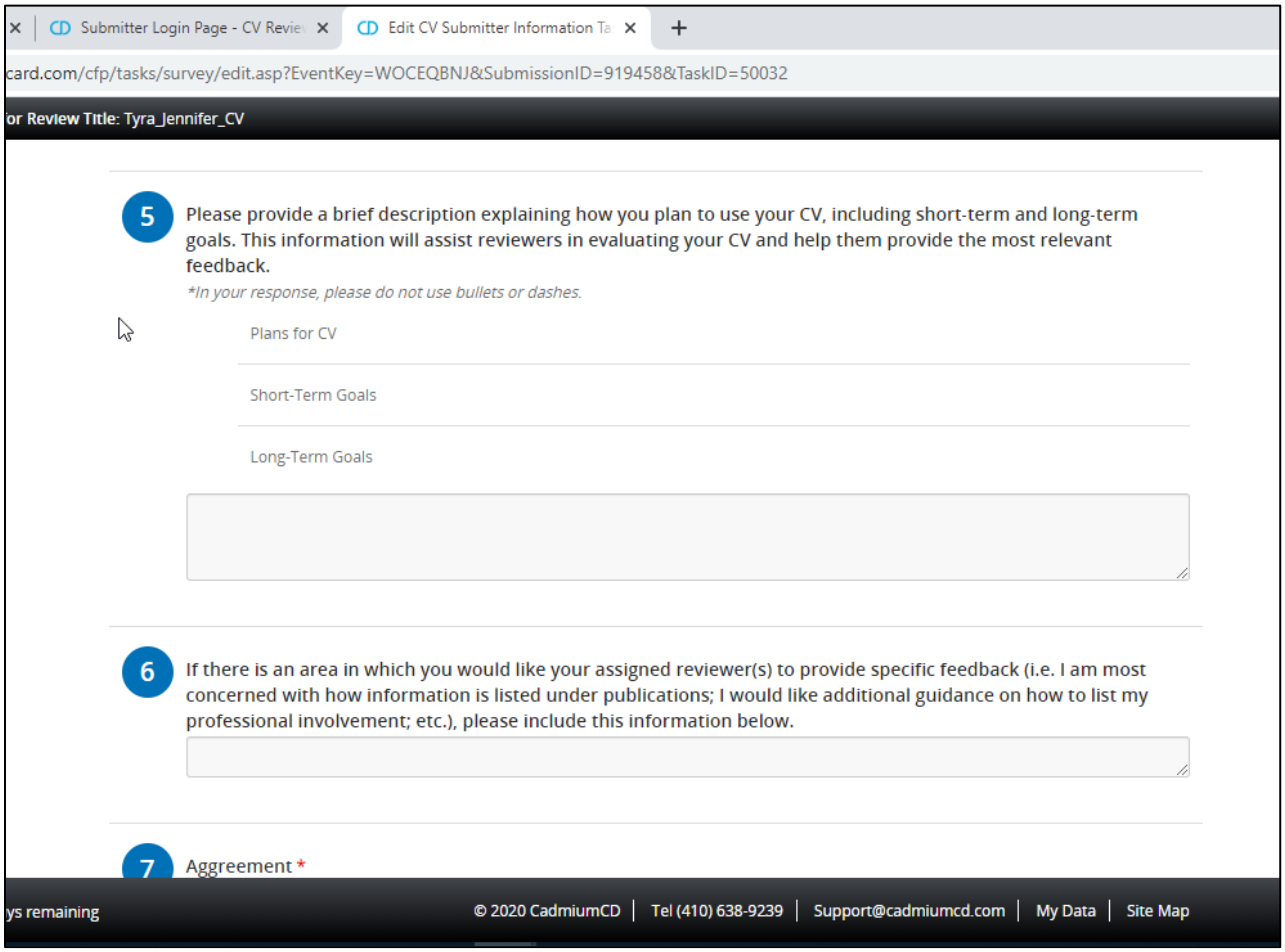
Click on ‘CV Submitter Information’. This is where you can enter information for the reviewer, such as your areas of interest, questions you have about your CV, etc.



Please complete the questions on this page.



