

TUTORIAL

ePORTFOLIO GUIDE FOR SETTING TAP PERMISSIONS

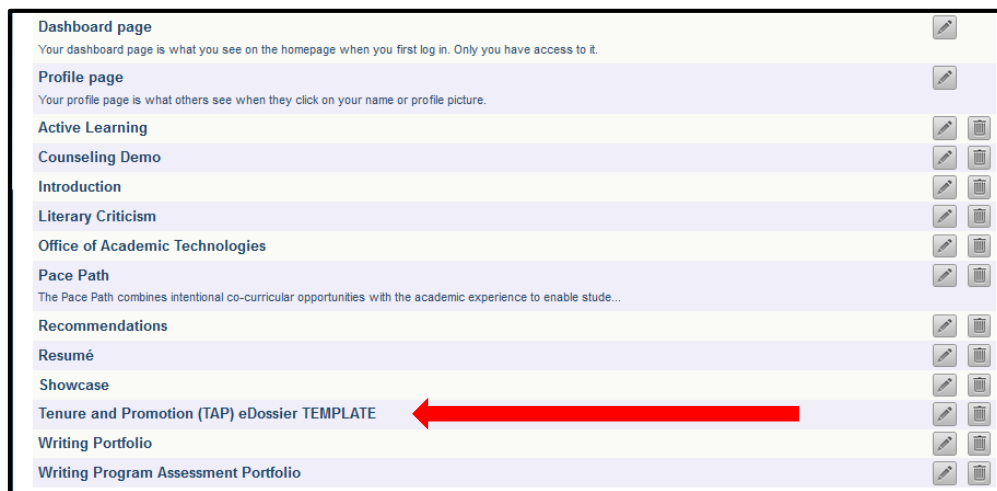
This tutorial will show you how to share your TAP page.

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

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

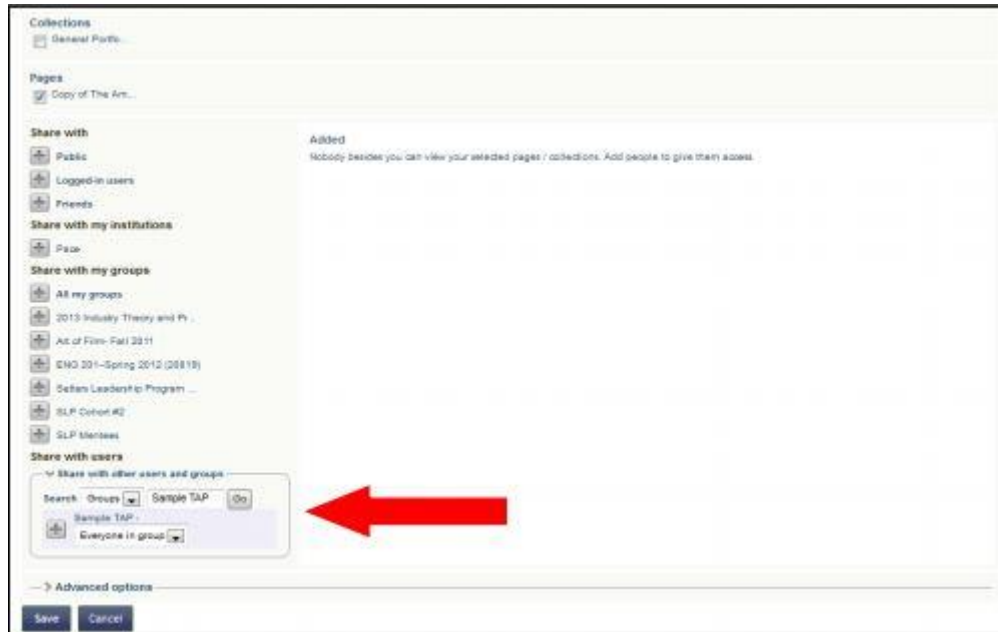


2. Then **click the “Shared by Me” tab** and **select the “Edit Access” Button** next to your **Tenure and Promotion (TAP) eDossier TEMPLATE** page.



TUTORIAL

3. 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.



4. 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.

TUTORIAL

Edit access

By default, only you can see your collections and pages. You can share pages with others by adding access rules below. You may set multiple items to have identical settings by choosing them from the checkboxes. Once you are done, scroll down and click "Save" to continue.

Secret URLs cannot be set on this page as they must be generated individually. To set secret URLs, please return to the list of collections and pages.

Pages Select all Select none

Added	Access start datetime	Access end datetime
Sample TAP		

Share with

- Public
- Logged in users
- Friends

Share with my institutions

- Pace

Share with my groups

- All my groups
- 2013 Social Media
- UT 132 Spring 2013
- Pace Prep Summer 2013

Share with users

Share with other users and groups

Search Groups: Sample TAP

Sample TAP - Everyone in group

Advanced options

Save **Cancel**

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-o/cdfpt-o/cdfpt-guidelines-dossier-preparation-o>.

My Notes: