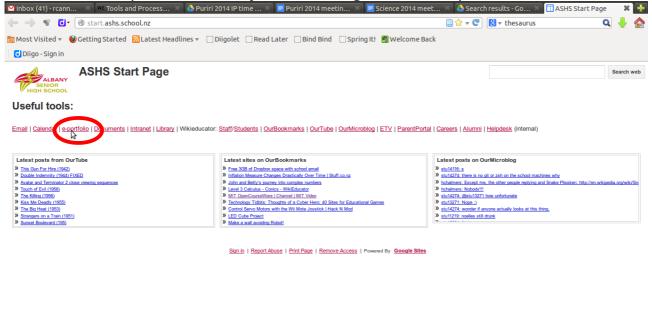
How to set up your eportfolio impact project group and page

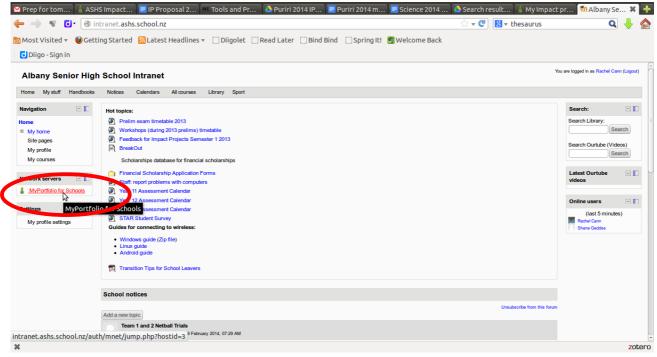
Log on to eportfolio from the start page (you will need to type in your usual user name and password that you use to log onto a computer)



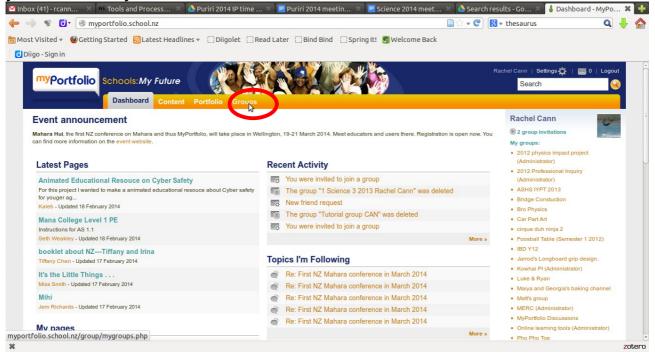
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First time ever on eportfolio??

You'll need to choose intranet from the start page, then click the eporfolio link on the left.



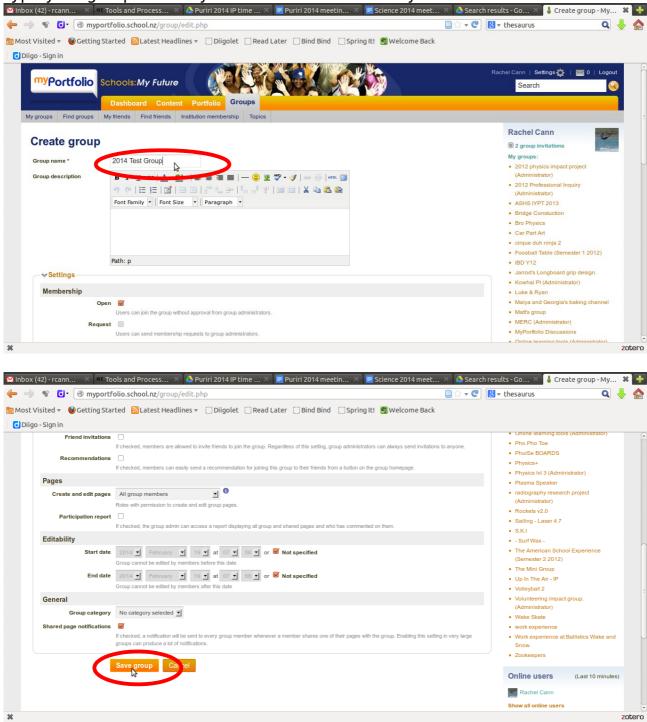
REALLY IMPORTANT! Set up a group first so that all members of your group can access and edit yur eporfolio. Even if you are working individually do this as you can invite you mentor and tutor teacher!



Click on create group

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Type your group name - you can add details too if you want.



Click on the members tab to invite people

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Search for people and us the arrow to add to the invite list

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You can see the people you've invited on the members tab under "invites". When they accept your invite they will appear on the "current" list.

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