Procedure of Uniweb profile activation

1- Navigate to https://uniweb.uottawa.ca

2- In the upper right corner click on the **Sign In** button

3- Enter your login information (same as your uOttawa Outlook Email)
Follow the next steps until the end and click **I agree**
5- Choose the Profile box and verify that the information is correct
6- Repeat for the Curriculum Vitae section
7- Repeat for the Publications section

Your profile will now appear on the website and you can update your CV.