This tutorial guides you how to share the UNV-101 page.

1. **Log in** to [https://eportfolio.pace.edu](https://eportfolio.pace.edu) with your **Pace username and password**.

2. **Click** the “Share” button.
3. **Click the black lock icon** next to your UNV-101 page.
4. It is required that you **share your UNV-101 page** with your **UNV101 instructor** and your **peer leader**. The easiest way to do this is to **share your page with logged in users**. This means that Pace users that log into ePortfolio could see your Pace Path page.

A. To share your page with register users, **expand the SHARED WITH menu** and select “**Registered users.**”

B. If you prefer to **only share your page with your instructor and peer leader**, select “**Users**” from the menu.
C. In the search box, **type the first and last name** of your Instructor in the search box. Select the desired name from the list, and click **Save**.