CREATING A COLLECTION

A collection is a linked set of pages, all with the same permissions. You can create an academic collection of pages, a professional one, and a job search one. You can make as many collections as you would like.

1. Log in to https://eportfolio.pace.edu with your Pace username and password.
2. Click the **My ePortfolio** button.

3. Click **Collections**.
4. Click the **New Collection** button on the right.

5. Under **Collection Name**, create a title for the collection. You may also add a description. Click **Next: Edit collection pages** when finished.
6. Here you can select the pages you want displayed in the collection. When you’re finished, click Done.