ACADEMIC TECHNOLOGIES (ITS)

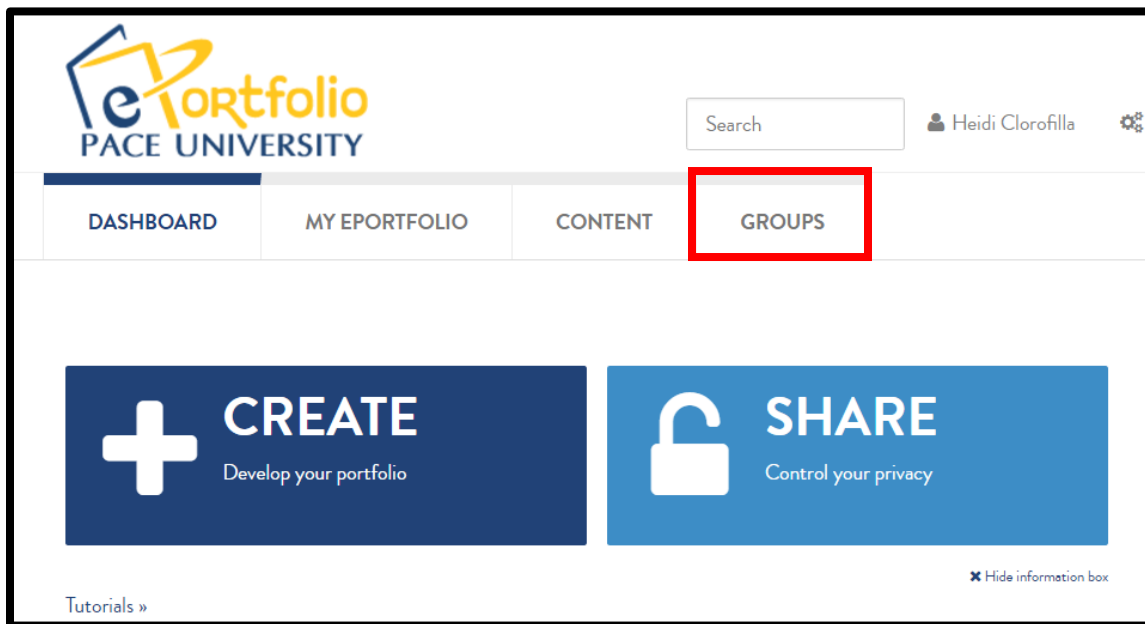**PACE UNIVERSITY**

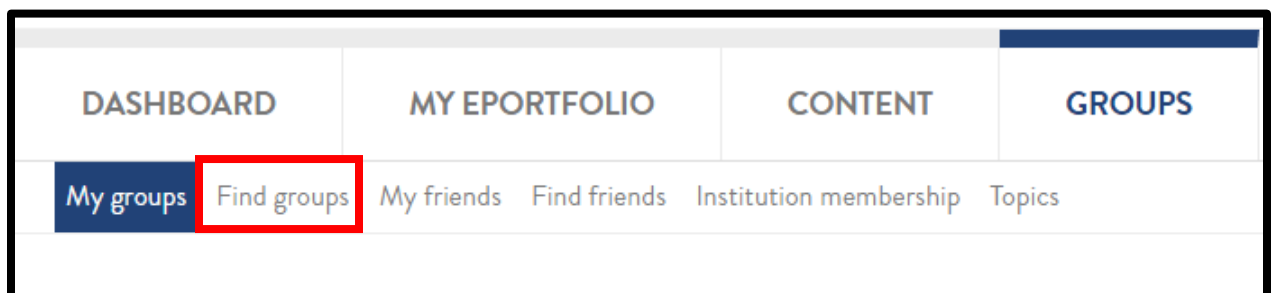*Work toward greatness.*

TUTORIAL

JOINING A GROUP

This tutorial will show you how to join an ePortfolio group.
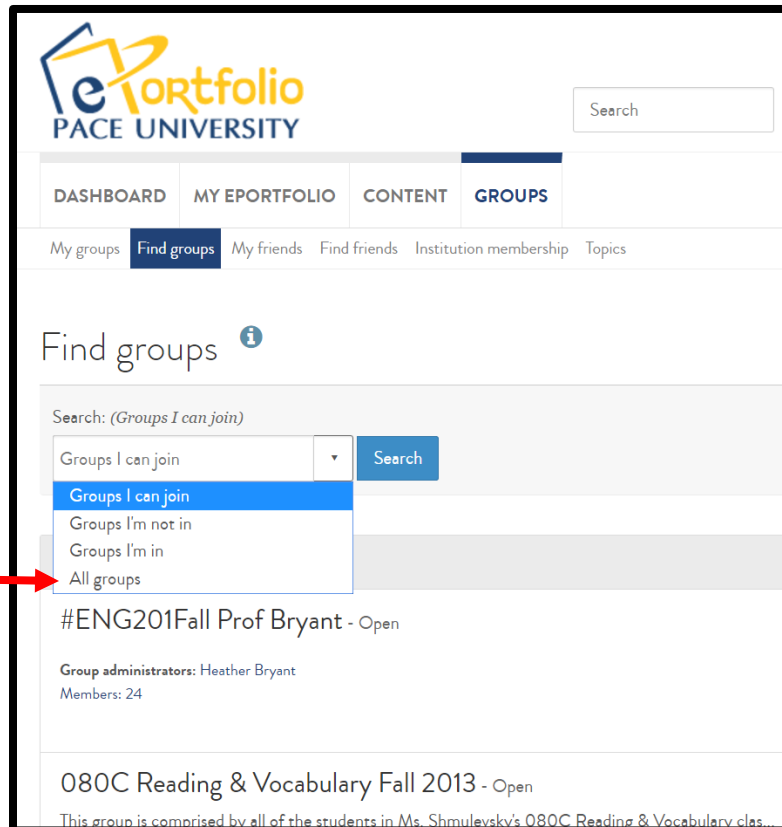
1. On the ePortfolio dashboard, **select the Groups tab**
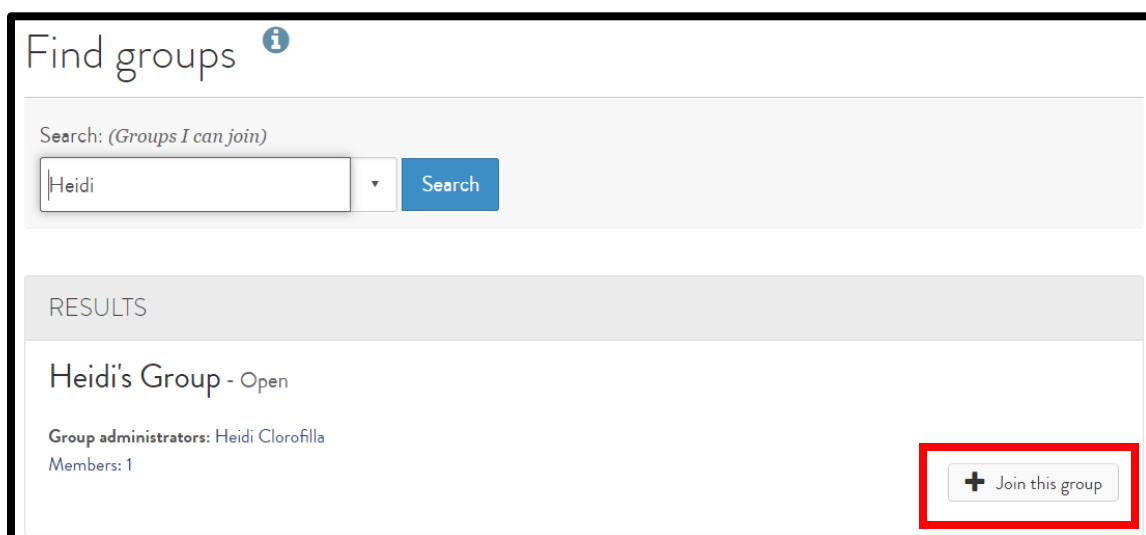

2. **Click Find Groups**.

