

***Nominating Peers for Awards
StarCV Input Instructions***

 To enter the activity of nominating a peer for an award, please follow the following steps.

StarCV View: **All Activities View**

Menu: **Education and Career Experience**

Page: **Honours and Awards**

Add Correct **Dates**

Award Status = **Nominating Peers for Awards**

Award Name = **Manually Entered**

Description of Award = **Manually Entered**

Institution / Organization = **Western University**

Role = **Nominator**

Other information is optional.

\* **Manually Entered** means that you type in or paste in the name of the award, and you type in or paste in the description of the award.

Once saved, this activity will print both on the SSMD Professional CV and also it will print on the SSMD Promotion documents.

Please contact your **StarCV Coordinator** if you have any questions.