ACADEMIC TECHNOLOGIES (ITS)

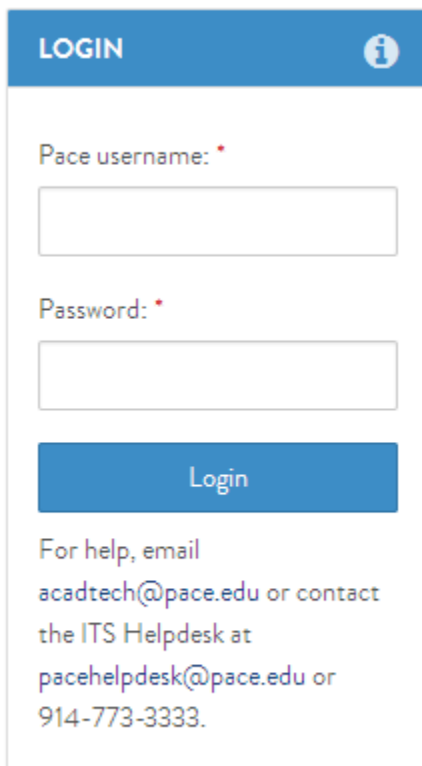**PACE UNIVERSITY**
Work toward greatness.

TUTORIAL

UNV-101-COPYING THE PAGE

This tutorial will show you how to place the UNV-101 page into your ePortfolio if it is not already in your list of pages. These steps apply will not apply for incoming students for fall 2014 who should already have the page in their ePortfolio.

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

LOGIN ⓘ

Pace username: *

Password: *

[Login]

For help, email acadtech@pace.edu or contact the ITS Helpdesk at pacehelpdesk@pace.edu or 914-773-3333.

help.pace.edu
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www.pace.edu/digitaltoolkit
914 773 3664 (PLV)
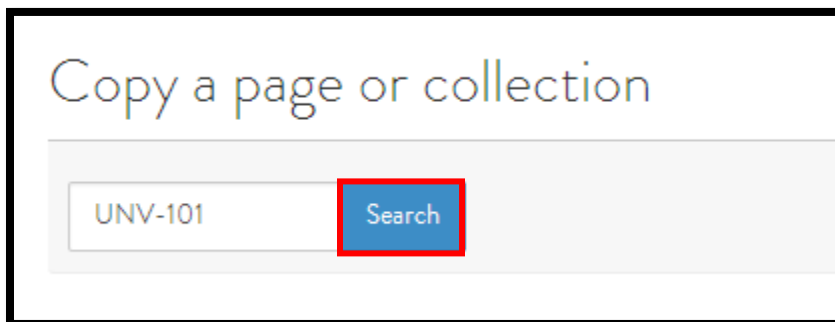212 346 1661 (NYC)

2. Click the **My ePortfolio** button.
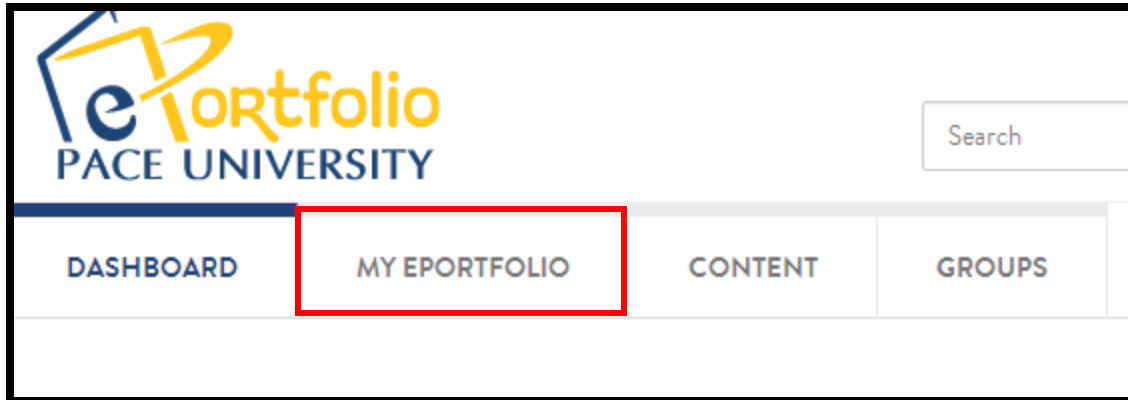
3. Click **Copy a Page**.
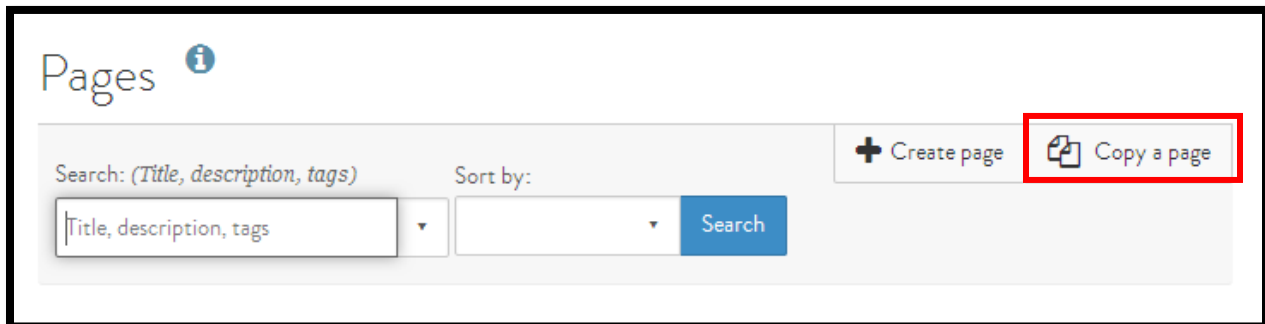
4. In **the Search Pages** box, type UNV-101. Then click **Search**.

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5. Click **Copy page** next to the page titled **UNV-101** by Pace University ePortfolio.

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6. Check the **Page Title** field. Then click **Save**.

Page title *

UNV-101 v.2

Page description

The Pace Path is an innovative four-year program unique to Pace University that helps each student become successful in college, career, and life. Each student develops strengths in managing oneself, interpersonal relations, and organizational awareness through co-curricular activities within an academic program. This is accomplished through collaboration with Pace faculty, advisers, staff, coaches, and mentors.

p   Words: 55

Tags

Type in a search term

Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Name display format *

Display name (Umme Kazmi)

How do you want people who look at your page to see your name?

Save

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7. Now the **UNV-101** page is in your ePortfolio!

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