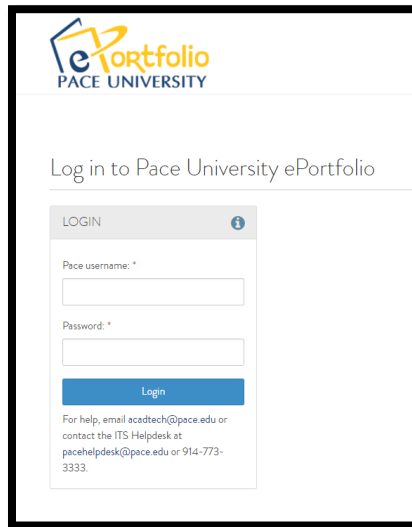


TUTORIAL

ADDING A RESUME

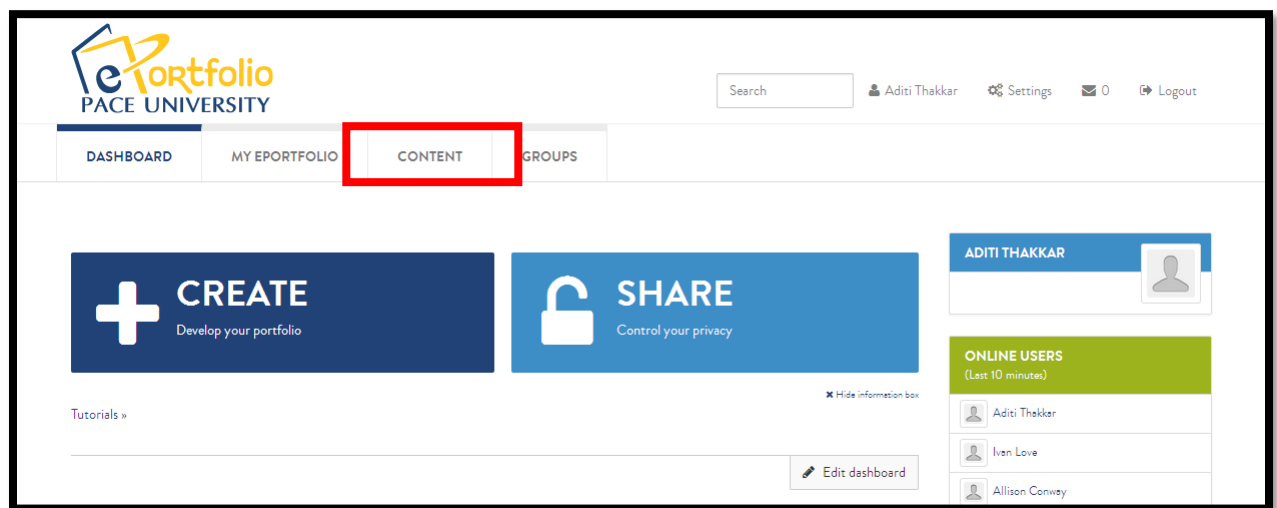
This tutorial will show you how to create a resume that you can embed on your ePortfolio pages.

1. **Open** a browser (e.g., Firefox, Internet Explorer) to <https://eportfolio.pace.edu/>.
2. Enter your Pace credentials and **click Login**.



