

Launch of ePortfolio

The following activities are considered launch activities to be completed when creating an ePortfolio. These activities can also be found on the ePortfolio launch page at <https://uneportfolio.org/help/eportfolio/launching-your-eportfolio/>.

Part 1: Access and Overview

- Understand the purpose of ePortfolio by watching the short [introduction video](#).
- Read the [terms of service](#) found in the welcome email from UNEPortfolio (<https://uneportfolio.org/faq/terms-of-service/>).
- Review the [Dashboard](#).
- Review and adjust the [privacy setting and change the time zone setting](#).
- [Change your password](#) (note: this password is not linked to your Okta sign-in).

Part 2: Add and Organize Content

- Delete the sample page and sample “hello world” post.
- Add an [About](#) page.
- Learn to [add pictures and text](#) to a page or post.
- [Create a menu](#) and add your About page to the menu.
- Learn about [adding categories](#) to your posts and adjusting the menu to include categorized posts.

Part 3: Customize

- Add a [Meta widget](#) for easier log-in. Otherwise, you will need to access the log-in menu by adding `/wp-admin` to the end of your site URL:
`https://YourUNEUsername.uneportfolio.org/wp-admin`
- Change your [theme](#) or [customize your header image](#) or site tagline.
- Adjust your widgets to allow easy navigation of your site. Add a Meta [widget](#) to make log-in easier, or customize your site with widgets that include search bars, categories, recent posts, tag clouds, calendars, or links.
- If you notice that you are getting spam comments (typically generic comments about your posts or responses with links or advertisements), [install Akis-Met](#), a spam filter.

More tutorials and instructions can be found at <https://uneportfolio.org/help/eportfolio/>, or view our drop-in and appointment schedule, visit <https://une.tutortrac.com/> or SASC.