

TUTORIAL

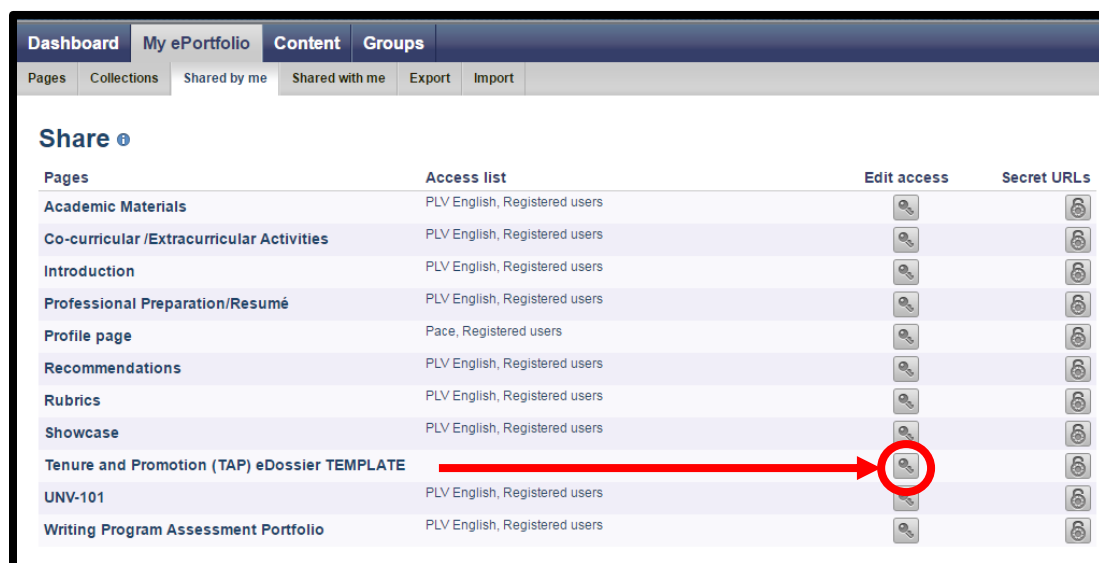
EPORTFOLIO GUIDE FOR SETTING TAP PERMISSIONS

This tutorial will show you how to share your TAP page.

1. **Log in** to ePortfolio and **click the green “Share” button**.

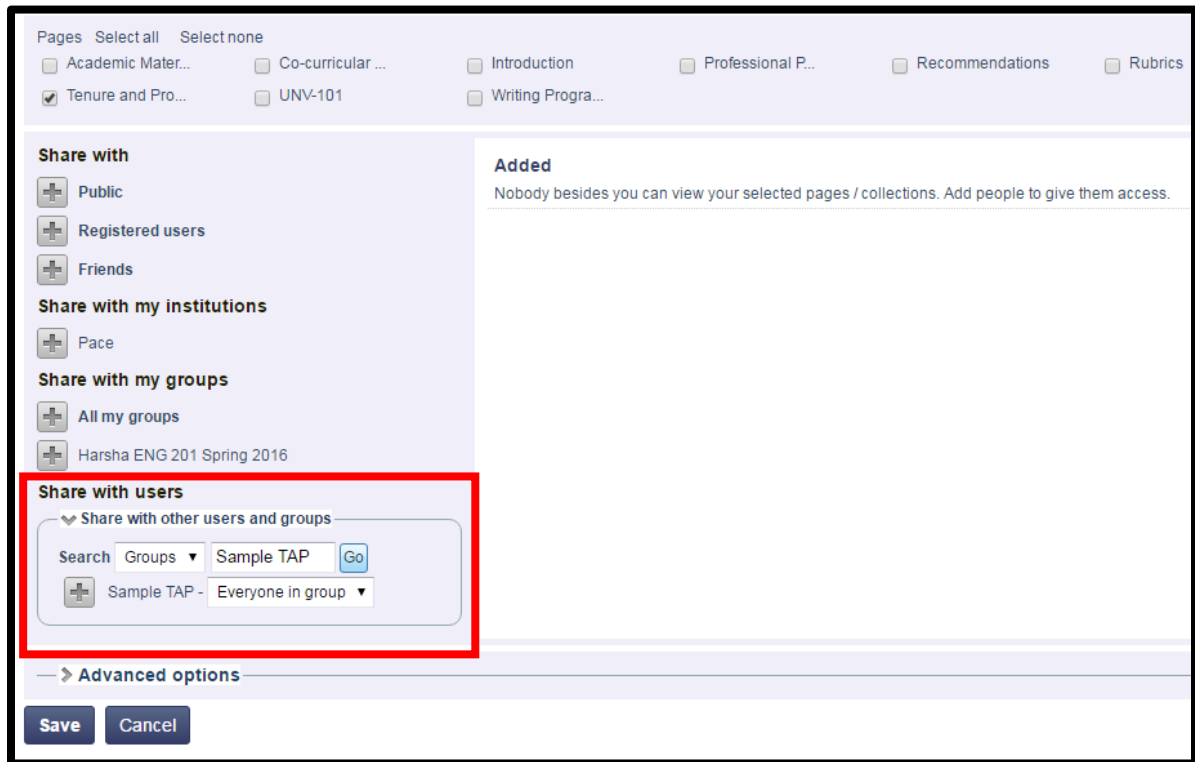


2. **Select the “Edit Access” Button next to your Tenure and Promotion (TAP) eDossier TEMPLATE page.**



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3. Click the heading “Share with other users and groups”. Select “Groups” in the drop down box, then **type in the name of your group** within the text box.



4. Click the “Search” button and click “+ Icon” when your group appears.



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5. Click **“Save”** to share your page. Note the confirmation near the upper portion of the page.

Edit access

You are the only one who can see your pages and collections by default. On this page you decide who can access them besides you. Click the "Add" buttons next to the groups and people with whom you wish to share your pages.

Click help for more detailed information.

Secret URLs cannot be set on this page as they must be generated individually. To set secret URLs, please return to the list of collections and pages.

Pages: Select all | Select none

☐ Academic Mater...	☐ Co-curricular ...	☐ Introduction	☐ Professional P...	☐ Recommendations	☐ Rubrics	☐ Showcase
☒ Tenure and Pro...	☐ UNV-101	☐ Writing Progra...				

Share with

- ☐ Public
- ☐ Registered users
- ☐ Friends
- Share with my institutions**
 - ☐ Pace
- Share with my groups**
 - ☐ All my groups
 - ☐ Harsha ENG 201 Spring 2016
- Share with users**
 - Share with other users and groups
 - Search: Groups | Sample TAP | Go
 - ☐ Sample TAP - Everyone in group

Added	Access start date/time	Access end date/time
Sample TAP		

Advanced options

Save **Cancel**

Now everyone in the group will have access to your academic materials page. To review the guidelines for faculty ePortfolios for tenure and promotion evaluation and view a faculty sample visit <http://www.pace.edu/provost/information-faculty-o/cdfpt-o/cdfpt-guidelines-dossier-preparation-o>.