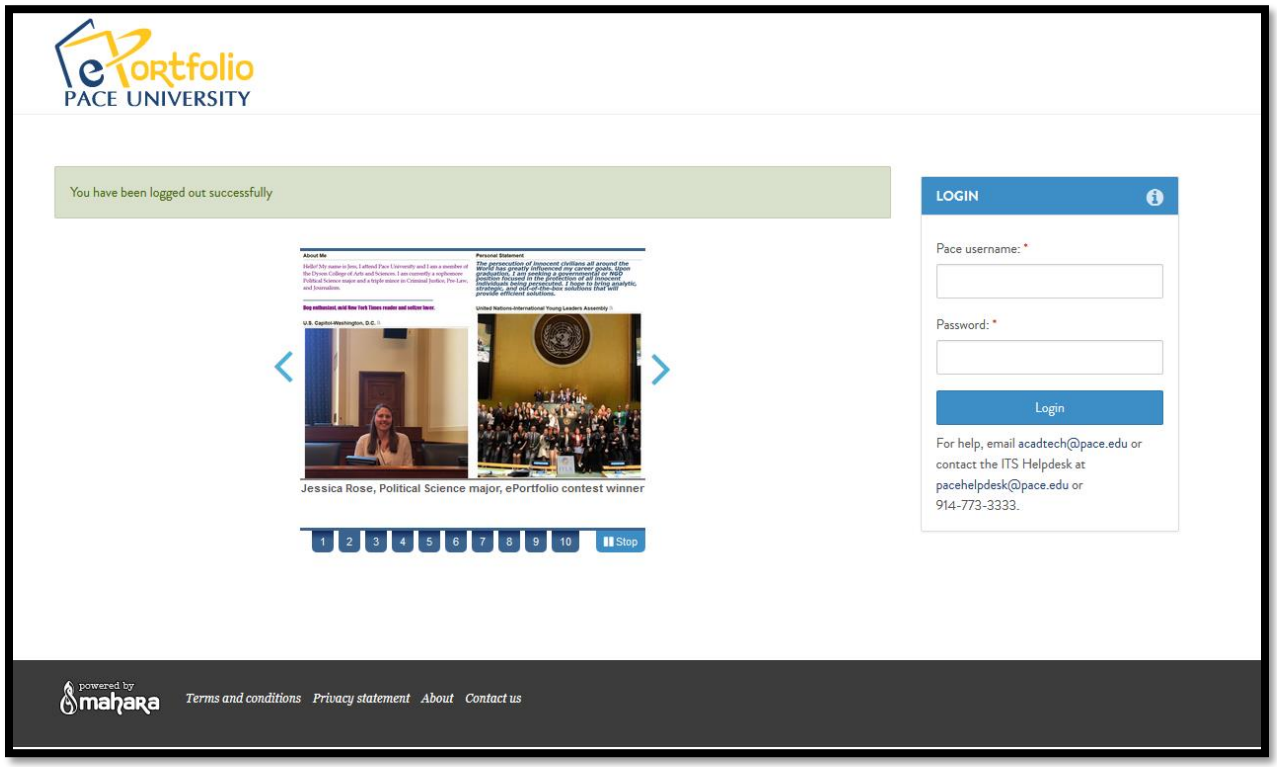
TUTORIAL

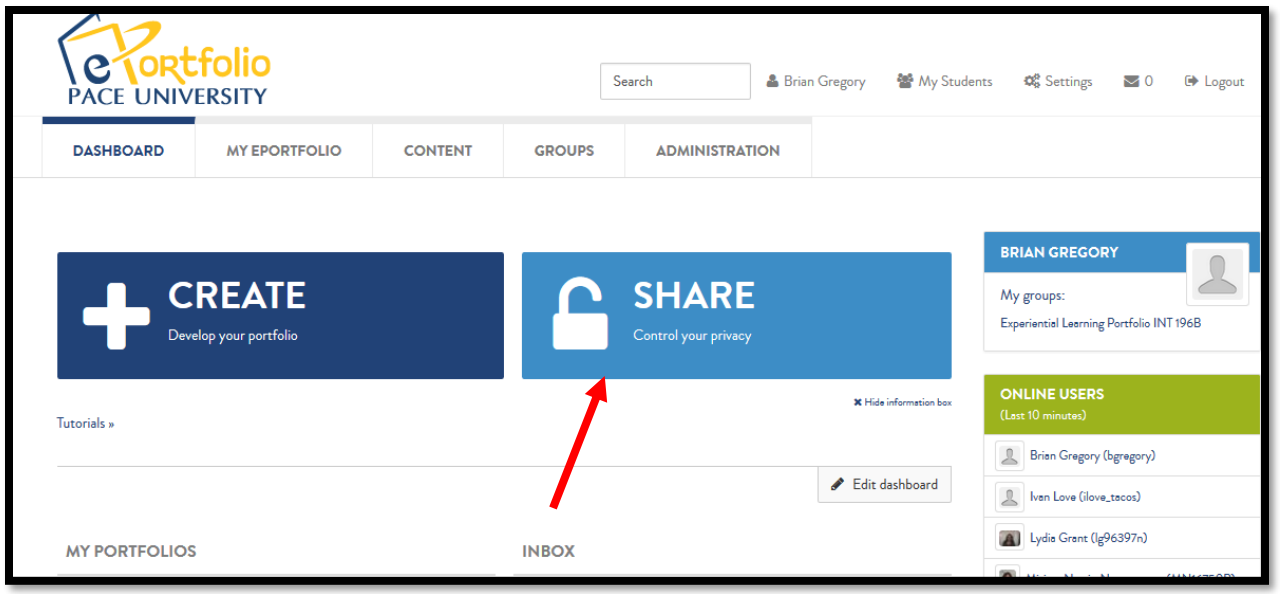
UNV-101 SHARING THE PAGE

This tutorial guides you how to share the UNV-101 page.

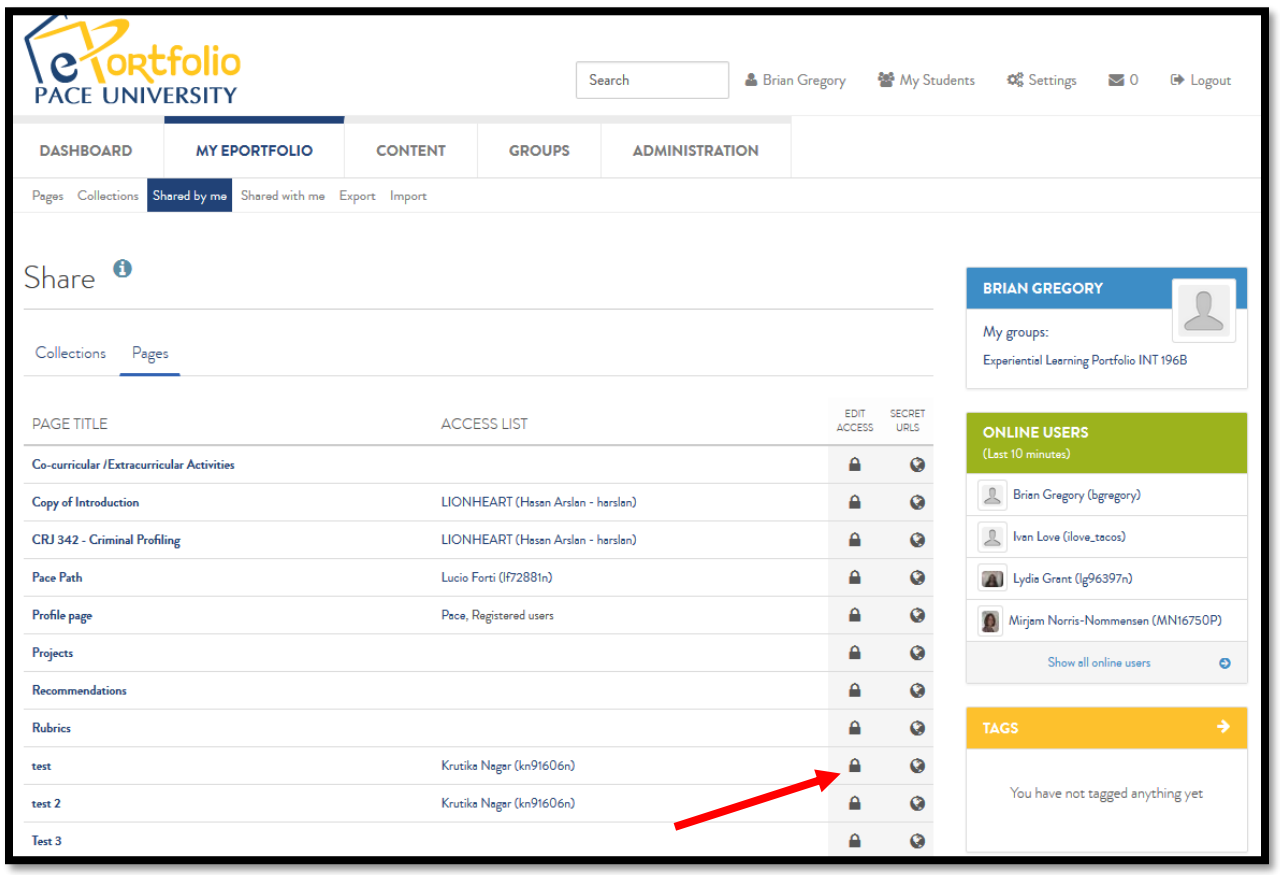
1. **Log in** to https://eportfolio.pace.edu with your **Pace username and password**.