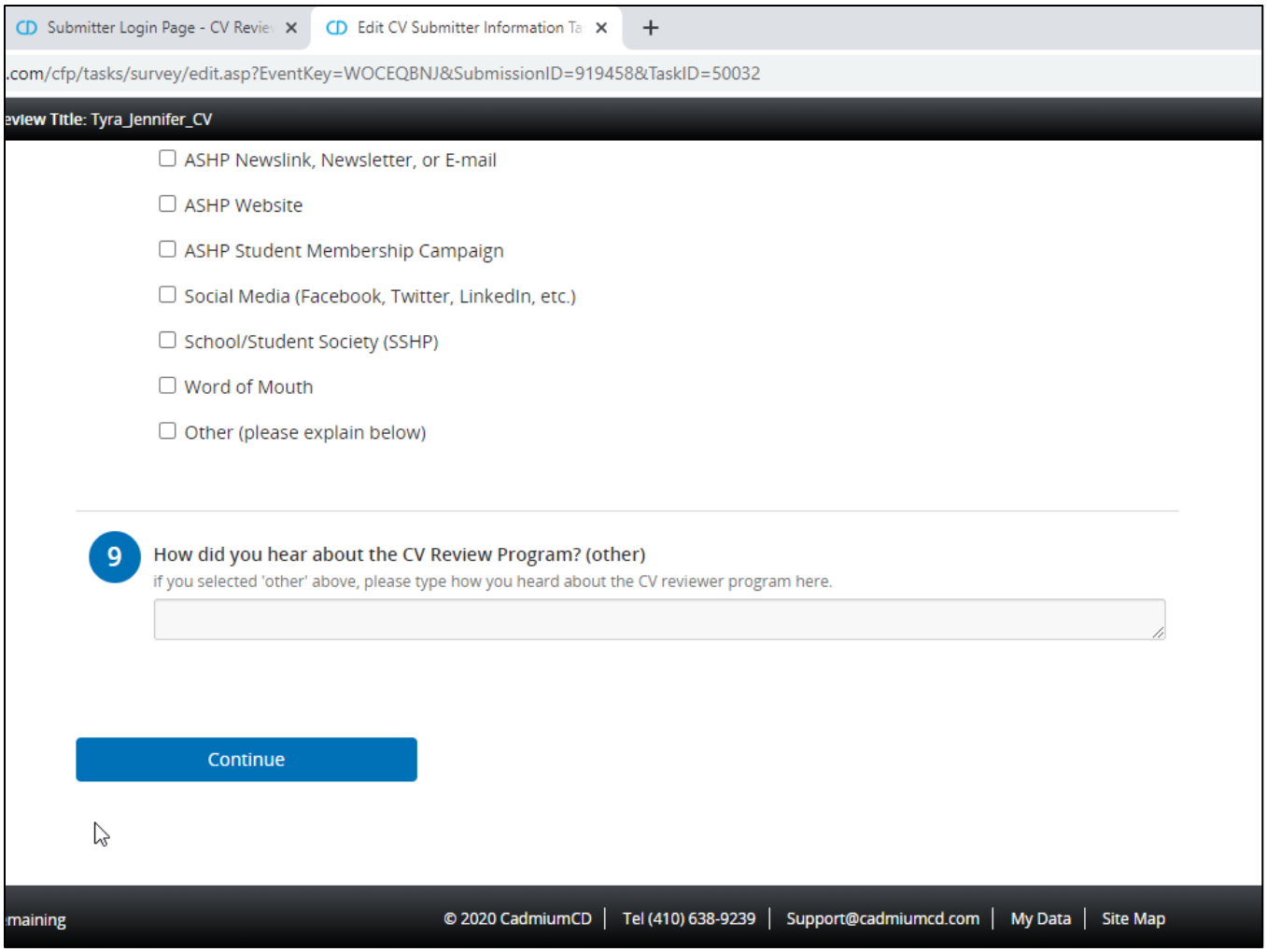
#5 and #6 are not required, but can be very helpful for the reviewer if you can share specific goals, plans, and/or questions.



