

## 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](#) and a [student testimonial](#) of the role of ePortfolio in getting a position.
- 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).
- Add a Log-in widget to make log-in easier. Otherwise, you will need to access the log-in menu by adding `/wp-admin` to the end of **your** site URL (not the main uneportfolio.org site): **<https://YourUNEXUsername.uneportfolio.org/wp-admin>**

### 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

- Each theme allows you to customize, but choices vary from theme to theme. Some themes include video tutorials for customization, including our 2023 choice: Ashe theme. Change your [theme](#), [customize your header image](#), or add a site tagline.
- Adjust your widgets to allow easy navigation of your site, including a search bar, 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.