

TUTORIAL

PACE PATH – ADDING CONTENT

This tutorial will show you how to edit your Pace Path Page. You will need:

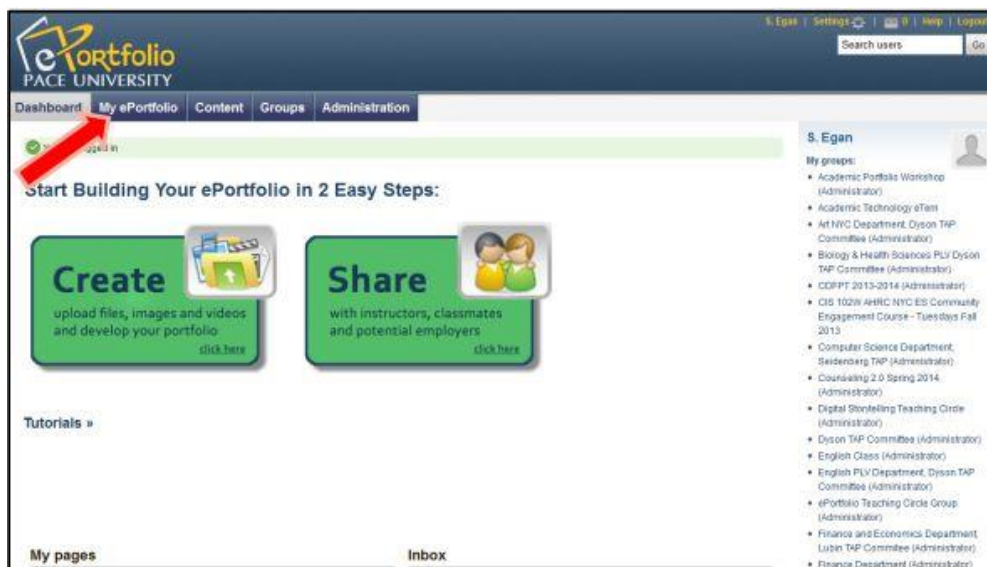
- Your documents ready to upload

<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**.