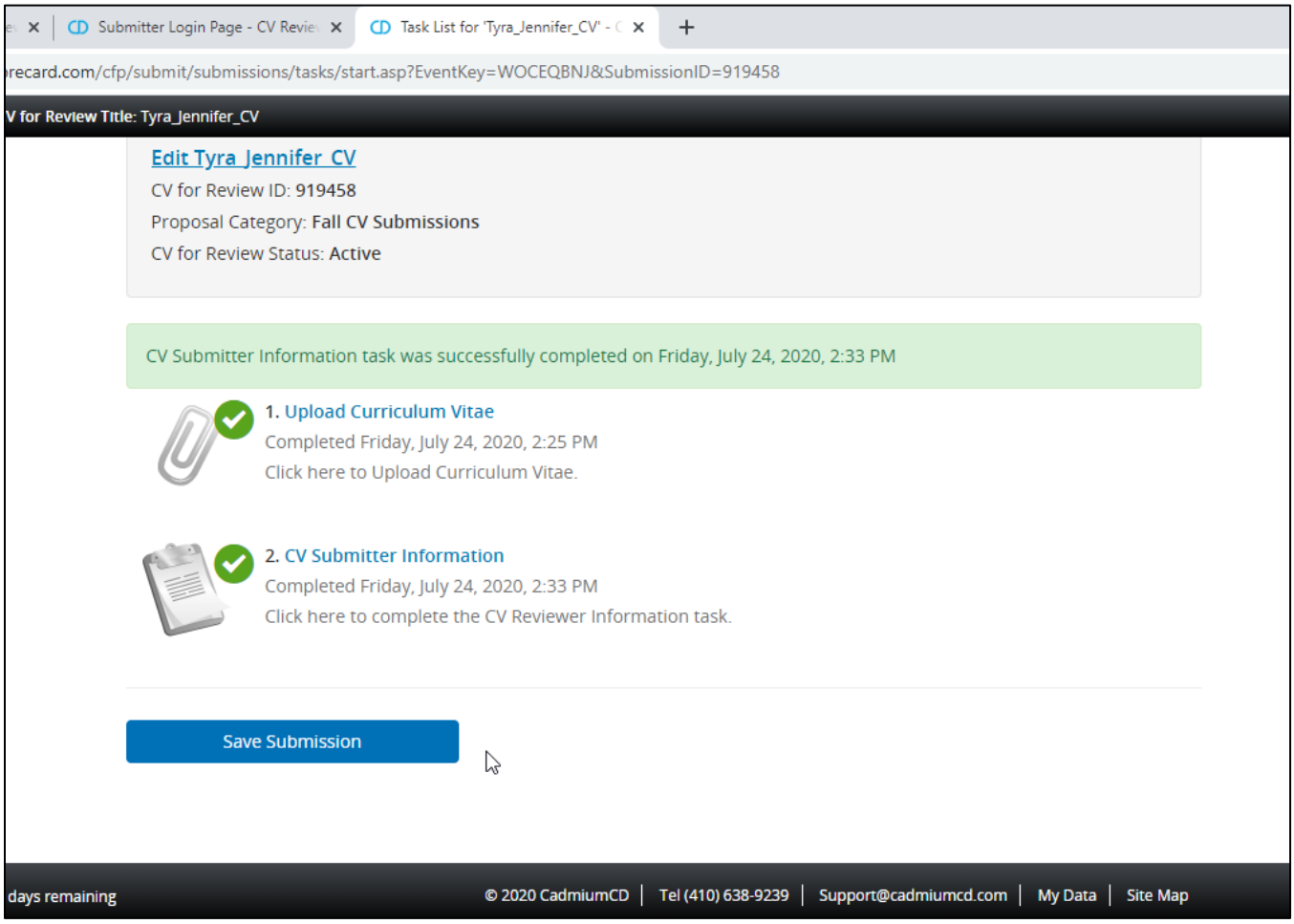

*Please note #7, this is required of all submitters.

