

# How to Setup ePortfolio

Every user has access to a personal ePortfolio. EPortfolios provide a single space where personal experiences and achievements are archived over time, allowing the learner to track progress. Users may utilize the ePortfolio feature to build, modify, and share their ePortfolios with anyone they wish. The availability of ePortfolio and options depends on the settings configured by the site administrator.

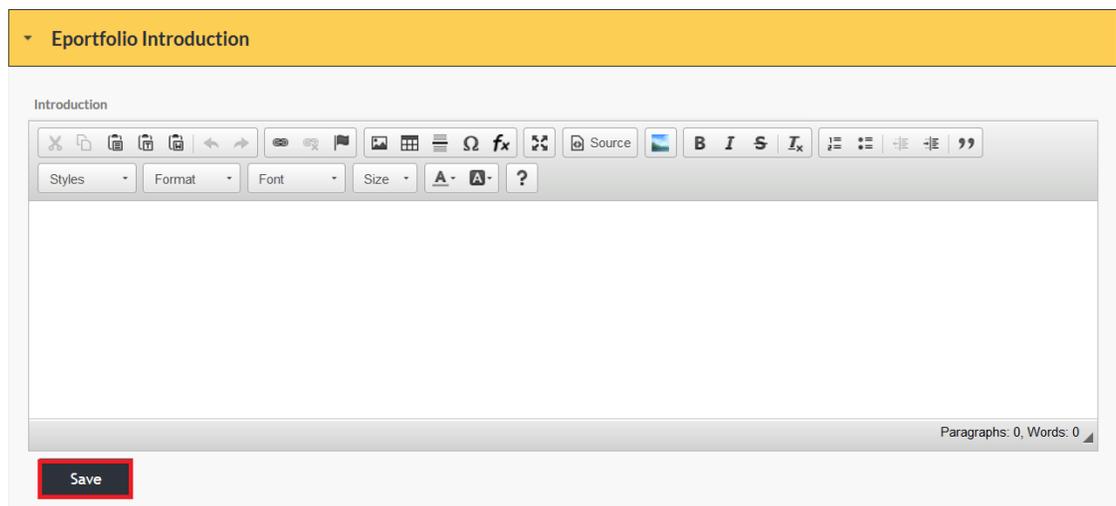
## How to Setup ePortfolio

1. From the **Homepage > ePortfolio > Edit ePortfolio**. The available options will display.



## How to Add Introduction

1. From the **Homepage > ePortfolio > Edit ePortfolio**. Enter **Introduction**



2. Select **Save**

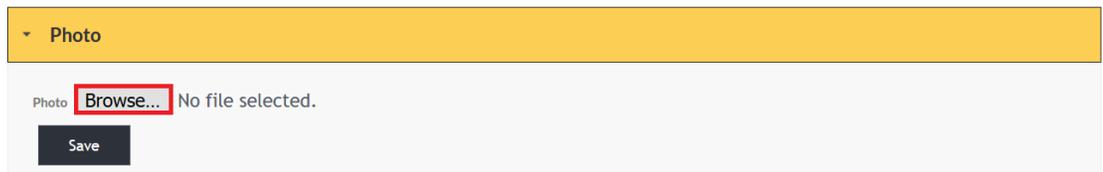
## How to Upload Photo

Users may edit their ePortfolio profile picture by doing the following:

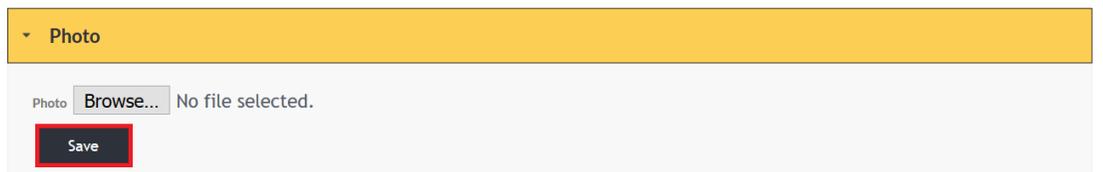
### 1. Select **Photo** section



### 2. Select **Browse**. Navigate to file location and add photo



### 3. Select **Save**



### ePortfolio Settings

Users can edit the following Settings:

- 1.** *URL:* Base URL provided by default. Enter desired URL ending (i.e., /johnsmith).
- 2.** *Privacy:* Users may choose to share their ePortfolio with everyone within eConnect, or just users in their network.
- 3.** *Design:* Users are given different designs to choose from.
- 4.** *Save:* Select to Save settings

# QuickStart Guide: How to Setup ePortfolio

**Eportfolio Settings**

URL 

**1**

Copy URL <https://v8.edvance360.com/viewportfolio/lakestreet/>

**Privacy 2**

Make visible only to users of this network

Make visible to public

**Design 3**

Default



Charcoal



Autumn Sunset



Leafy Note



Soft Surf



**Save 4**

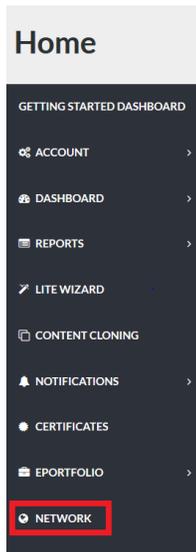
### How to Build the ePortfolio

To build the ePortfolio, users may  add, edit or remove the following and any number of items may be added to each. (Keep in mind these Headers may have been changed/edited by site administrator.)

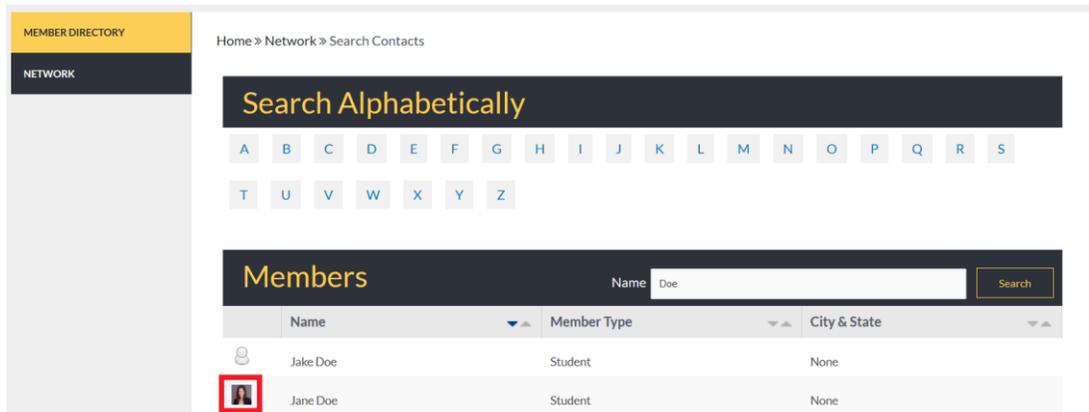
- Education
- Experience
- Groups
- Awards
- Publications
- Documents
- Leadership Experience
- Community Service
- Training

## How to View ePortfolios

1. From the Homepage select **Network**



2. Select **User's Picture**



## 3. Select **View ePortfolio** (if available)

Home » View Profile

**Student**

Select Type

janedoe

Jane Doe

Hello! My name is Jane Doe, and I currently work as a professional consultant for...



- Send Message
- Report Abuse
- Log Engagement
- Open Chat
- View Eportfolio**