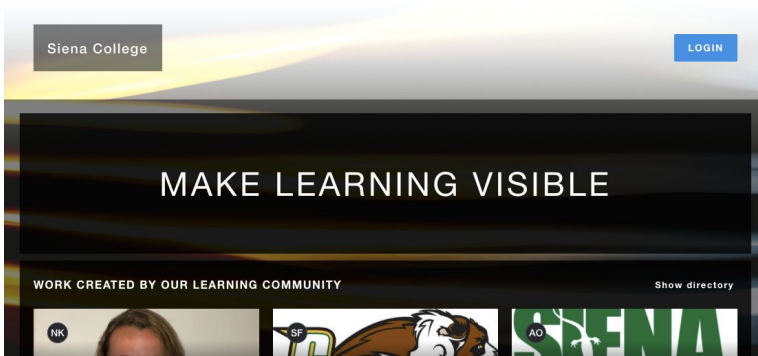# HOW TO START AN E-PORTFOLIO

E-Portfolios are a great digital tool for all Siena Students to digitally catalog and represent all of your accomplishments, education, and activities in a visually appealing way. Think of an eportfolio as your own way to showcase you and your skills. A resume is only one page long, but an eportfolio allows you to expound upon your achievements and demonstrate how these experiences have helped your own professional and personal growth.

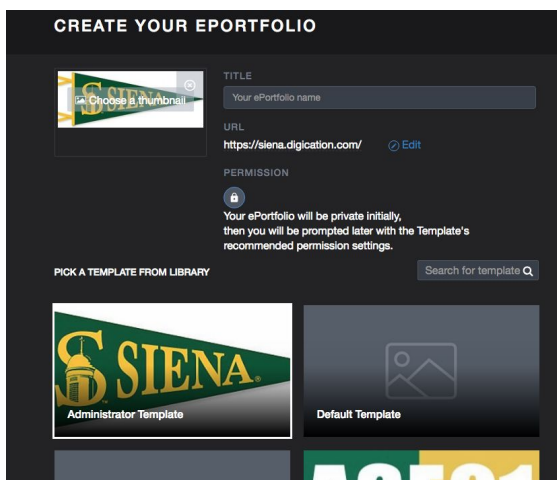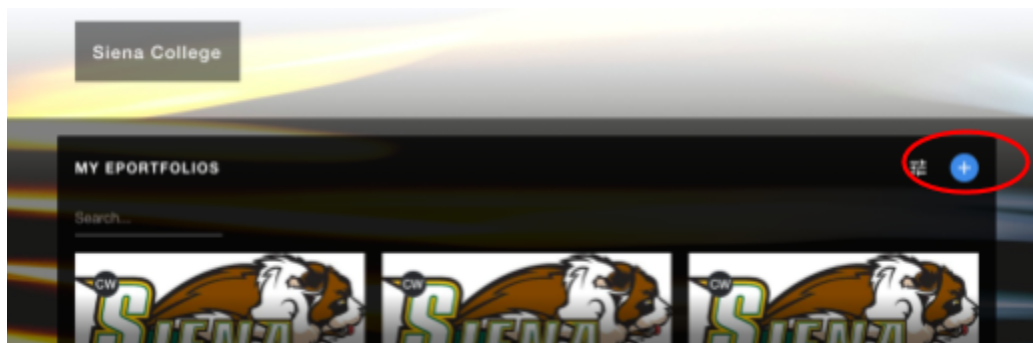To get started with E-Portfolios, log onto **siena.digication.com.**

Here on the homescreen, **select the "LOGIN" button.** This will ask you for your Siena email address and the password you would use for that email. If you're logged into a Chrome browser with your Siena credentials, it will automatically log you in.

Please note that Internet Explorer and Safari are not compatible with Digication
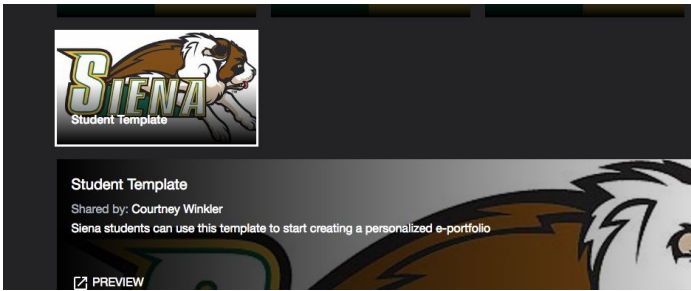
Once logged in, you can see all of your eportfolios (if you've created any) or any courses or groups you're in if you're in a student group or class that utilizes eportfolios.

