

TUTORIAL

PACE PATH – COPYING THE PAGE

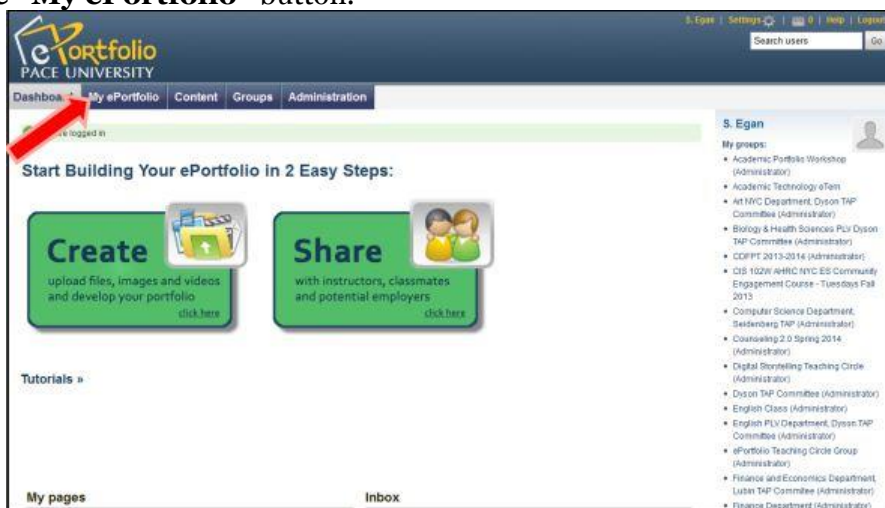
This tutorial will show you how to place the Pace Path page into your ePortfolio if it is not already in your list of pages. These steps apply will not apply for incoming students for fall 2014 who should already have the page in their ePortfolio.

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

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



2. **Click the “My ePortfolio” button.**



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3. Click “Copy a Page”.