2. **Click** the **"Share"** button.

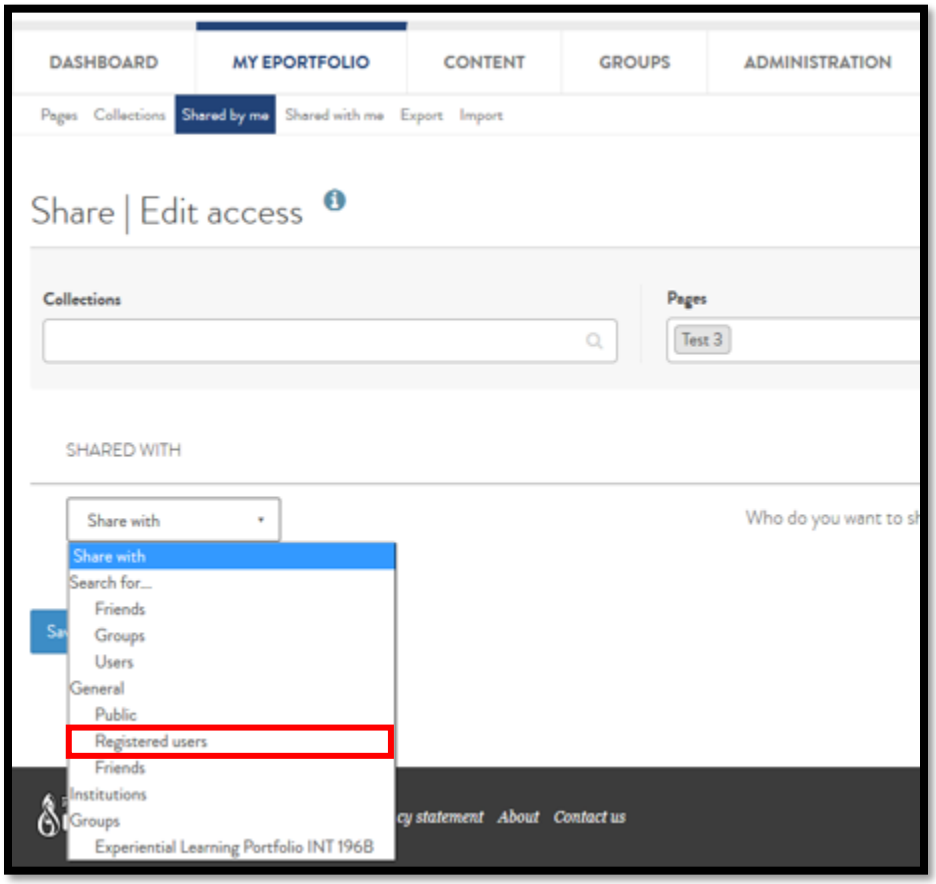


3. **Click the black lock icon** next to your UNV-101 page.

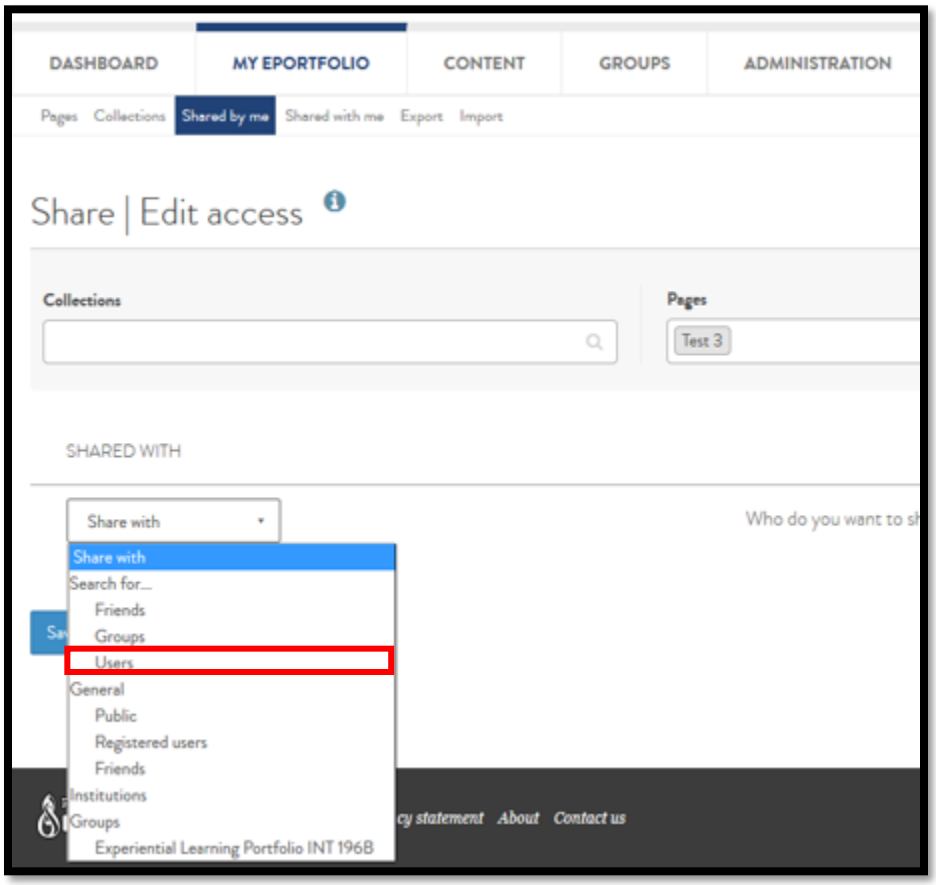


4. It is required that you **share your UNV-101 page** with your **UNV101 instructor** and your **peer leader**. The easiest way to do this is to **share your page with logged in users**. This means that Pace users that log into ePortfolio could see your Pace Path page.

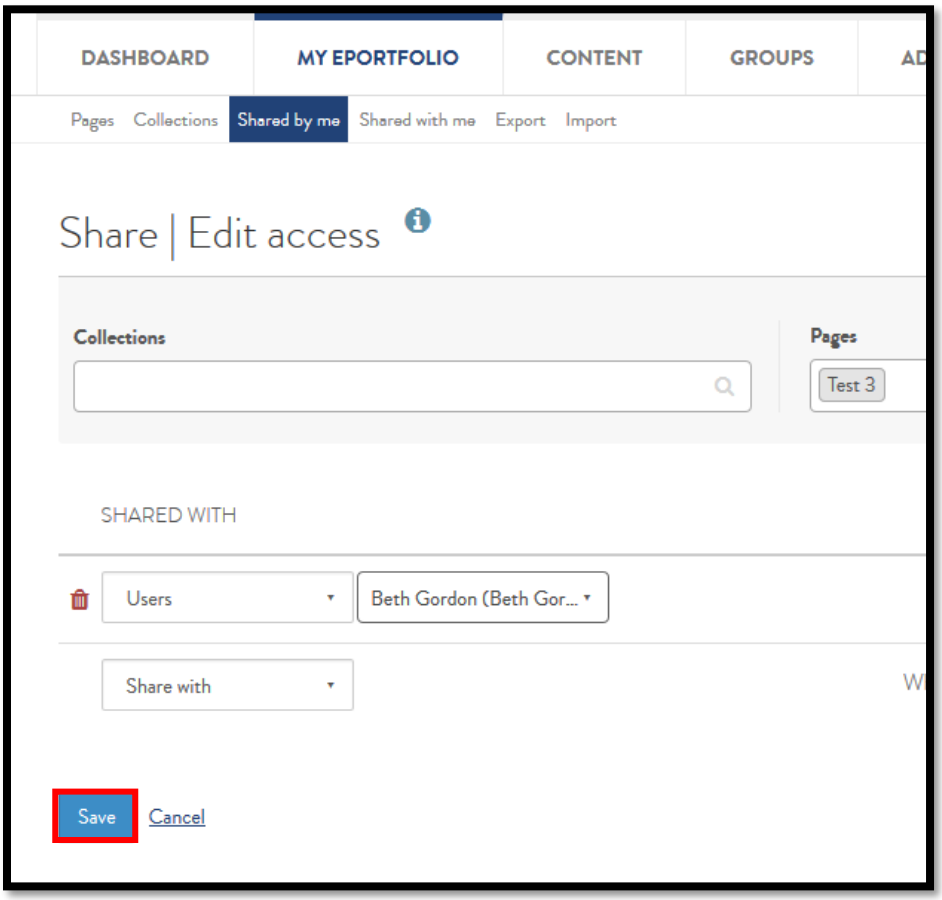
   A. To share your page with register users, **expand the SHARED WITH menu** and select **"Registered users."**



   B. If you prefer to **only share your page with your instructor and peer leader**, **select "Users"** from the menu.



C. In the search box, **type the first and last name** of your Instructor in the search box. Select the desired name from the list, and click **Save**.


DASHBOARD
MY EPORTFOLIO
CONTENT
GROUPS
Pages
Collections
Shared by me
Shared with me
Export
Import
Share | Edit access
Collections
Pages
Test 3
SHARED WITH
Users
Beth Gordon (Beth Gor...
Share with
Save
Cancel