To **Create a new portfolio**, select the blue plus sign button in the upper right-hand side of the screen.
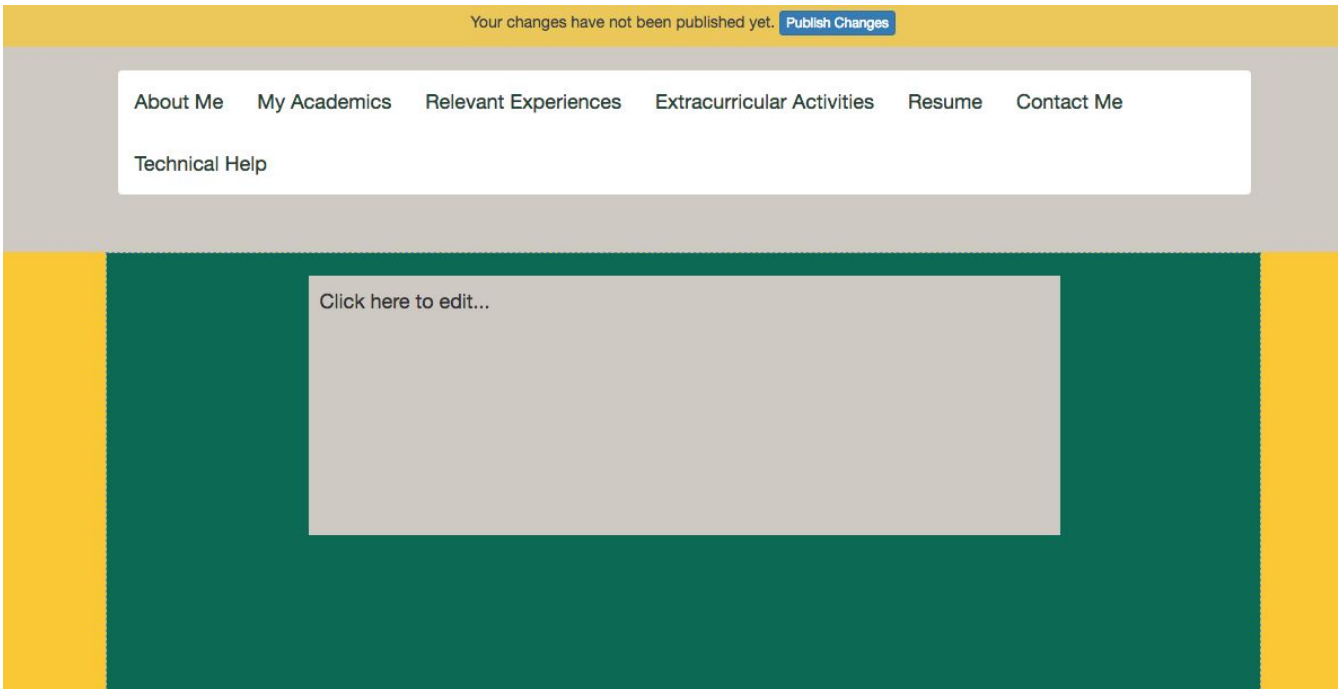

Now you will **name your eportfolio** and type in the Title. Remember that your audience will see this, so make sure it is identifiable to you, and not just "portfolio". A URL will be created for you, or you can edit this and create a custom one.

The Template Library is where you want to **select the Student Template**, with the Bernie Dog icon.

That's it! From here you can customize this eportfolio to give your viewer a close-up view of your work, as you will add content to these pages. Feel free to edit the names of the pages and make it your own. Your experiences will not just be represented in bullets, but instead with supporting artifacts.

To help you set up your e-portfolio, please contact the CEPD office or schedule an appointment on CareerSaint to discuss it with a counselor.