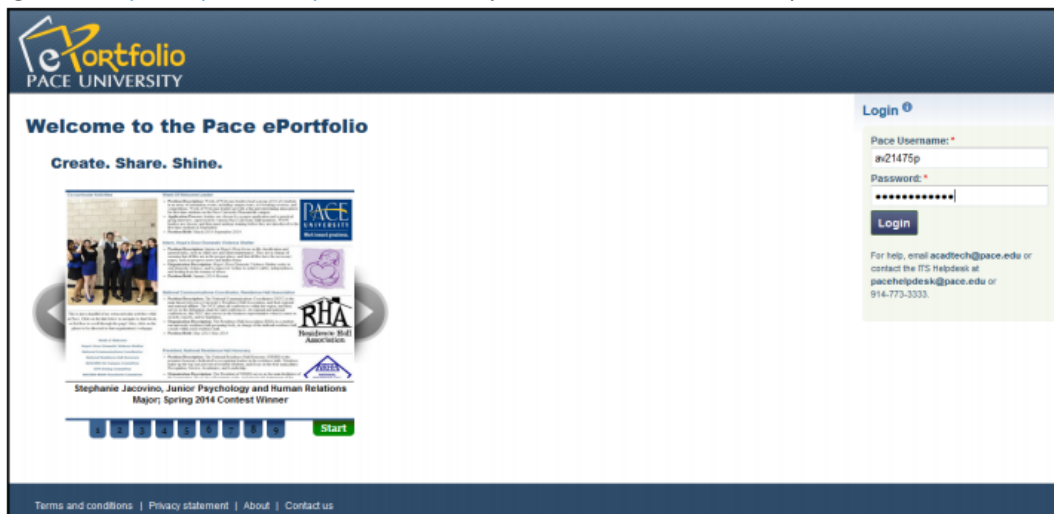




CREATE A COLLECTION

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.

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

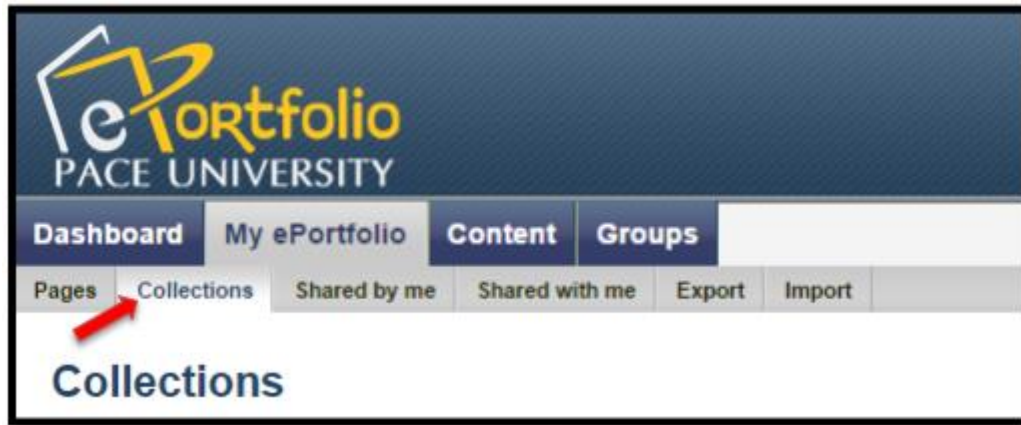


2. Click the **My ePortfolio** button.

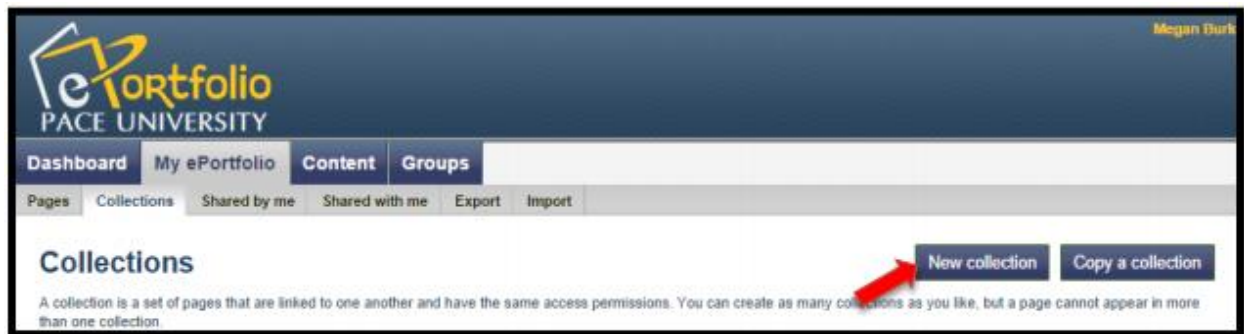




3. Click **Collections**.



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





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 *

Collection description

Tags Show my tags ⁱ

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: