

TUTORIAL

PACE PATH – SHARING THE PAGE

This tutorial will show you how to allow others to view your Pace Path page.

<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**.

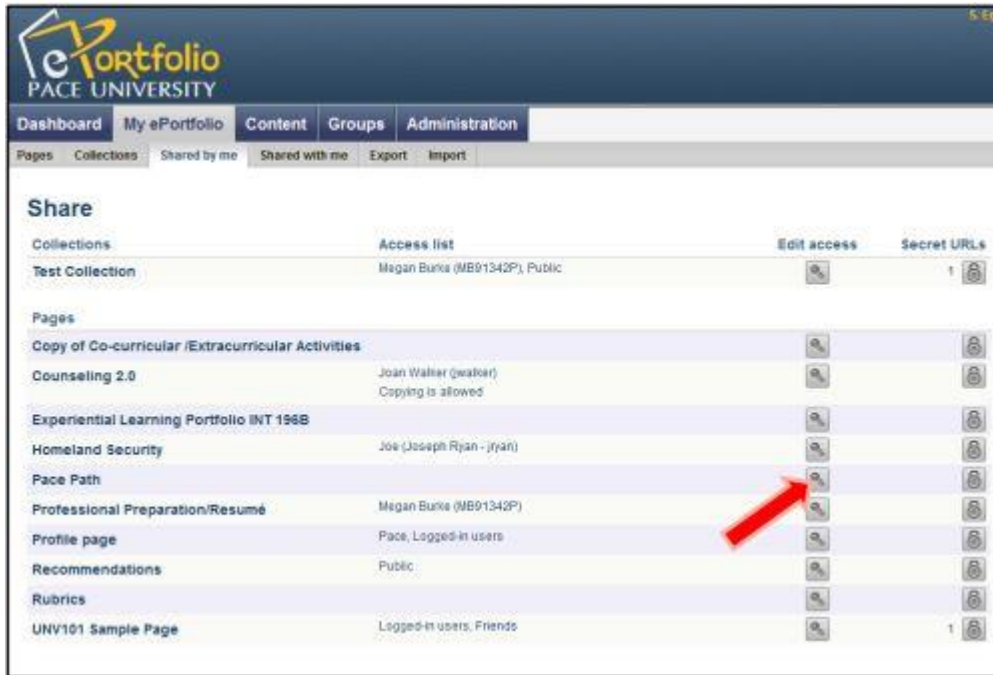


2. Click the “Share” button.



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3. Click the grey key icon next to your Pace Path page.