*I agree to send my assigned reviewer(s) an email that confirms that their feedback was received and thanks them for volunteering to review my CV.*

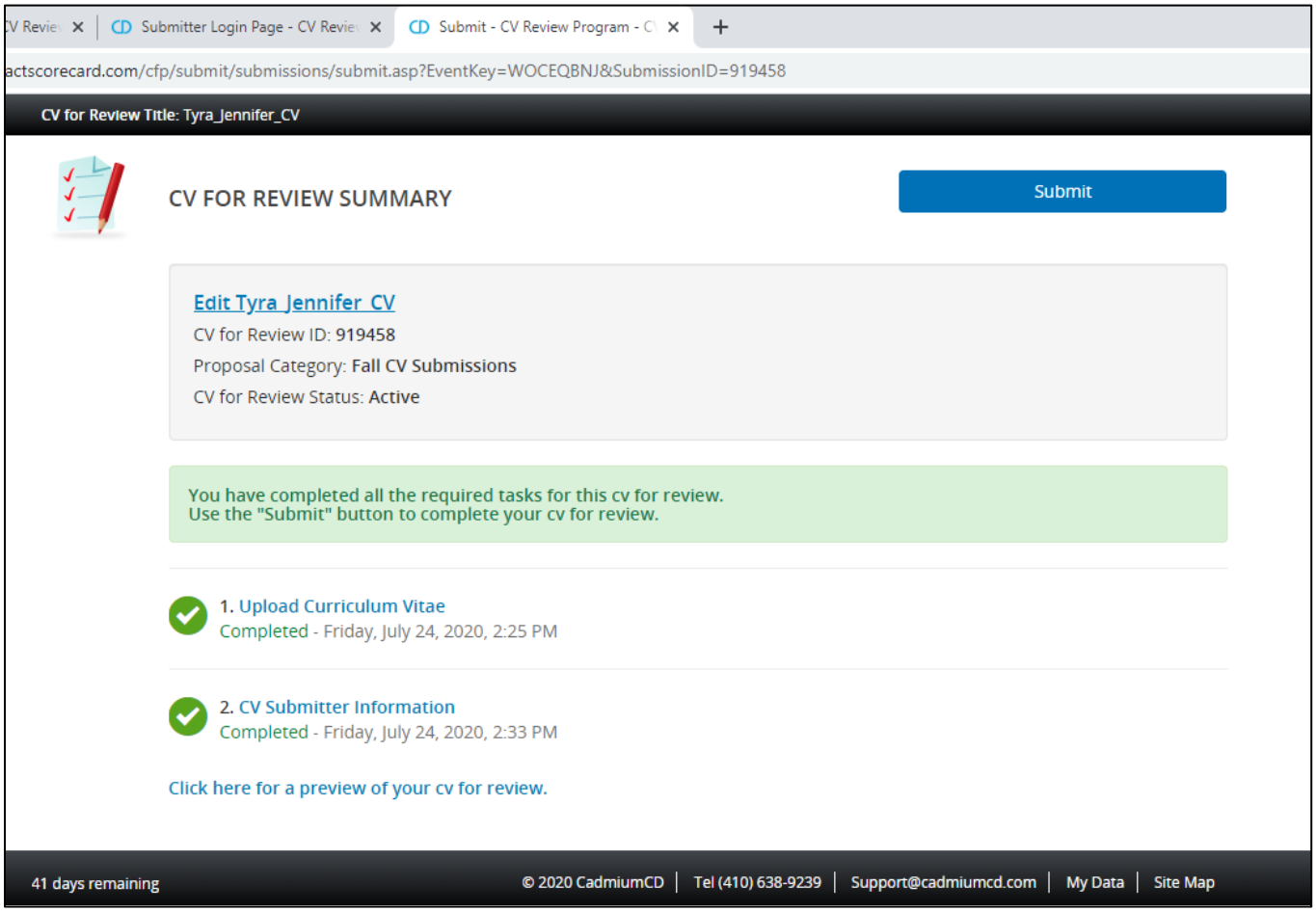
Click ‘Continue’ at the bottom of the page when you are finished.



