# Viewing Your Vita before Your Case is Created

When your case is created, a system-generated CV for the period under review will be created and will serve as the default document in the main browser window of your case. The Provost's Office will create your case about a month before your submission deadline. If you'd like to view your system-generated CV before your case is created, you can do this yourself by following the following steps.
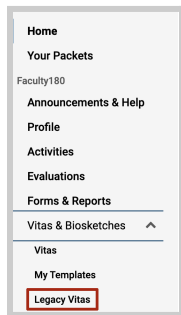
1. Login to Interfolio. Under the Faculty180 tab in the left sidebar, click "Vitas and Biosketches" to open the section and select "Legacy Vitas."
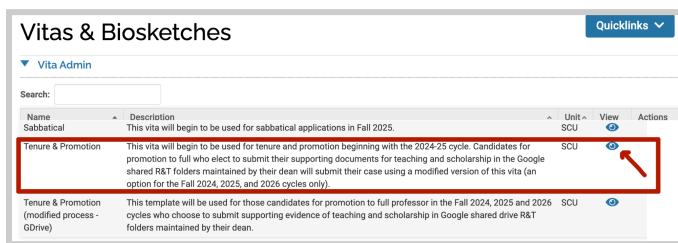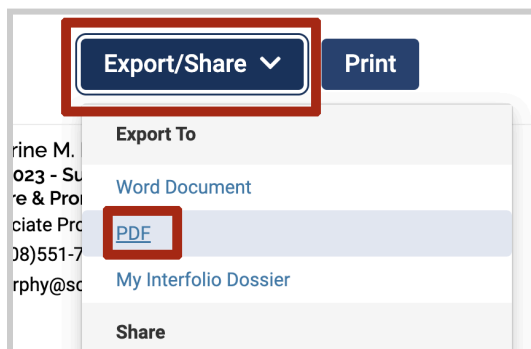

2. From the list of Legacy Vitas, select the vita corresponding to the case you are preparing to submit.

3. Set the date parameters to match the period under review, then click the blue "Refresh Vita" button in the lower left corner of the screen.

4. Click the Export/Share button and select PDF. A download will start automatically and a file called "Vita.pdf" will be available for your review in your computer's "Downloads" folder.