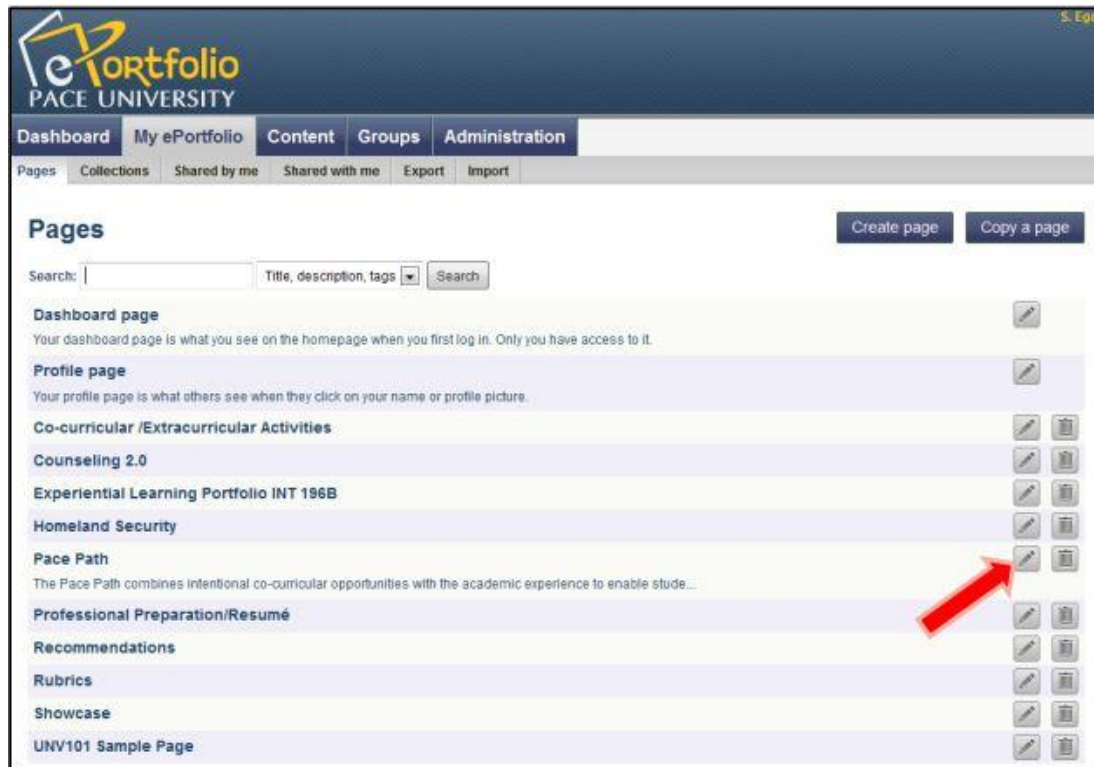


2. **Click the “My ePortfolio” button.**

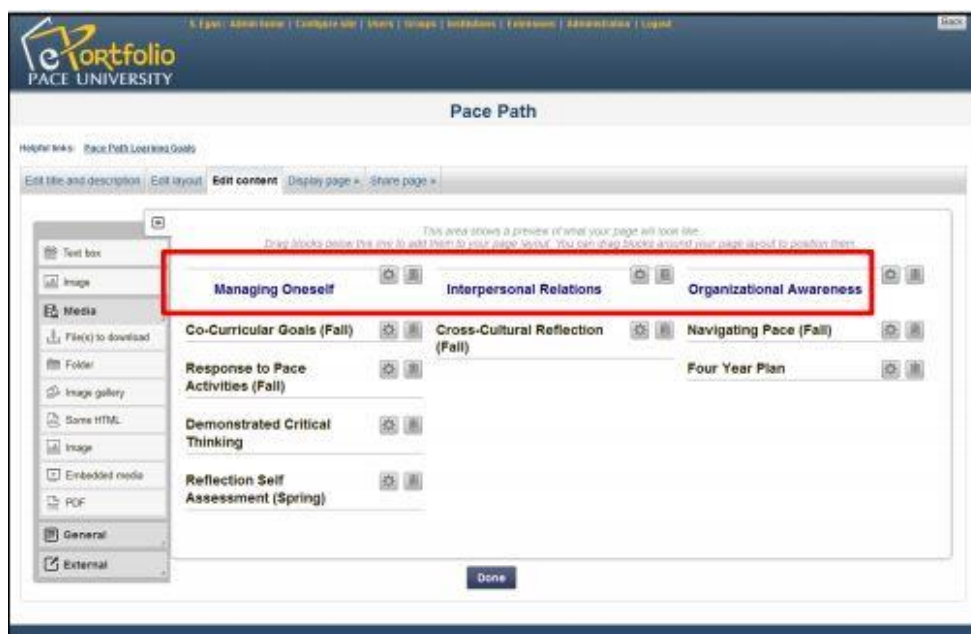


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3. Click the grey pencil icon next to your Pace Path page.

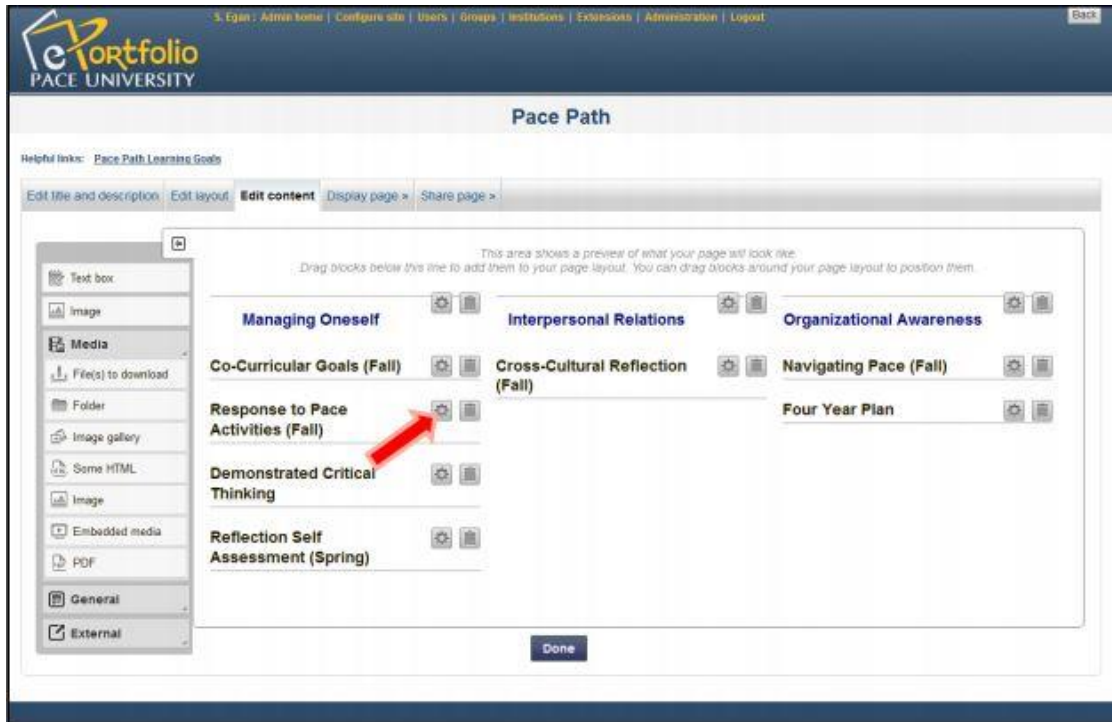


4. The text in blue at the top of are your **column headings**. Please **do not change** these.



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5. The headings in black are place holders for you to upload your files. **To add a file** in a section, **click the gear** next to the heading.

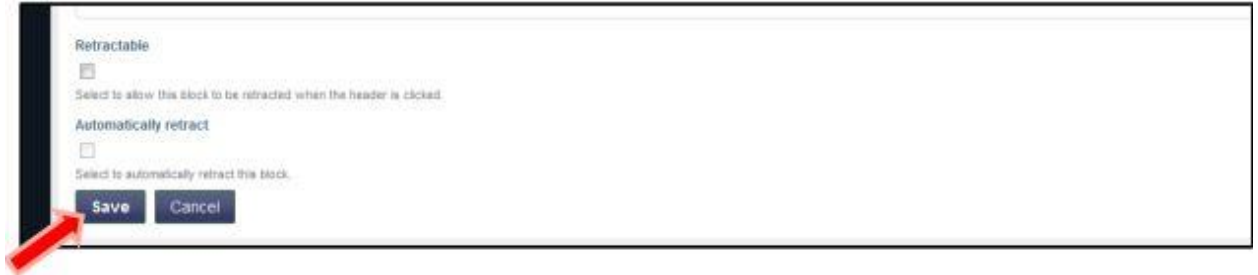


6. When the pop-up window comes up, **check the box in the “Upload file” section**. Then **click “Browse”** and select a file from your computer or flash drive.



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7. After your file has been selected, **click “Save.”**



8. **Repeat steps 5-7** for each additional file you'd like to upload.

My Notes: