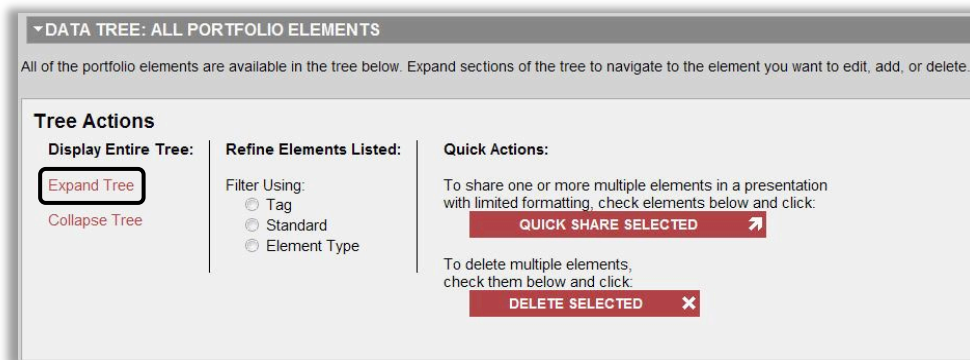


## Log in to Portfolio

1. Open a web browser and go to <http://portfolio.umn.edu>.
2. Enter your University **Internet ID** and **password**.

## Enter Information into Elements

1. Click on the **Enter/Update Data** link on the left side of your screen.
2. Under Tree Actions, click **Expand Tree**.



3. Click on **Create New** next to one of the subcategories, and enter the requested information.
4. After entering all your information, click **Save** at the bottom of the page.

## Upload Files

1. Click on the **Manage Materials** link on the left side of your screen.
2. Click the **Browse** button next to the **Choose a File** text box.
3. Navigate to the file you wish to upload and **double-click** on it.
4. Click on **Submit** to finish uploading the file to your Portfolio.
5. Complete the requested information. *Remember to save when you are finished.*

## Attach Files to Elements

1. Click on the link for **Attach to...** next to the file you would like to attach.
2. Expand the tree, and check the box for the element(s) to attach and click **Attach to Elements**.

## Create a New Presentation

1. Click on the **Create a Presentation** link on the left side of the screen.
2. Complete the requested information on the **Set Up Presentation** screen.
  - The **Custom Template** allows you to choose from any and all of the elements in your portfolio, while the other templates specify only certain elements.
3. Check the elements you want to include and click **Save and Continue**.
4. Number the items in your presentation so they appear in your desired order.
5. Choose a **style** for the presentation.
6. Add the people with whom you'd like to share the presentation:
  - For people associated with the U, enter the Internet ID in the **User ID** box.
  - For people not associated with the University, fill in the **Guest Email** box.
7. Click **Add to Viewer List** after entering each User ID and/or Guest E-mail.
8. When you have entered all the names, click **Save and Continue**.
9. Check boxes to notify viewers, type a message, and click **Save and Finish**.

## Viewing Presentations from Others

1. To view folders shared with you, click on **View Presentations from Others**.
2. From this list of available presentations, click **View** next to the name of the presentation you would like to view.
3. Click on any of the items in the **Attachments** column to view those materials.