Updating your Profile and CV

Go to the Faculty of Arts casual academic staff recruitment page at
http://arts.unimelb.edu.au/engage/work-with-us
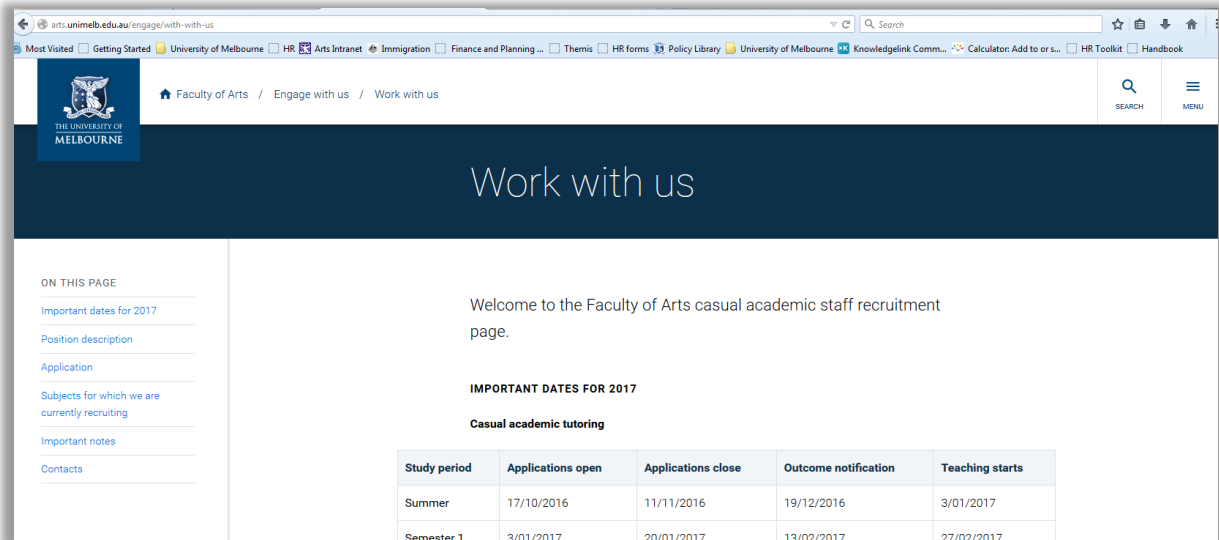
Scroll down the page and select the "Apply Now" button
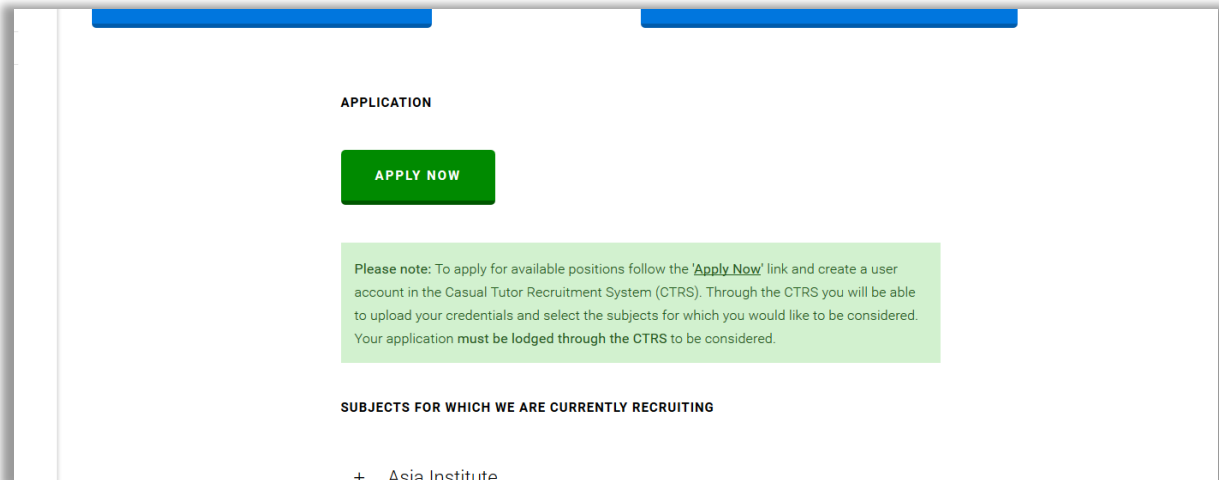
Login to the CTRS using the account details that you were provided with when you created your account. If you can't remember your password just select the appropriate forgot password link to have your password emailed to you.


Once you have logged in to the CTRS click on the link to "Update/View Your Profile". The date and time that this was last updated will be listed in brackets next to the link.

Review the information you have previously provided in each of the screens and update where required. Please note that fields marked with a red asterisk are compulsory. Click the "Next" button to progress through the screens.