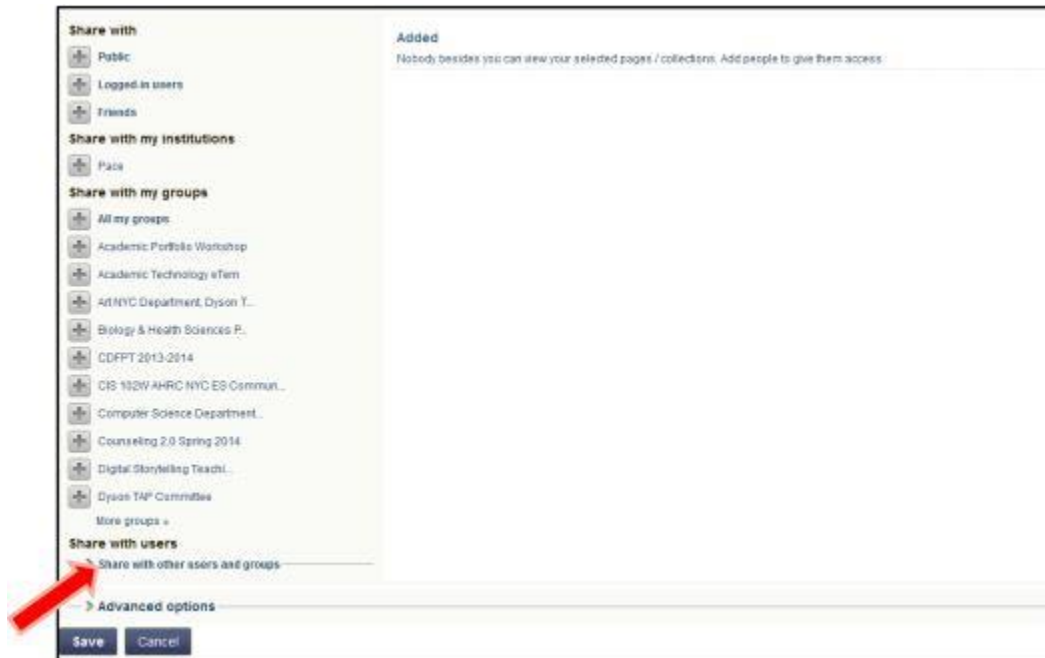


4. It is required that you **share your Pace Path page** with your **UNV101 instructor** and your **peer leader**. The easiest way to do this is to **share your page with logged in users**. This means that Pace users that log into ePortfolio could see your Pace Path page.
 - A. To share your page with logged in users, **click the grey plus sign** next to **“Logged-in users.”**



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- B. If you prefer to **only share your page with your instructor and peer leader**, click **“Share with other users and groups.”**



- C. In the drop down menu, **change “Friends to “Users.”**



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- D. **Type the first and last name** of your Instructor in the search box and **click** “Go.”



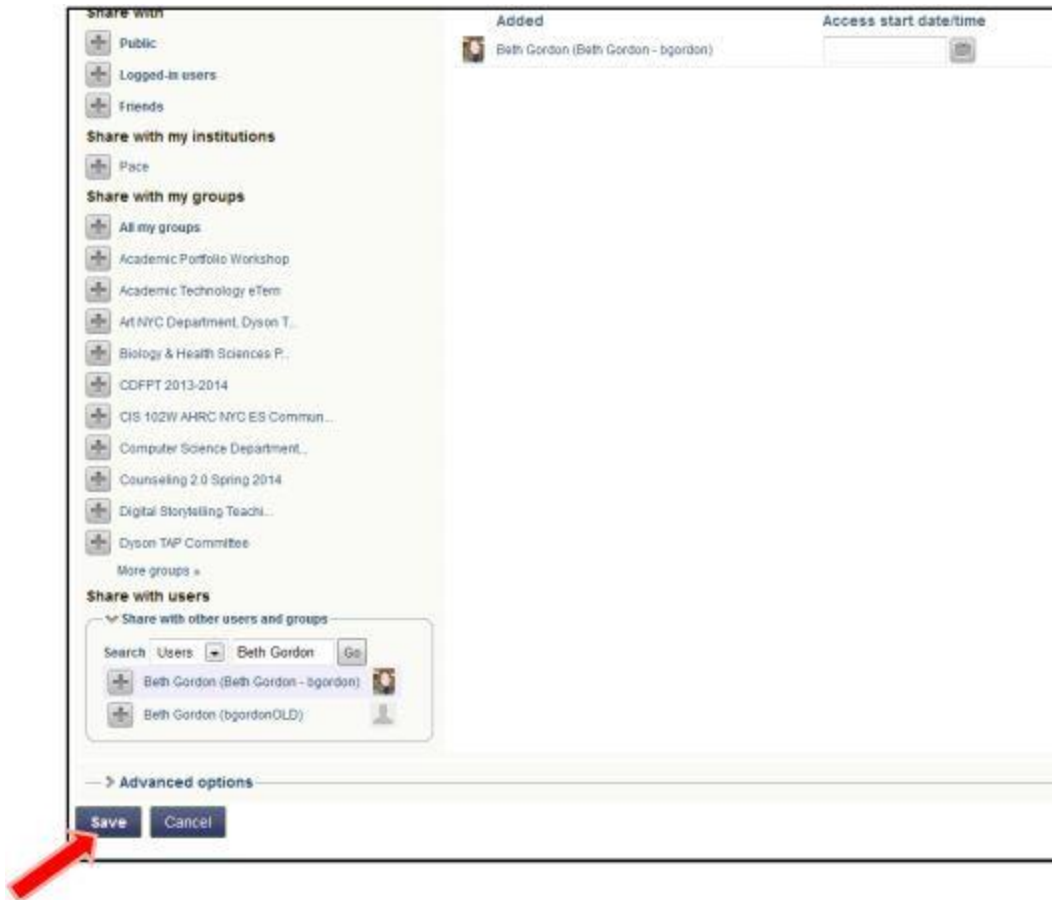
- E. **Click the grey plus** button next to his/her name.



Repeat steps 4b-4e to add your Peer Leader

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5. Click **“Save”** at the bottom of the page.



My Notes: