

Creating Faculty ePortfolio

Log in: Username (Full Lehman College Email) and Password



LEHMAN COLLEGE | ePortfolio

Username: Password: Remember me:
[Forgot your password? Click here.](#)

> Under My e-Portfolios > Click Create

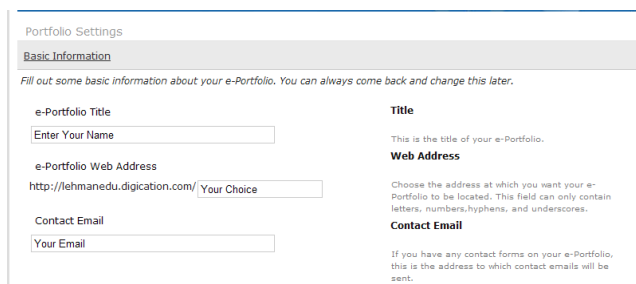


LAST 10 SHOW ALL DIRECTORY ?

My e-Portfolios

> Complete Basic Information > ePortfolio Title: Use your full name

> ePortfolio Web Address: We recommend full name or first initial last name (no spaces)



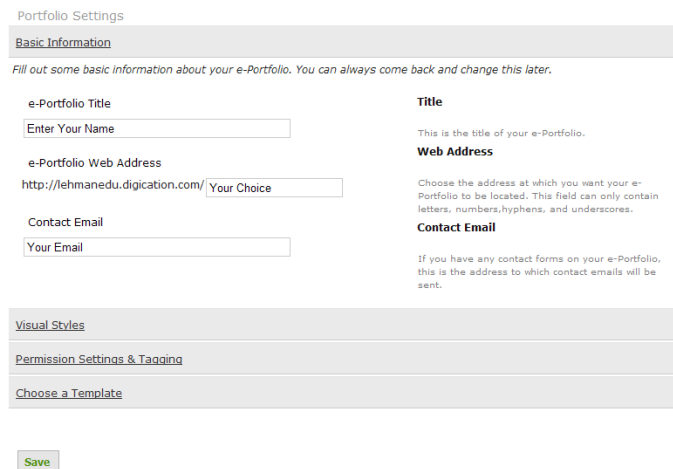
Portfolio Settings

Basic Information

Fill out some basic information about your e-Portfolio. You can always come back and change this later.

e-Portfolio Title	Title
<input type="text" value="Enter Your Name"/>	This is the title of your e-Portfolio.
e-Portfolio Web Address	Web Address
<input type="text" value="http://lehmanedu.digication.com/Your Choice"/>	Choose the address at which you want your e-Portfolio to be located. This field can only contain letters, numbers, hyphens, and underscores.
Contact Email	Contact Email
<input type="text" value="Your Email"/>	If you have any contact forms on your e-Portfolio, this is the address to which contact emails will be sent.

> Click Visual Styles



Portfolio Settings

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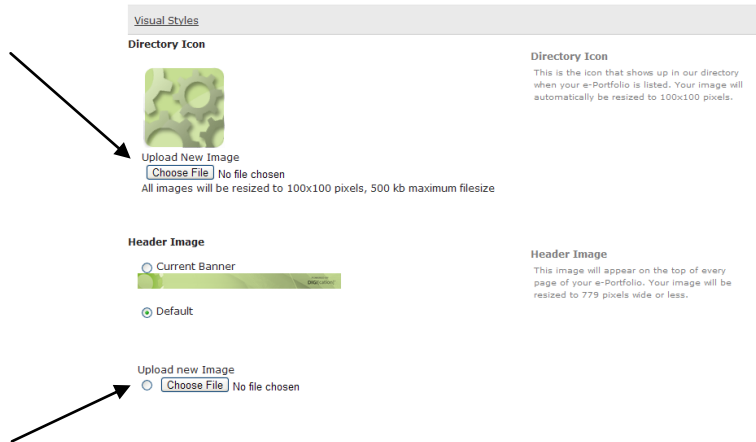
e-Portfolio Title	Title
<input type="text" value="Enter Your Name"/>	This is the title of your e-Portfolio.
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Visual Styles

Permission Settings & Tagging

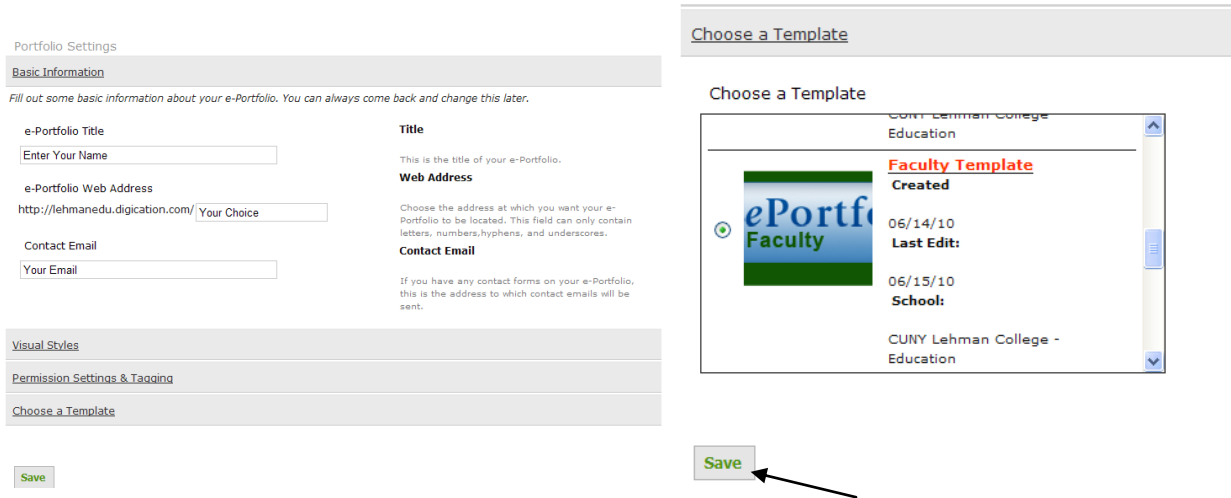
Choose a Template

Upload your headshot/photo: Choose file from your computer or flash drive



Upload banner: To obtain the banner for your specific program, ask the Administrator

Choose Faculty Template: Click Choose Template > Select Faculty Template > Click Save



NOTE: DO NOT CLICK Save UNTIL YOU HAVE SELECTED THE CORRECT TEMPLATE.