

FREQUENTLY ASKED QUESTIONS

ACCESS

1. Why use Cv@B?
2. Who can access Cv@B?
3. Where and how can Cv@B be accessed?
4. The system asked me to enter my password again, but it doesn't work. What should I do?

GENERAL FUNCTIONS

1. My Account: What is it and what is it used for?
2. Why can't I change some sections of "My Account"?
3. Why is it important to update my account on a regular basis?
4. How can I synch my profile with LinkedIn?
5. What is the Portfolio?
6. How can I add a résumé or other documents to the Portfolio?
7. What is a QR Code and how can I generate one?
8. External URLs and QR Codes: How can they be used?
9. Can I upload files to Cv@B?
10. I already have a résumé ready: can I upload it to Cv@B?

CV BUILDER FUNCTION

1. How should my CV be structured and what language should I use?
2. Can I customize the structure, layout and style of my CV?
3. I want to add a QR Code to my résumé, can I choose where it is placed?
4. What is a Default CV?
5. How can I create a Cover Letter?
6. I saved my résumé and after opening it again I see a blank page. What should I do?
7. How can I add a résumé or other documents to the Portfolio?

ACCESS

1. Why use Cv@B?

Cv@B is a new online tool for creating your CV and introducing yourself to employers and creating a résumé if you don't already have one. You can create résumés and cover letters for every situation on Cv@B.

Your résumé can also be synched with LinkedIn and it can be updated whenever you complete another experience.

2. Who can access Cv@B?

All Bocconi University graduates starting from 1981.

3. Where and how can Cv@B be accessed?

Go to the website www.bocconialumni.it/career-advice/cv-at-b.html.

By clicking on "Access Cv@B" and entering your login information, you will be automatically redirected to the platform.

Cv@B does not have a specific username and password but is accessed through a single sign-in (Bocconi Alumni authentication is also valid for Cv@B).

If you have problems with access, it may be related to your browser. We therefore suggest using Google Chrome and cleaning cookies and the system cache to make sure Cv@B functions correctly.

4. The system asked me to enter my password again, but it doesn't work. What should I do?

If a login request appears again, it is probably a problem with the browser. Cv@B does not have a specific username and password but is accessed through a single sign-in (by accessing Bocconi Alumni, authentication is also valid for Cv@B).

We therefore suggest using Google Chrome and cleaning cookies and the system cache to make sure Cv@B functions correctly.

GENERAL FUNCTIONS

1. **My Account: What is it and what is it used for?**

"My Account" is divided into Personal and Academic. These can be found under "My Account" in the main menu.

You are responsible for completing the sections: complete your personal information (Personal) and information relating to your study track (Academic).

Please note that if you do not complete the information, it will not be included in the search parameters used by employers and you will not be able to use it to customize your Portfolio.

2. **Why can't I change some sections of "My Account"?**

Only the account sections that are pre-loaded by the system (Personal Account: First Name, Last Name, Gender; Academic Account: status, academic program, major, year of enrollment and final grade) cannot be changed.

All other sections can be completed freely and is entirely your responsibility.

Please note that if you do not complete the information, it will not be included in the search parameters used by employers and you will not be able to use it to customize your Portfolio.

3. **Why is it important to update my account on a regular basis?**

It's important to update your account on a regular basis because the information included will be part of the parameters employers accessing the platform use to search for potential candidates.

4. **How can I synch my profile with LinkedIn?**

In the "Social Media" section, which can be reached by clicking "My Account" on the main menu, you can find the button "Integration with LinkedIn."

If you authorize synchronization, the main information on LinkedIn in the sections "Experience" and "Education" will be automatically uploaded in your Cv@B profile. You can also choose to include a direct link to your LinkedIn profile on your Cv@B Portfolio.

5. **What is the Portfolio?**

The Portfolio is one of Cv@B's social functions: a summary screen that represents you. You can choose which information to make visible, which documents to share (CVs in various languages, transcripts, certifications) and connect it to your LinkedIn profile. You can share it with the employers that have access to the system through the CV BOOK function.

