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 Form]

   For help, email acadtech@pace.edu or contact the ITS Helpdesk at pacehelpdesk@pace.edu or 914-773-3333.
2. Click the **My ePortfolio** button.

3. Click **Copy a Page**.

4. In the **Search Pages** box, type UNV-101. Then click **Search**.
5. Click **Copy page** next to the page titled **UNV-101** by Pace University ePortfolio.
6. Check the **Page Title** field. Then click **Save**.
7. Now the **UNV-101** page is in your ePortfolio!