To view a copy of the last CV you uploaded click the "View Last Saved File" link in the Resume File section. This will open the file in the appropriate application that it was saved in (eg. Microsoft Word for .doc or .dox files and Adobe for .pdf files). The details of the date and time when the last file was uploaded is listed above the link. If you need to update the information in either the Resume File or Student Record File sections, just click on the appropriate Browse button to upload your document.
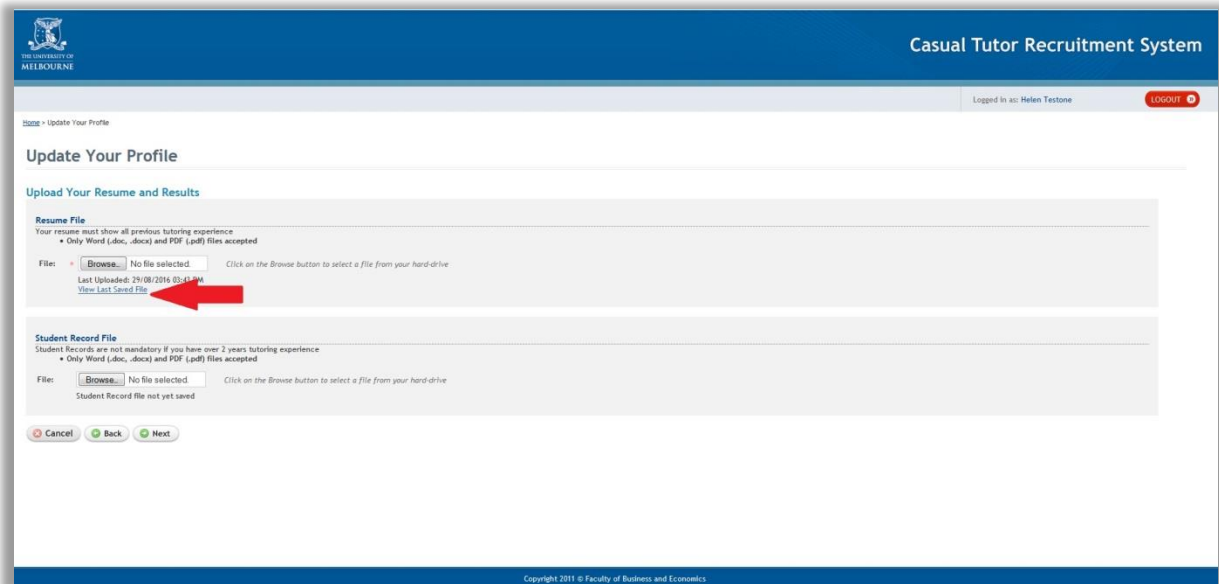
You will be shown a summary screen which displays all your details for one final check and if everything is OK, select "Save" to update your profile with the amendments.
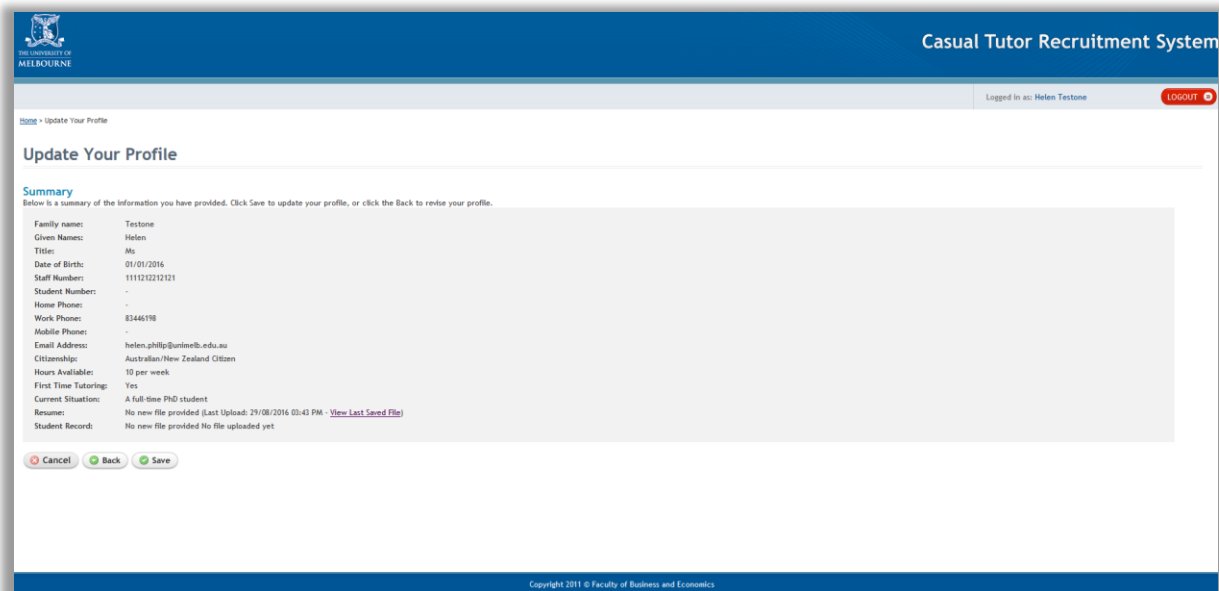
You will see the following confirmation screen once profile has been saved. You will also see the details of any Schools who are currently advertising casual academic positions and can click the link to start an application or select the button to return to the main screen of the CTRS.