TUTORIAL

JOINING A GROUP

This tutorial will show you how to join an ePortfolio group.

1. On the ePortfolio dashboard, select the Groups tab

2. Click Find Groups.
3. Before you type into the search bar, change the dropdown to All groups. Then search for the name of the group you wish to join.

4. When the group appears, click Join This Group to the right of the name. If you do not see this option, the group may not be accepting new members.
5. If done correctly, you should see a confirmation inside the group page.

6. Other groups may require confirmation from the administrator. If so, just click **Request to join this group** and the owner will have to confirm membership.