

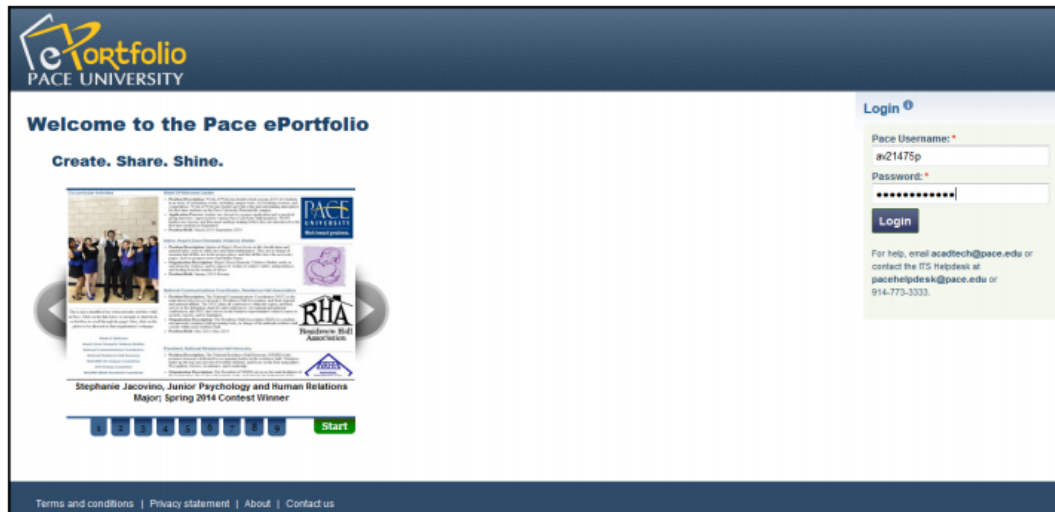
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CREATING A COLLECTION

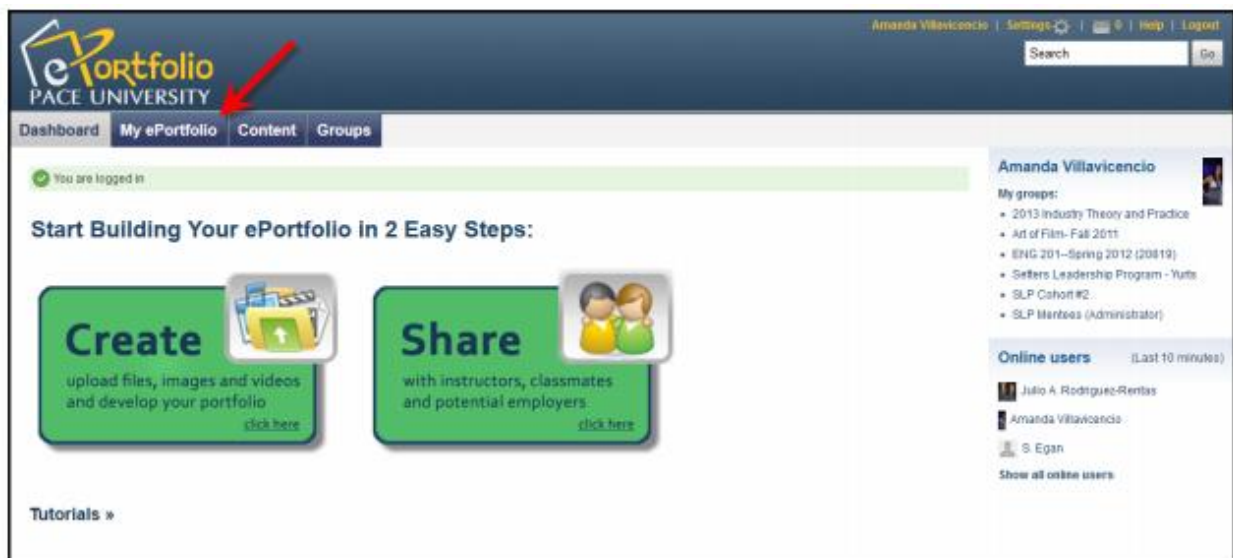
A collection is a linked set of pages, all with the same permissions. You can create an academic collection of pages, a professional one, and a job search one. You can make as many collections as you would like.

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

1. Log in to <https://eportfolio.pace.edu> with your Pace username and password.

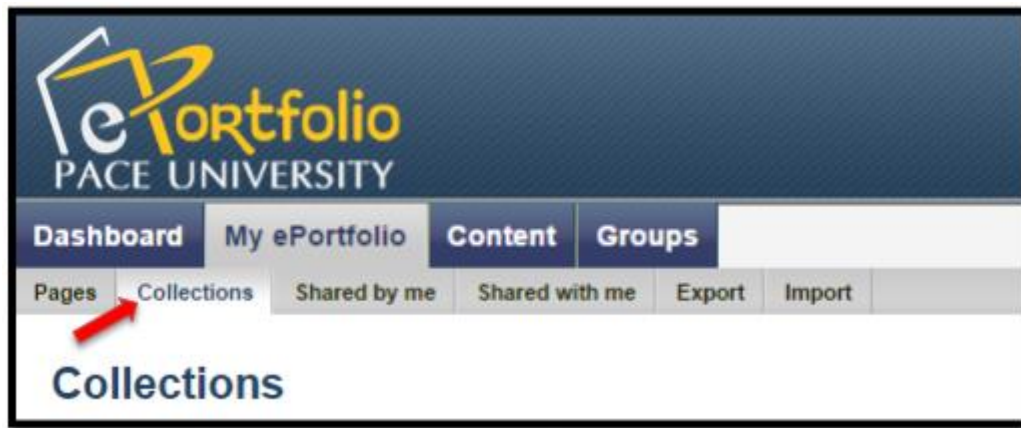


2. Click the **My ePortfolio** button.



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3. Click **Collections**.



4. Click the **New Collection** button on the right.



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5. Under **Collection Name**, create a title for the collection. You may also add a description. Click **Next: Edit collection pages** when finished.

Dashboard **My ePortfolio** **Content** **Groups**

Pages Collections Shared by me Shared with me Export Import

Edit title and description ⁱ

Collection name * Sample Collection

Collection description Description of the collection

Tags Show my tags

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Page navigation bar ☒

Add a horizontal navigation bar to every page in this collection by default.

Next: Edit collection pages Cancel

My Notes: