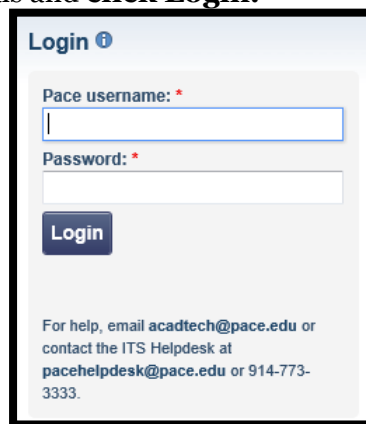


TUTORIAL

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 of the Pace ePortfolio system. It features a title 'Login' with an information icon. Below the title are two input fields: 'Pace username: *' and 'Password: *'. A blue 'Login' button is positioned below the password field. At the bottom, there is a text block providing contact information for help: '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**.

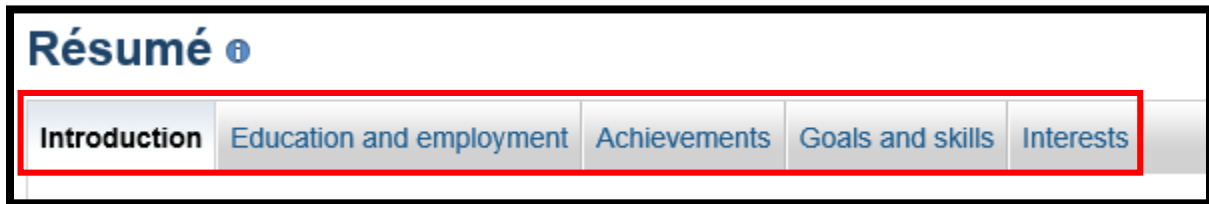


5. You can **edit** your **Cover letter** and **Personal information** in this first section.

A screenshot of the Pace University ePortfolio 'Résumé' page. The top navigation bar is the same as in the previous image. Below it, the 'Résumé' section is active, with sub-tabs for 'Introduction', 'Education and employment', 'Achievements', 'Goals and skills', and 'Interests'. The 'Cover letter' section is highlighted with a red box, and a red arrow points to the 'Edit' button. Below it, the 'Personal information' section is also highlighted with a red box. It contains form fields for 'Date of birth' (1994/05/26), 'Place of birth' (Place), 'Citizenship' (USA), 'Visa status', 'Gender' (radio buttons for (Not specified), Female, Male), and 'Marital status' (Single). A 'Save' button is at the bottom of the 'Personal information' section.