You can also include it in your application (with a link or QR Code), giving other employers who are not registered the opportunity to view the information contained in it.

6. How can I add a résumé or other documents to the Portfolio?

To add a résumé or other documents to the Portfolio, there are two steps: first, click on “Add to your Career Portfolio” under the document of interest (in your documents archive, by clicking on “Approved” in the “Documents” section).

Then go to the Portfolio in the “Edit” section and select the documents you would like to upload.

7. What is a QR Code and how can I generate one?

A QR Code is a bar code to memorize information intended to be read by a smartphone or other devices.

To create a QR Code, go to your documents archive by clicking on “Approved” in the “Documents” section on the left-hand menu. Select the CV of interest and click “Generate QR Code.” After it has been created, you can share it with anyone.

Anyone reading the QR Code will view the CV in the database corresponding to the résumé in question.

8. External URLs and QR Codes: How can they be used?

Links and QR Codes for your résumé and Portfolio can be shared.

Links and QR Codes direct to a public page that can be viewed by users outside the system. Anyone you choose to share them with can directly access only the information included.

9. Can I upload files to Cv@B?

Yes. Files and documents of various kinds can be uploaded to Cv@B (CVs, language certificates, cover letters, transcripts, etc.) and it can therefore be used as an archive of your documents.

To upload a new file, go to the “Documents” section on the left-hand menu and click “Approved.” At the top of the page, you’ll find the “Add New” icon.

10. I already have a résumé ready: Can I upload it to Cv@B?

Yes. You can upload CVs and cover letters that have already been created to Cv@B.

To upload a new file, go to the “Documents” section on the left-hand menu and click “Approved.” At the top of the page, you’ll find the “Add New” icon.

CV BUILDER FUNCTIONS

1. How should my CV be structured and what language should I use?

Cv@B provides several models, in Italian and English, divided by the various programs. Choose the model that meets your needs.

To write a CV in English, choose the version with the ENG suffix and set the system language to English and vice versa. This is very important to make sure the information contained in your résumé is consistent from a linguistic point of view.

If you set the system language to English and then select a template in Italian, some information may be automatically included in the system language (e.g. dates, name of the degree program, etc.).

2. Can I customize the structure, layout and style of my CV?

Yes. You can customize the sections of your CV and edit the titles (e.g. Language Skills, Other Information, etc.), their order, delete or add new ones by clicking Delete or Add in the section "Customize Sections" (point 2 of the menu at the top of the screen).

In the "Content and Style" section (point 3 of the menu at the top of the screen), you can choose the layout for your résumé by clicking on the "Select Layout" button. If you would like to change the font, the margins or something else and make your résumé unique, click on "Customize Style."

3. I want to add a QR Code to my résumé, can I choose where it is placed?

Yes. By clicking the button "QR Code Location" in the "Style and Content" section (point 3 of the menu at the top of the screen), you can choose whether to place it at the top or bottom, on the right or left.

4. What is a Default CV?

The Default CV is the most up-to-date and complete version of your CV that you choose to upload in the CV BOOK. To set the Default CV, go into the documents archive by clicking "Approved" in the "Documents" section on the left-hand menu. Click "Make Default" under the document you would like to use.

5. How can I create a Cover Letter?

Go to the "CV Builder" section and click "Create New Cover Letter." Select the Template you would like to use and follow the guidance tips you find in the document to create your Cover Letter.

6. I saved my résumé and after opening it again I see a blank page. What should I do?

After completing and saving your CV, open the document and select the Layout you chose for you résumé again.

7. How can I add a résumé or other documents to the Portfolio?

To add a résumé or other documents to the Portfolio, there are two steps: first, click on “Add to your Career Portfolio” under the document of interest (in your documents archive, by clicking on “Approved” in the “Documents” section). Then go to the Portfolio in the “Edit” section and select the documents you would like to upload.