Overview of steps

Open your page in Edit mode and click Share page.

Share page with the Personnel Portfolios account

**IMPORTANT:** Go to Advanced options and make sure that Yes is selected for Allow copying

Check to make sure the page is shared with copying enabled:
Open your portfolio page in Edit mode

Dashboard page
Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.

Profile page
Your profile page is what others see when they click on your name or profile picture.

Reid Moore-Bux 2015-16 Personnel Portfolio
Department of Library Sciences
Click 'Share page'

Reid Moore-Bux 2015-16 Personnel Portfolio | Edit content

This area shows a preview of what your page will look like. Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to position them.

- Vice-President, Review and Recommendation
- Dean, Review and Recommendation
- SPC, Review and Recommendation
- DPC, Review and Recommendation
- Executive Summary of the Portfolio
- Curriculum vitae
- External Reviews
Search for... Users

Edit access

Pages
Reid Moore-Bux 2015-16 Personnel Portfolio

Who do you want to share with?

Users
General
Public
Registered users
Friends
Institutions
New York Institute of Technology
Groups
Share with "Personnel Portfolios"

1. Type **Personnel** into the search box
2. Select **Personnel_Portfolios**
3. Click **Advanced options** to expand the gray box
Allow copying of the page - 1

Scroll down to find *Allow copying*
Allow copying of the page - 2

1. Toggle switch to Yes
2. Click Advanced options
Click 'Save'

Edit access

Pages
Reid Moore-Bux 2015-16 Personnel Portfolio

Shared with
Users

Share with

Who do you want to share with?

Save
Cancel
Success!

The page is now shared with Personnel Portfolios and copying is allowed.

Access rules were updated for 1 page(s)

Share

Pages

<table>
<thead>
<tr>
<th>PAGE TITLE</th>
<th>ACCESS LIST</th>
<th>EDIT ACCESS</th>
<th>SECRET URLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile page</td>
<td>New York Institute of Technology, Registered users</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reid Moore-Bux 2015-16 Personnel Portfolio</td>
<td>Personnel Portfolios</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copying is allowed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>