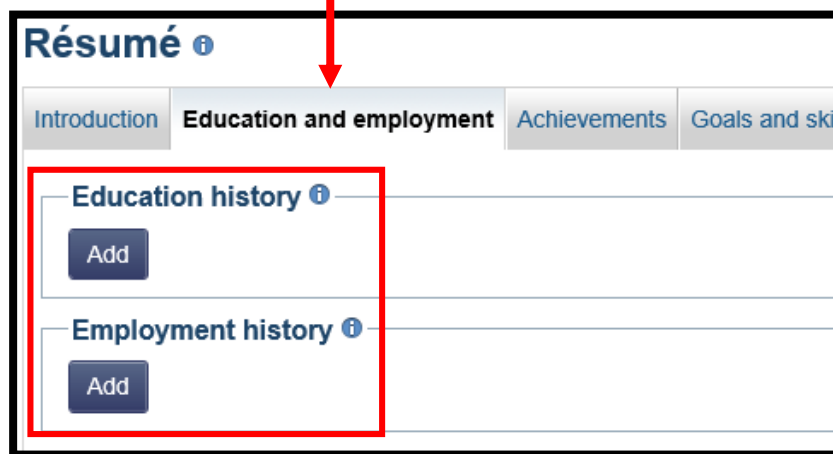
TUTORIAL

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



Résumé ⓘ

Introduction Education and employment Achievements Goals and skills Interests



Résumé ⓘ

Introduction Education and employment Achievements Goals and skills

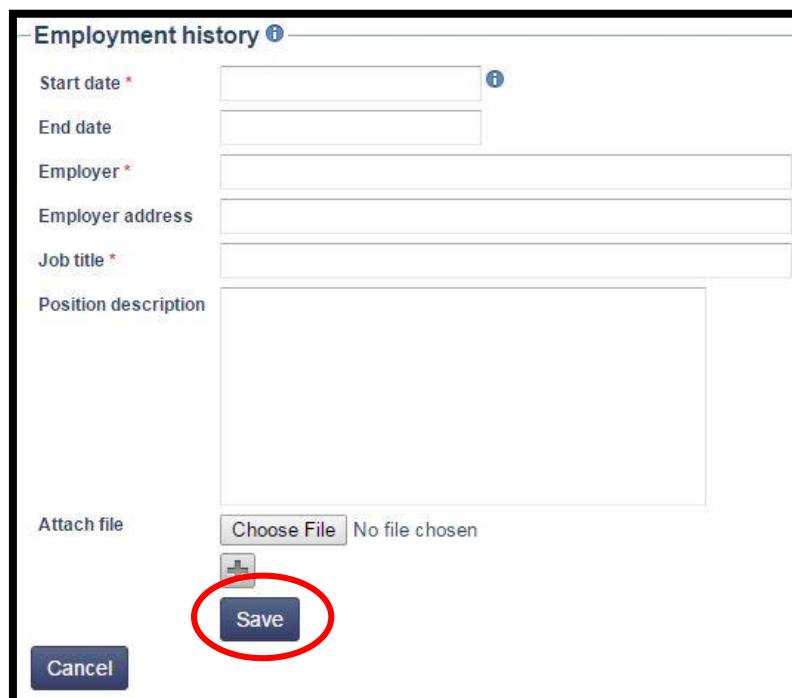
Education history ⓘ

Add

Employment history ⓘ

Add

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



Employment history ⓘ

Start date * ⓘ

End date

Employer *

Employer address

Job title *

Position description

Attach file No file chosen

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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 grey pencil icon** next to the page where you would like to display your resume.

Pages ⓘ

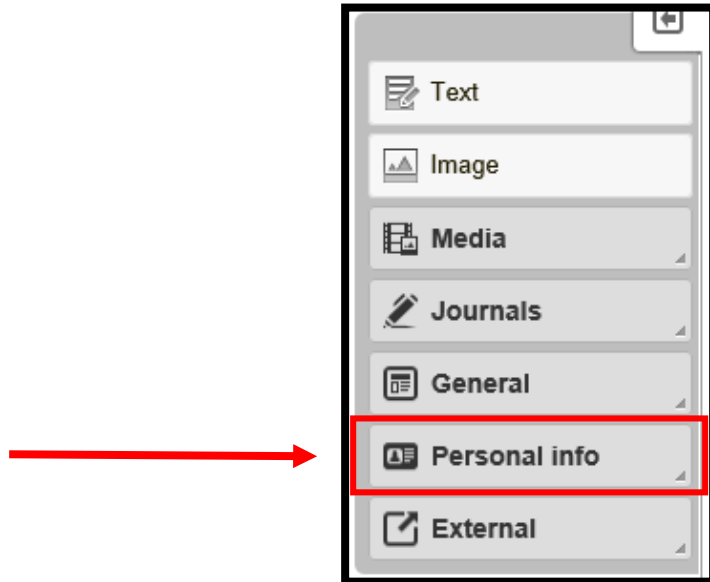
Create page Copy a page

Search: Title, description, tags ▼ Sort by: Search

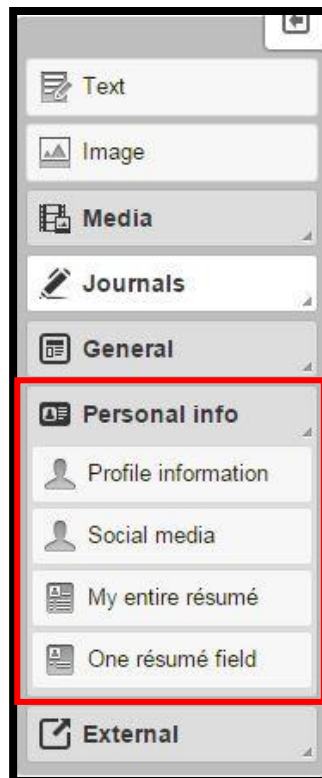
Dashboard page	
Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	
Profile page	
Your profile page is what others see when they click on your name or profile picture.	
Academic Materials	
An English Communications Major's Musing on Writing	
Co-curricular /Extracurricular Activities	
Greece and Cyprus	
Introduction	
Lambda Sigma	
I'm the president of Pace's Beta Eta chapter of Lambda Sigma. This is just a brief overview of some of the...	
MSCO Internship	
My Page	
Pace Path	
The Pace Path combines intentional co-curricular opportunities with the academic experience to enable stude...	
Professional Preparation/Resumé	
Publishing	
Recommendations	
Showcase	
Writing Program Assessment Portfolio	

TUTORIAL

9. Once in edit mode, **select Personal info** from the content block.



10. Now you will be able to **drag and drop** your entire resume or select sections.



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11. 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 Résumé

My entire résumé

Personal information

Date of birth	26 May 1994
Place of birth	Place
Citizenship	USA
Gender	Female
Marital status	Single

History

Employment history

Position	
Academic Technologies Assistant : Academic Technologies 09/2013	0

Education history

Qualification	
Pace University 09/2012 - 05/2015	0