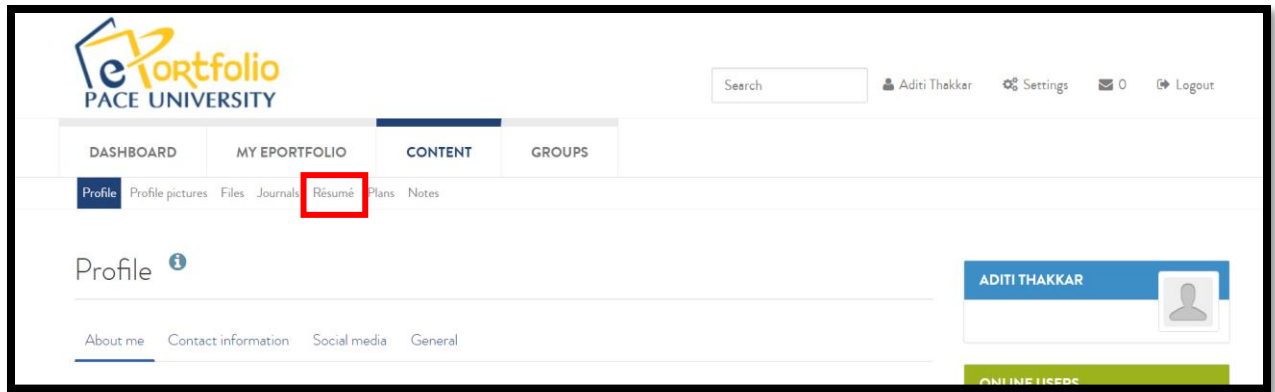
The screenshot shows the login page for Pace University ePortfolio. At the top is the ePortfolio logo. Below it, the text "Log in to Pace University ePortfolio" is displayed. A "LOGIN" box contains two input fields: "Pace username: *" and "Password: *". Below these fields is a blue "Login" button. At the bottom of the login box, there is a small text block: "For help, email acadtech@pace.edu or contact the ITS Helpdesk at pacehelpdesk@pace.edu or 914-773-3333."

3. After logging into ePortfolio, click the **Content** tab.



TUTORIAL

4. Click Resume.



5. You can **edit** your **Cover letter** and **Personal information** in this first section.

TUTORIAL

The screenshot shows the PACE University ePortfolio interface. At the top, there's a search bar and user information for Aditi Thakkar. The main navigation bar includes DASHBOARD, MY EPORTFOLIO, CONTENT, and GROUPS. Under CONTENT, there are sub-tabs: Profile, Profile pictures, Files, Journals, **Résumé**, Plans, and Notes. The **Résumé** tab is active, showing sub-sections: Introduction, Education and employment, Achievements, Goals and skills, and Interests. The 'Introduction | Résumé' section has a 'Cover letter' field and an 'Edit' button (highlighted with a red box). Below this is the 'Personal information' section (also highlighted with a red box), which includes fields for Date of birth, Place of birth, Citizenship, Visa status, Gender (with radio buttons for (Not specified), Female, and Male), and Marital status. A 'Save' button is at the bottom of this section. On the right sidebar, there's a user profile for ADITI THAKKAR, a list of online users (Ivan Love, Aditi Thakkar, Christopher Nocket), and a TAGS section.

6. You will notice a series of tabs. You will be able to **add** items to these sections by **clicking on each tab**.

TUTORIAL

Résumé

Introduction Education and employment Achievements Goals and skills Interests

Profile Profile pictures Files Journals **Résumé** Plans Notes

Résumé Introduction Education and employment Achievements Goals and skills Interests

