

# Directions for Using “My Portfolio”

## Create a Portfolio Account

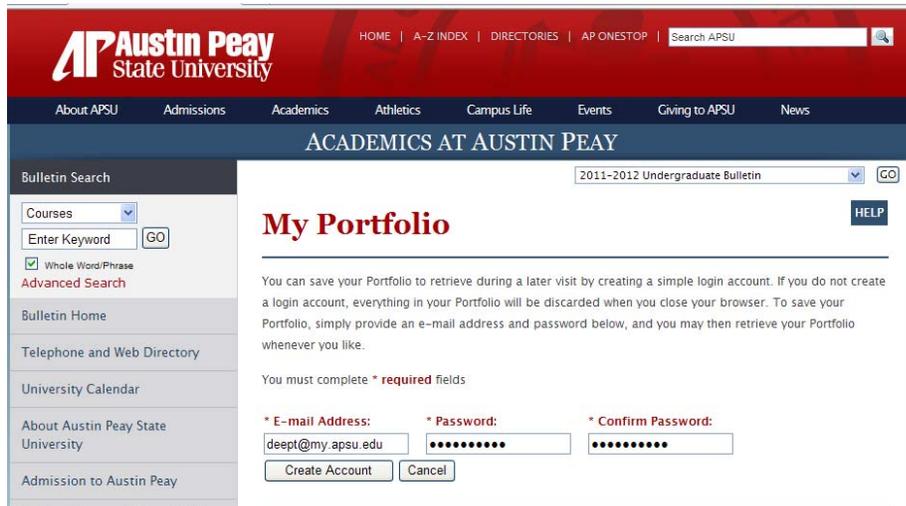
Click on *My Portfolio* in the left hand menu



Create an account by clicking on the link.



Enter your email address and create a password. Click *Create Account*.



## Login and Logout of the Portfolio

To login to your portfolio account, simply choose *My Portfolio* from the left hand menu, enter your e-mail address and password, and click the *Login* button.

If you have forgotten your password, just enter your e-mail address and click the *Retrieve Password* button and your password will be e-mailed to you.

To logout, simply view your portfolio and click the *Logout* link at top right.

## Edit Your Portfolio Profile

To edit your portfolio account information, login to your portfolio account and click on the *Edit Profile* link at the top right of the portfolio.

You may change your account login by entering a new e-mail address and clicking the *Save Changes* button.

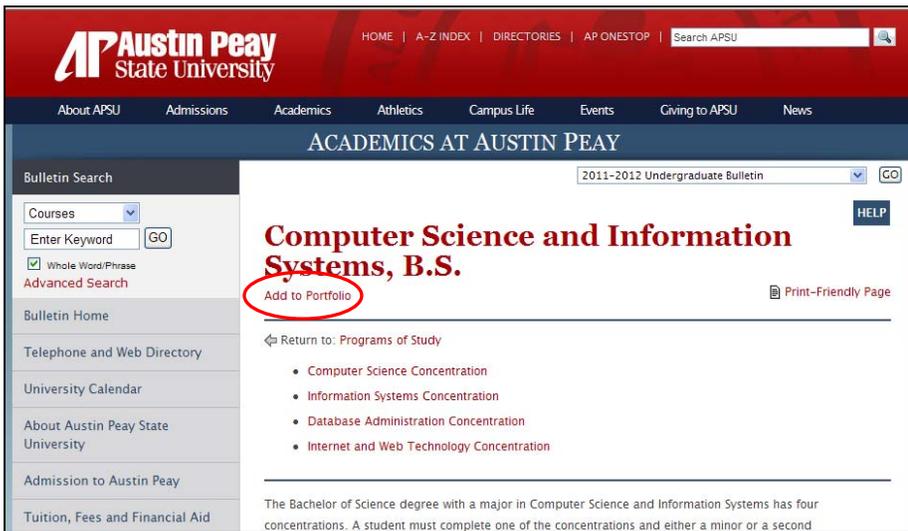
To change your password, click on the *Change Password* link. A pop-up window will prompt you for a new password. Enter a new password and confirmation and click the *Reset* button. When you are finished, you may close the pop-up window.

The screenshot displays the 'My Portfolio' interface. At the top, it says 'ACADEMICS AT AUSTIN PEAY'. Below this is a 'Bulletin Search' section with a dropdown for 'Courses', a text input for 'Enter Keyword', and a 'GO' button. There is also a checkbox for 'Whole Word/Phrase' and a link for 'Advanced Search'. The main content area is titled 'My Portfolio' and contains instructions: 'You may change your account login by entering a new e-mail address below and clicking the Save Changes button. To change your password, click on the Change Password link.' Below this, it states 'You must complete \* required fields'. There is a label '\* E-mail Address:' followed by a text input containing 'tdeep@my.apsu.edu' and a 'Change Password' link. At the bottom of the form are 'Save Changes' and 'Cancel' buttons. A sidebar on the left lists navigation options: 'Bulletin Home', 'Telephone and Web Directory', 'University Calendar', and 'About Austin Peay State University'. A top navigation bar includes '2011-2012 Undergraduate Bulletin' and a 'GO' button, along with a 'HELP' button.

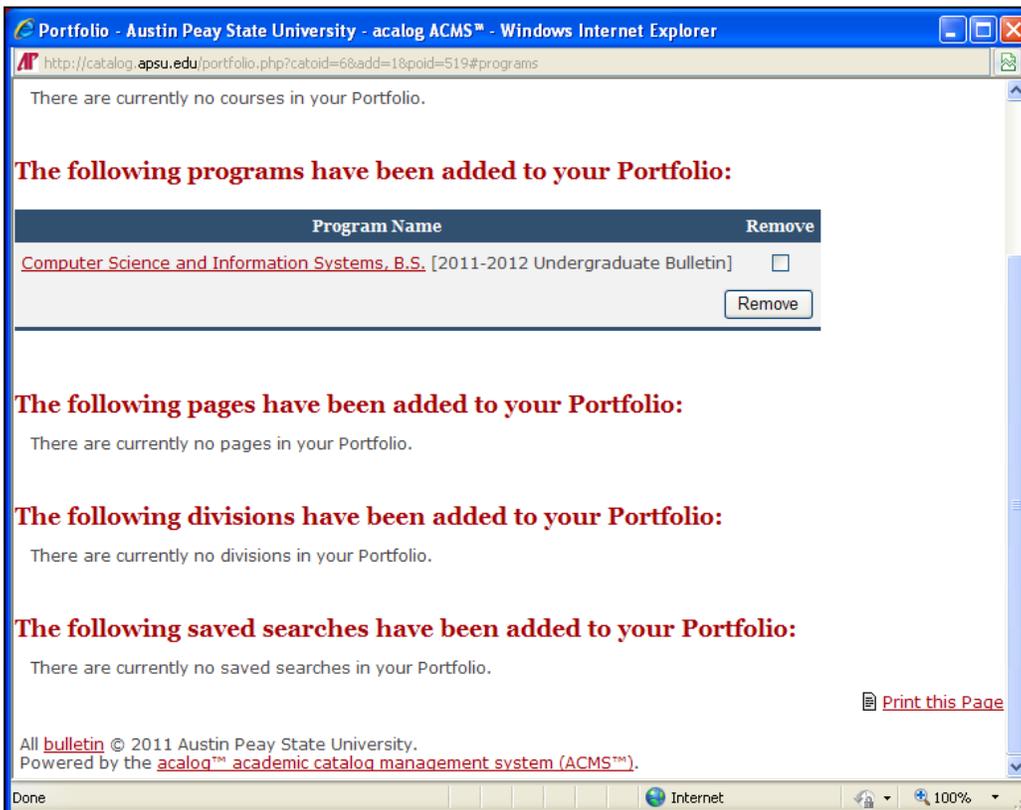
## Adding Items to Your Portfolio

You may add items to a personal portfolio as you browse through the online bulletin(s). The portfolio will retain a list of courses and programs that you have found interesting and want to save for future visits to the online bulletin.

To add a course or program to your portfolio, first view the course or program in which you are interested. Next click the *Add to portfolio* link that appears below the course or program name.



This will open a new pop-up window that displays the contents of your portfolio.



You may remove courses or programs from your portfolio by selecting the checkboxes next to them and clicking the *Remove* button.