ePortfolio Instructions for Alternative Licensure Candidates

1. https://estarportfolio.csupueblo.edu/External/Default.aspx. Chrome and Firefox tend to be the best browsers for using the e-portfolio system.

2. **Enter** your PID, then your PIN. If you forgot your PID or PIN, call our office at 719-549-2250. Your PIN is a random number the new eportfolio assigns to you and cannot be changed.

3. **After entering** PID and PIN, click Enter.

4. Next page to open is HOME page as noted in upper right corner.

5. Click on Portfolio in menu bar. Choose Assignment Checkout from drop down.

6. Click Search.

7. Find portfolio titled "Alternative Licensure." Click on Checkout at far right.

8. **Click on** HOME icon in upper right, below your name.

9. The portfolio you Checked Out will show on your home screen – single click on the portfolio.

10. The left column lists all goals.

11. **To add Asset** to a Goal, click Attach New Asset at bottom of Artifact box in center column.

12. The far left column is titled Assets which contains all documents or videos you upload.

13. You can **upload documents under NEW in the center column**. Click Browse, find your document & attach as normal. It will show in the Browse box, Click Upload under Browse & the document will be added to the left column under Assets. This is your Asset Library where you will keep all documents you might want to upload to your portfolio. Add to it at any time.

14. **To include an Asset (document, video, etc) in your portfolio**, highlight the Asset you want to attach – then in the far right column, highlight the goal you want to attach the asset to. Notice the center column now says File Details with an Attach button. Click Attach button and the Asset now shows under the standard in the far right column.

15. Click on **Back to Editor button** below Attached Assets box to return to main screen **OR**

16. **Continue to Upload** for all Goal areas as directed in #11-14 above.

17. YOU MAY LOGOUT and RETURN TO PORTFOLIO AT ANY TIME. All entries will save automatically.

Submit for Review

1. Click on HOME icon at upper right.

2. Under Action – drop down menu selection Submit for Review (not assessment!). Click Green arrow to right of Drop Down box.