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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.
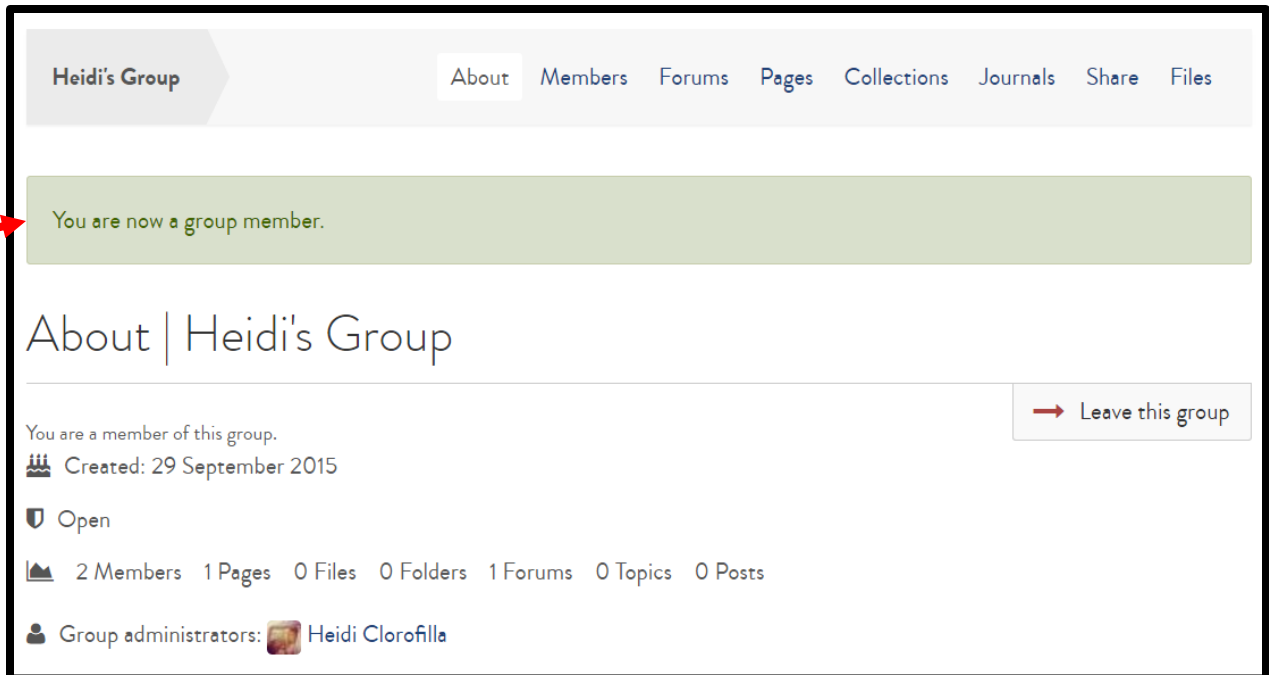

4. When the group appears**, click Join This Group** to the right of the name. If you do not see this option, the group may not be accepting new members.

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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.

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