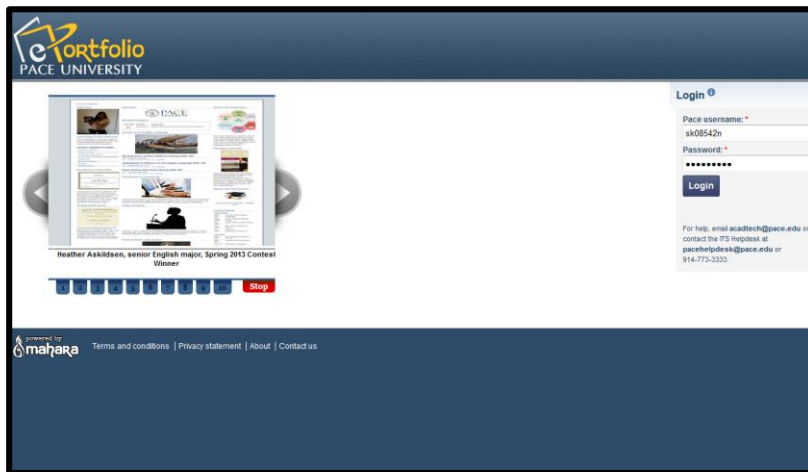


TUTORIAL

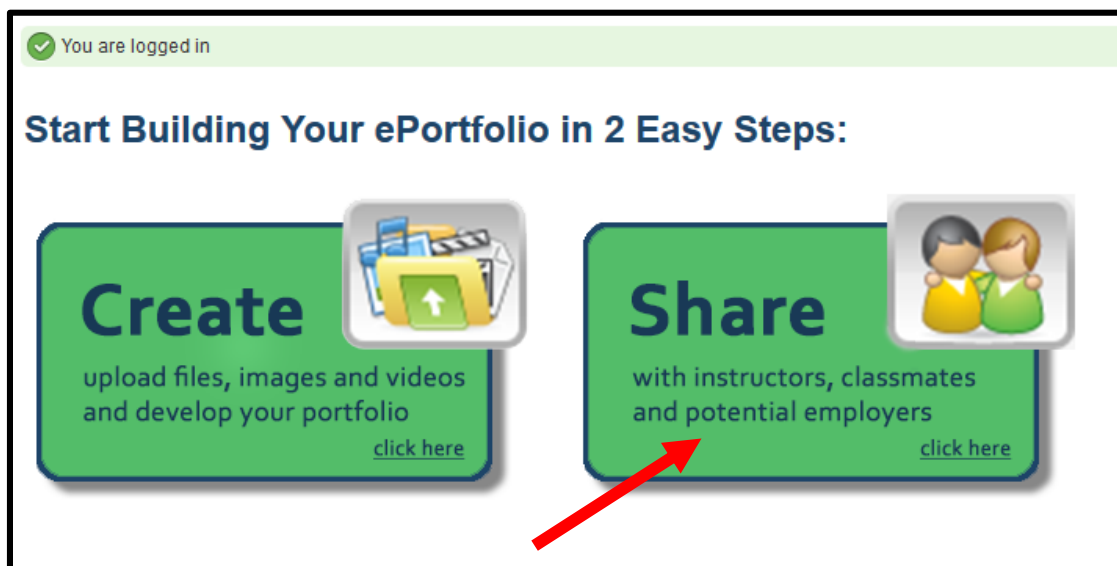
SHARE PAGES AND COLLECTIONS

This tutorial demonstrates how to share a page or collection on ePortfolio.

1. Log in to <https://eportfolio.pace.edu/> with you Pace Username and Password.

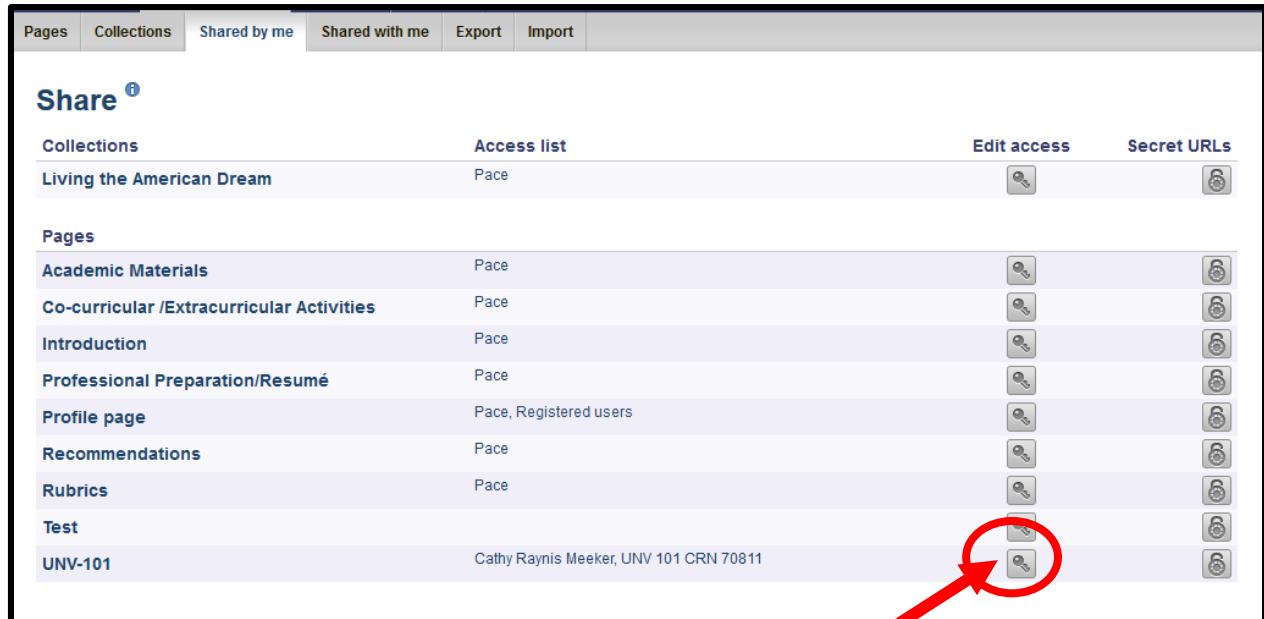


2. Click on the **Share** button.

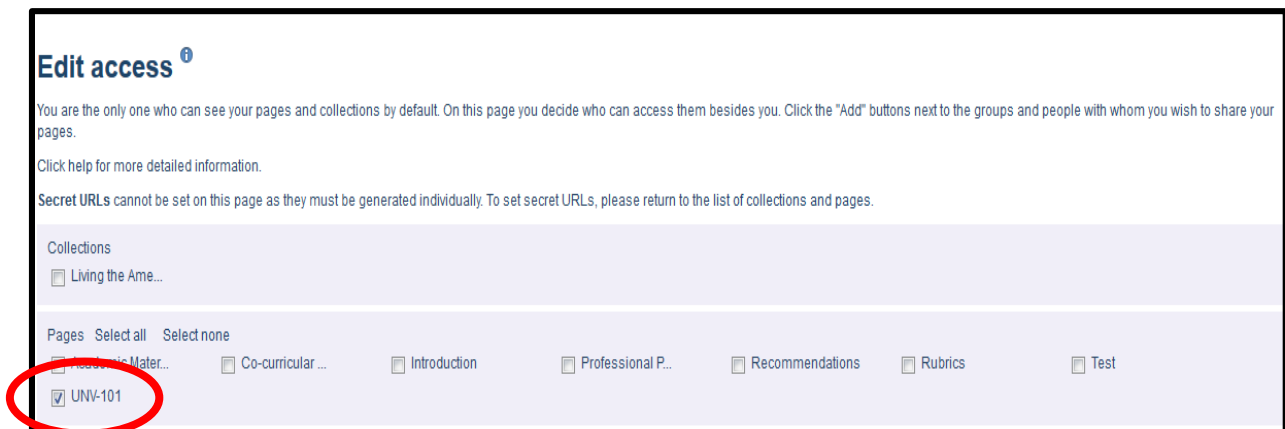


TUTORIAL

3. Click the gray key icon next to the page you want to share.



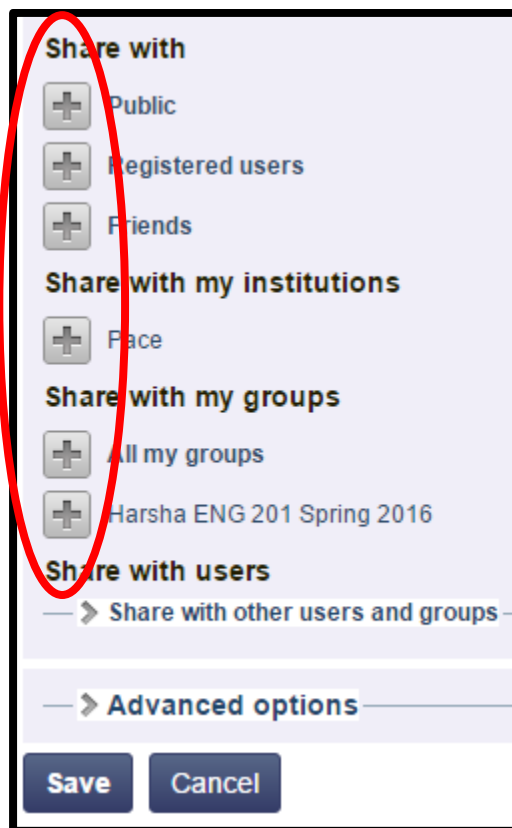
4. Confirm if the box is checked next to the page(s) or collection(s) you would like to share. You can share multiple pages/collections at once.



TUTORIAL

5. There are several options to sharing you page/collections:

- **PUBLIC:** Anyone, in or outside of the Pace Community, will be able to view your page/collection. Your pages will show up when searched for in a search engine such as Google. If you choose this option, you can use the following URL to share your pages/collection: <https://eportfolio.pace.edu/public/YourUsername>
- **REGISTERED USERS:** Open to anyone on the pace Community who logs into ePortfolio. Note that the “Share with my institutions” setting is the same as the “Registered users” setting.
- **FRIENDS:** Open to a select group of Pace ePortfolio users who you’ve friended, or whose friend request you have accepted.
- **GROUPS:** Open to Pace ePortfolio groups of your choosing. No membership required.
- **USERS:** Open to individual Pace ePortfolio users of your choosing.



TUTORIAL

6. Click on the plus sign (+) next to the page(s) or the collection(s) you would like to share. We recommend leave the Access Start date/time and Access end date/time blank.

Added	Access start date/time	Access end date/time	
Cathy Raynis Meeker			
UNV 101 CRN 70811			

7. Click Save at the bottom to save those permissions.

— > Advanced options —

Save **Cancel**