



Portfolio Quick Instructions for Students

- ◆ Use your **Novell/LDAP** username and password to login to your Student Account in **Hire a Flyer**. Under **My Account**, select **My Folio21**.
- ◆ Your first time in Folio21, you will enter your information on the **Registration » Personal Information** pages; note the password tip on the second page. After you agree to terms, click **Continue>>**. From the Folio21 home page, in the Templates box, select **Folio Template** or **Start**.
- ◆ From the **Folio Template** start with **1-Enter your Full Name** by clicking **Go>>**. Follow directions to enter your Full Name and **Save** at bottom. Each time you save, all changes made to your portfolio are saved, not just the page you are on. You can change the font and size here or change by editing when template is complete. Proceed though each step, following directions and save at the bottom of the page.
- ◆ If at any time you need to exit, you can continue creating your portfolio later by logging into the home page and selecting **My Folio21**, then select **Continue** in **Templates**.
- ◆ After completing and saving the template, name your portfolio by following the directions. Select the **Generate Portfolio** icon, then read all the information on the next page, click **Save**, then **Preview** to view. Because most computers have pop-up blockers, you will probable receive a message at the top of the page: **Pop-up blocked. To see this pop-up or additional options click here...**, click on this message and select **Temporarily Allow Pop-ups**.
- ◆ Your portfolio will open for viewing. View each section by selecting the element located on the left. After viewing each section, close the preview.
- ◆ To edit content, select **Next Step, Portfolio Steps: Elements**, read the directions, then under **Sections:**, select the section you want to edit. Select **Edit** on the right of each element. You can change the size of images, edit font, change content, spell check, change the order that the content is viewed, add a new element, etc. Remember to **Save** after editing, and then proceed to **Next Step**.
- ◆ Select **Complete** – View your portfolio by selection **Preview** (remember the pop-up blocker issue) – your portfolio is complete.
- ◆ After you have completed your Portfolio, the **Next Step** is **Security**. Select **Publish**, then select a view option based on who you want to see your portfolio. To have your Portfolio reviewed by Career Services administrators, select **Career Services** in the **Allow Affiliated Offices to View Portfolio:** section.
- ◆ As you use Folio21, you will become more familiar with the system and how to use it. To view the activity of your Portfolios, click **Activity** on the menu bar on your Folio21 home page.

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