Create a Portfolio

1. After logging in, click Create.

2. Under Basic Information, enter the following:
   - **Title:** First name + space + last name.
   - **Web address:** Division of Education Users: first name + last name + program code + year of entry in program. Other Lehman users: follow directions given by your instructor.
   - **Contact e-mail:** This must be your Lehman address (do not change).

3. Under Permissions, Settings & Tagging, select the following:
   - **Yes, show in directory**
   - **Yes, allow them to tag my pages**
   - **More options**
When you select **More Options**, the following box will appear:

First, select **Members Only**.

Second, click on **Groups of People** tab.

Search for your group, following your instructor’s directions.

Finally, click **Add** next to the appropriate group.

In the future, when you are ready for your portfolio to be viewable by the larger public, you can return to **Portfolio Settings**, and select **Anybody (public)** or **My School**.

4. Your instructor may ask you to use a specific template for your portfolio. If so, select it under **Choose a Template**. Otherwise, you may skip this step. Make sure you select the correct template, as you cannot change this later.

5. Click **Submit**.