Submit Your Portfolio

**Go to Portfolio ...**

![Image of Portfolio Page]

**FREQUENTLY ASKED QUESTIONS**

Download the **Personnel Action Timeline**.

**Prepare your documents:**

1) Save all your documents as pdf files. (Documentation for PC / Mac) Use filenames that will make sense to someone who has not seen them before. *(Filenames Guide)*

   - If appropriate, combine multiple files into a single PDF document. *(PDF)*
   - If appropriate, use Adobe Acrobat to reduce the size of your PDF files. *(PDF)*

**Download empty folders for your documents:**

2) Download the empty folders for the mahara portfolio. *(FOLDERS; SoECS folders; SoHP folders; Library folders) (NOTE: Some schools will be customizing the folder set to meet school-specific requirements. Those sets will be posted here as they)*
Click "Shared by me"
Edit access to the portfolio page

Click the "Edit access" button (1) for the page you want to submit (2)
You are now on the "Edit access" screen.

Make sure the page you want to share is checked (1).
Scroll down the page to share

Expand the menu under "Share with other users and groups" (1)
Select "Users" (2)
Search for "Personnel"

Type "Personnel" into the search box (1) and click "Go" (2)
Add "Personnel Portfolios"

Click the "add" button (1) to the left of "Personnel Portfolios"
You will see "Personnel Portfolios" added to the list of people who have access
Advanced options: Allow copying

Open the "Advanced options" menu (1) and select "Allow copying" (2)
Scroll down and "Save"
Your page has been shared successfully!

![NYIT Portfolio Management Interface](https://faculty-eportfolio.nyit.edu/view/share.php)

### Share

<table>
<thead>
<tr>
<th>Pages</th>
<th>Access list</th>
<th>Edit access</th>
<th>Secret URLs</th>
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<td>Personnel Portfolios</td>
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<td></td>
<td>Copying is allowed</td>
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<tr>
<td>Faculty Member Personnel</td>
<td>John Smith, Personnel Portfolios</td>
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<tr>
<td>Portfolio</td>
<td>Copying is allowed</td>
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<tr>
<td>Faculty Member Personnel</td>
<td>New York Institute of Technology,</td>
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<tr>
<td>Portfolio (Sample)</td>
<td>Personnel Portfolios, Public,</td>
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<td>Logged-in users</td>
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<td>Profile page</td>
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<td>TEMPLATE External</td>
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