Education and employment | Résumé ⓘ

EDUCATION HISTORY ⓘ

Add ▾

EMPLOYMENT HISTORY ⓘ

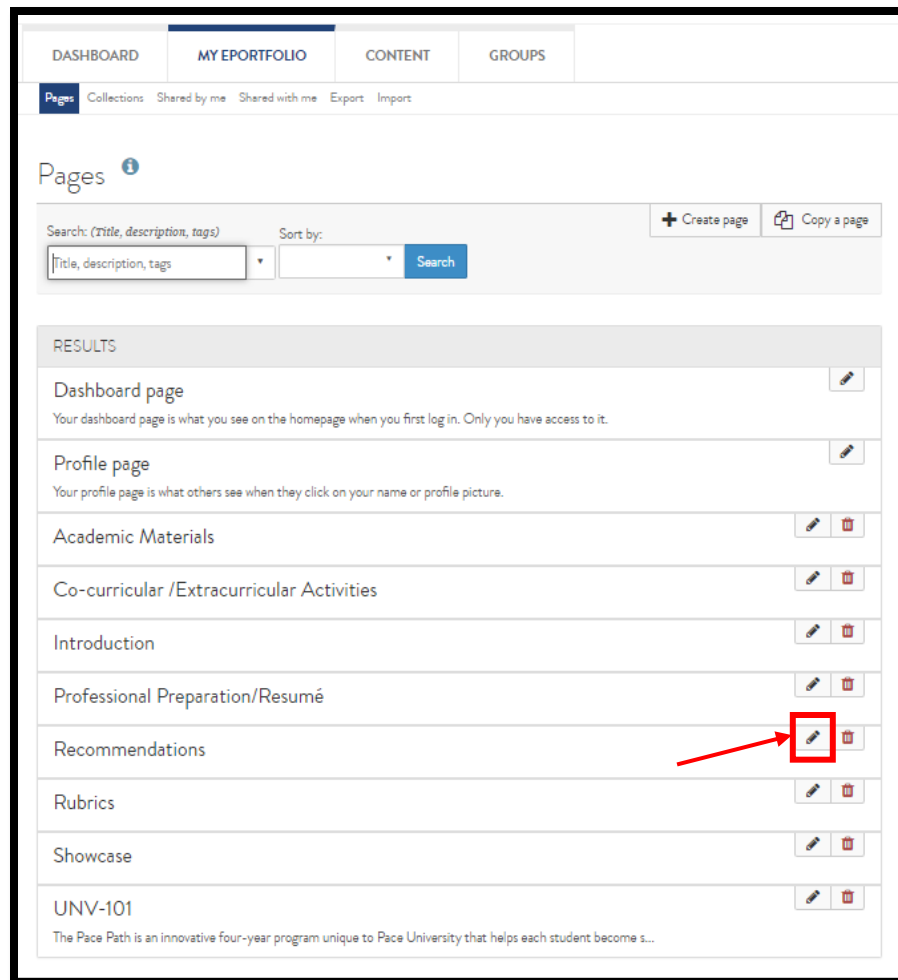
Add ▾

7. Once you have **completed filling out** each section, always click

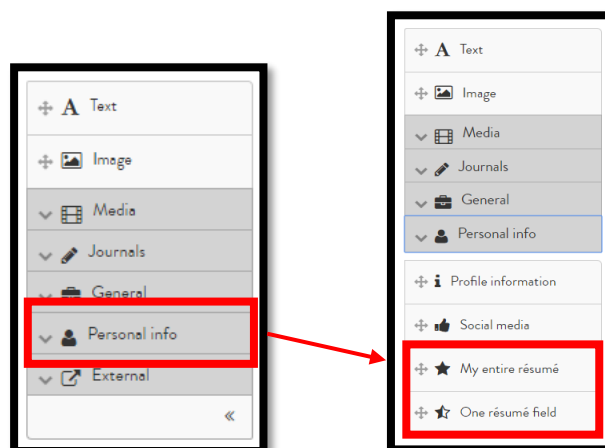
Save

8. Once saved, the resume can be put on any of your ePortfolio pages by first going to the **My ePortfolio** tab and **clicking the pencil icon** next to the page where you would like to display your resume.

TUTORIAL



9. Once in edit mode, **select Personal info** from the content block and you will be able to **drag and drop your entire resume or select sections.**



TUTORIAL

10. Be sure to **click Save** when you are finished.

My entire résumé: Configure

Block title: My entire résumé

Retractable: No

Select to allow this block to be retracted when the header is clicked.

Save Remove

MY ENTIRE RÉSUMÉ

Personal information

Date of birth	28 November 1993
Place of birth	Mumbai India
Gender	Female

History

Education history

Masters (Computer Science) at Pace University
September 2015 - May 2017

Bachelors (Computer Engg) at Mumbai University, India
August 2011 - May 2015