Once you have submitted both your CV document, and the CV Submitter information, click ‘Save Submission’



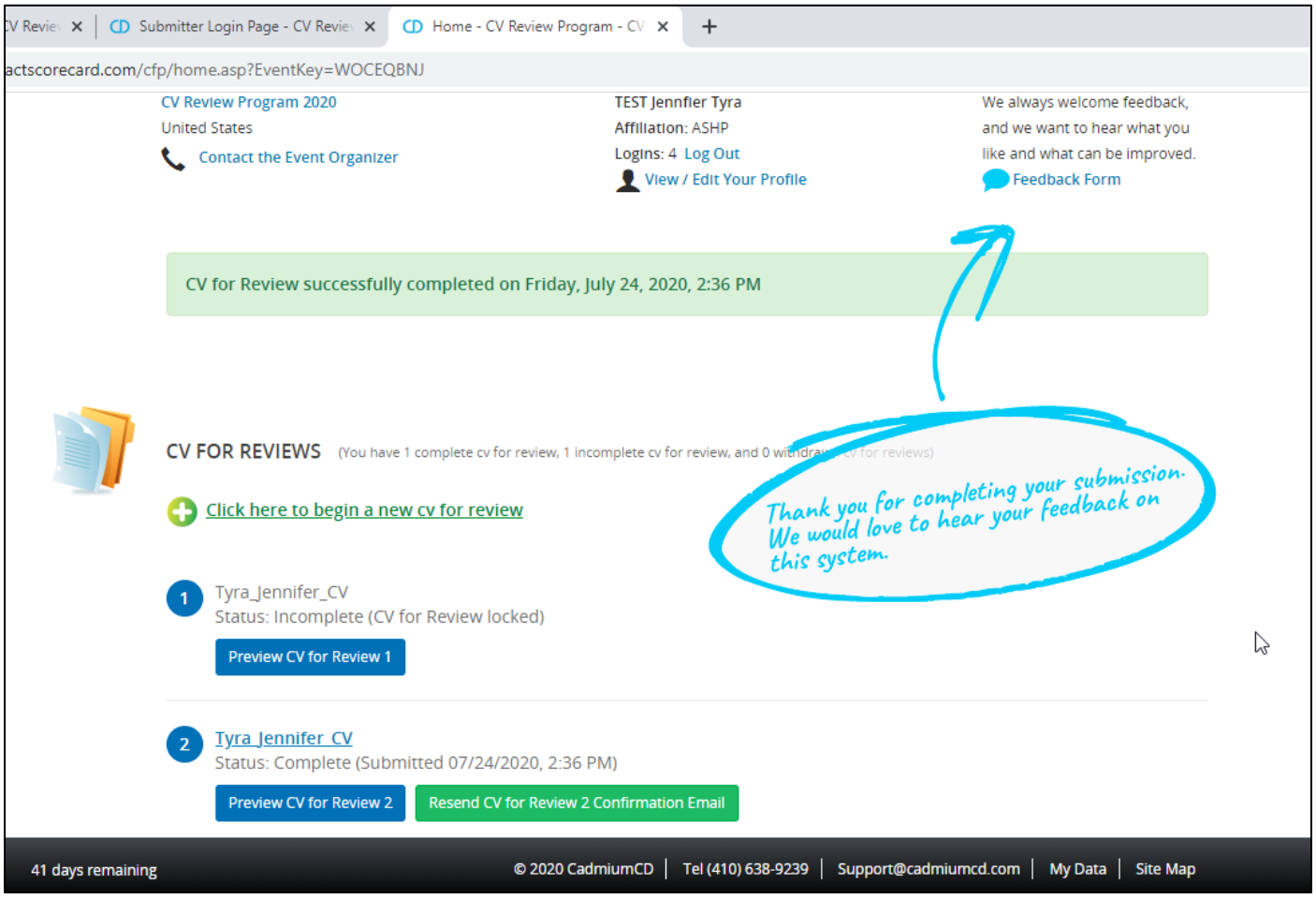
You may preview your information, ‘Click here for a preview of your cv for review’ at the bottom of the screen. When you are ready to submit, click ‘Submit’ on the top right.



You are finished! You can submit any feedback you have about the process using the Feedback form, as indicated below.

If you participated in a previous cycle, you might also see another review 'locked' (see is #1 below). The most current submission will say 'Status: Complete (Submitted Date/Time), which is #2 in the image below.

You will also receive a confirmation email from: doNotReply@ConferenceAbstracts.com stating that your submission has been received.




Any question related to the CV Review Program experience, please contact newpractitioners@ashp.org