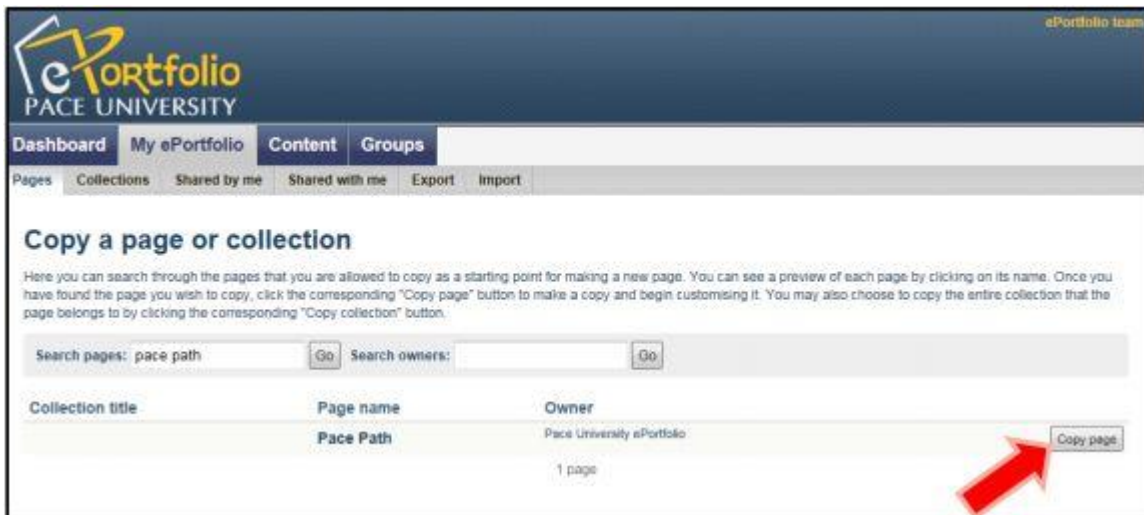


4. In the “Search Pages” box, type “Pace Path.” Then click “Go.”

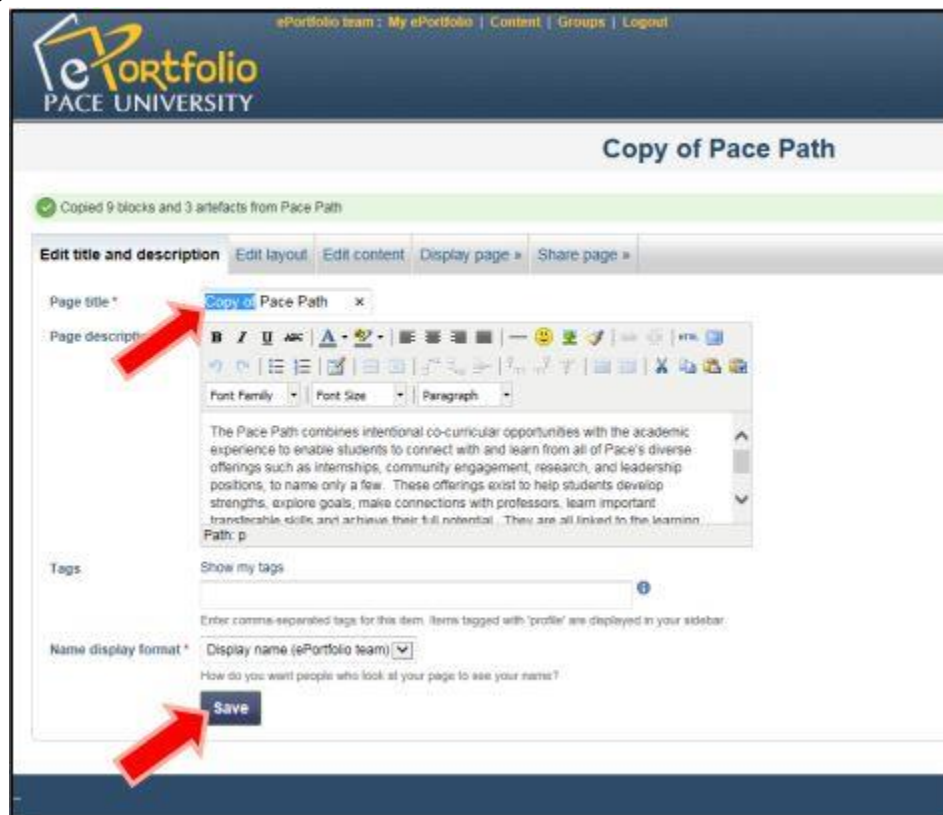


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5. Click “Copy page” next to the page titled “Pace Path” by Pace University ePortfolio.

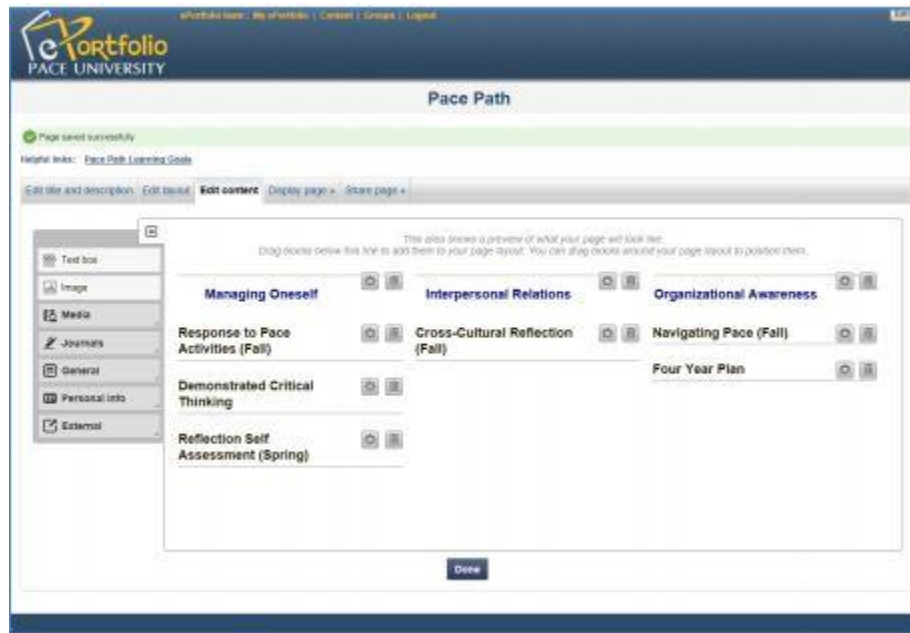


6. In the “Page Title” field, remove the words “Copy of” from the title. Then click “Save.”



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7. Now the Pace Path page is in your ePortfolio!



My Notes: