

Getting Started with Portfolium in 3 Steps

1. Login to Portfolium.

- Go to <https://portfolium.com/network/georgia-state-university>
- In the settings section, add a photo of yourself by clicking on the camera icon.
- Next, add a cover image in the same manner.
- As you scroll down on the same page, you will see a field labeled **Tagline**. You can further personalize your profile here. It will appear under your name on your profile page.
- On the settings page, you can link to your Portfolium to any social media sites you utilize and even a personal webpage.
- Finally, on the left side of the settings page, you will see additional options for updating your profile. For example, updating your location, adding an email address, or even changing your password.

2. Update your profile section.

- Your Portfolium has two sections, the Profile section and the Portfolio section. Your profile provides details of your experience, your education, and more. This is where you will add and edit your basic profile information, such as your introduction, education, and experiences.
- To edit this section, make sure that you are logged in. You can pick and choose which modules to add to your profile by selecting from the options available.
- When you click to add or edit a section, a panel will slide out from the left. This is where you can edit the information. Fill in the form and **Save Changes**.

3. Start adding work samples or artifacts to your Portfolio.

- Click the **Add Project** button in the upper right-hand corner.
- Once you select **Add Project** you will see a step by step guide for completing your project.
- Before you publish your project, you will have an opportunity to control your privacy setting. You can control this setting for each project you add to your Portfolium. Your privacy options are: everyone, Portfolium users, only you, or only your connections. If you select 'only me,' you will be provided with a link that you can then share with whoever you would like to view this piece of work.

- Remember, anytime you need assistance or have questions, you can reach out to our Portfolium support team via the blue question mark in the lower right corner of your screen.

We look forward to seeing your profile!

Source: Portfolium