

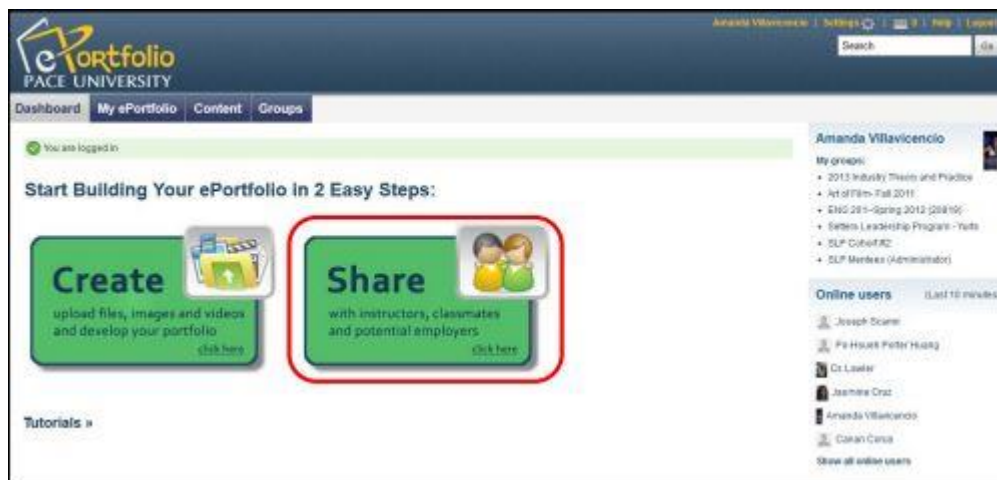


ePORTFOLIO GUIDE FOR SETTING TAP PERMISSIONS

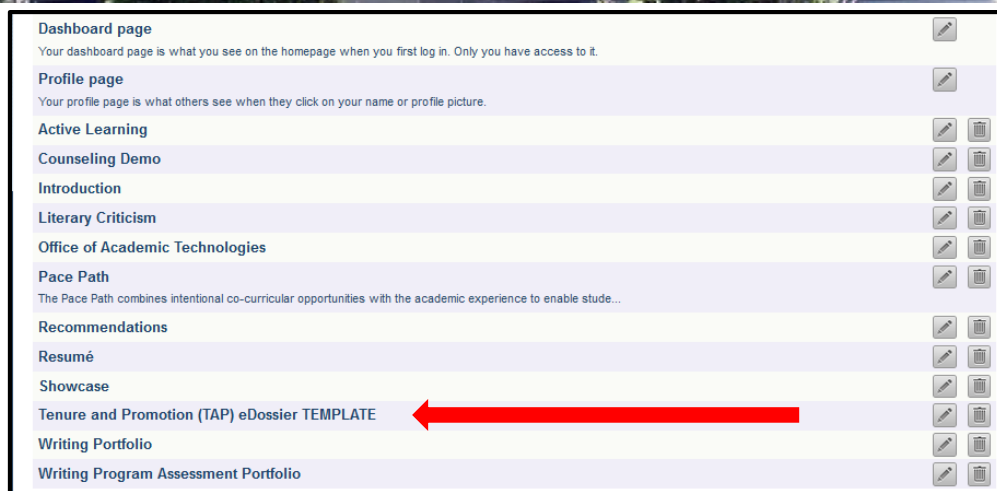
This tutorial will show you how to share your TAP page.

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

1. **Log in** to ePortfolio and **click the green “Share” button**.



2. Then **click the “Shared by Me” tab** and **select the “Edit Access” Button** next to your **Tenure and Promotion (TAP) eDossier TEMPLATE** page.



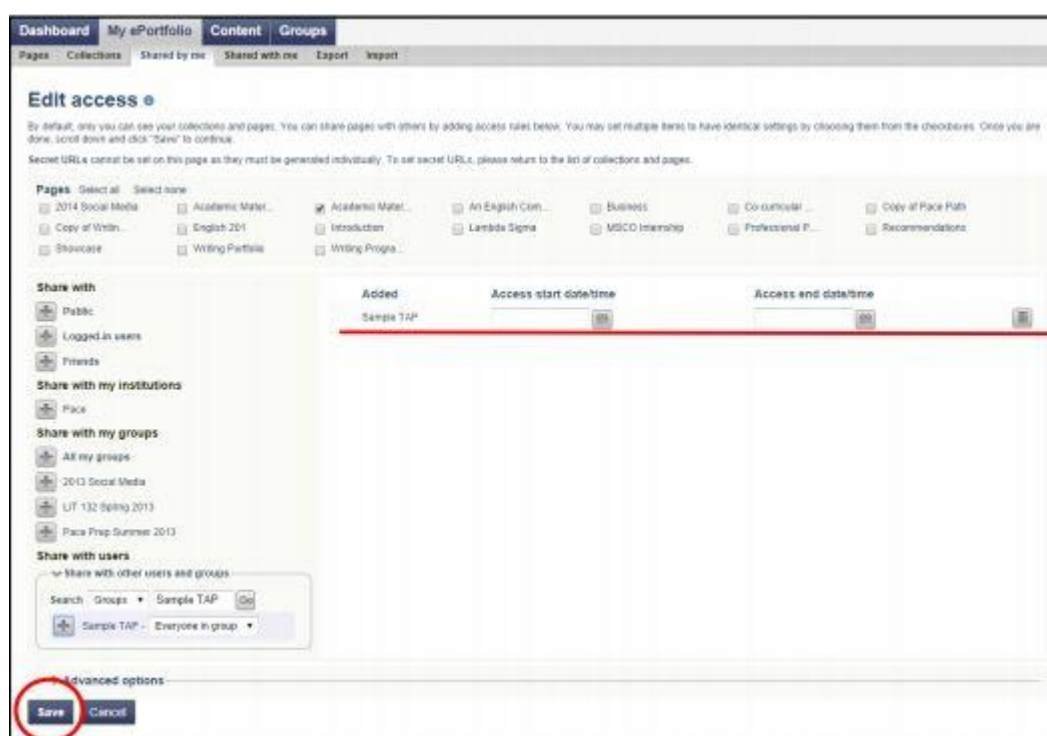
- Click the heading **“Share with other users and groups”**. Select **“Groups”** in the drop down box, then **type in the name of your group** within the text box.



- Click the **“Search”** button and click **“+ Icon”** when your group appears.



5. Click **"Save"** to share your page. Note the confirmation near the upper portion of the page.



Now everyone in the group will have access to your academic materials page. To review the guidelines for faculty ePortfolios for tenure and promotion evaluation and view a faculty sample visit <http://www.pace.edu/provost/information-faculty-0/cdfpt-0/cdfpt-guidelines-dossier-preparation-0>. Contact CTLC at ctlc@pace.edu for further assistance.

My Notes: