

My Portal

My ePortfolio

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1) Login to your ePortfolio at [www.epsilen.com](http://www.epsilen.com)

**First Create an Access Key**

2) In the Epsilon Environment, under “My ePortfolio” click “Access Keys”

Use Access Keys to create groups (keys) that define who can and cannot see information on your ePortfolio Web site and inside Epsilon. Some default keys such as “Public” have been created for you.

[Add New Access Key](#)

Key Name	Key Code	Action
Public		
Employer		
Department		
Epsilon		
Institution		
Advisor		

3) Click “Add New Access Key”

4) Type a Key Name like “Family Key” or other appropriate name

5) Type a Key Code like “98765”

6) Click “Add”

**Add Access Key**

Enter the Access Key’s name and key code. Provide the key code to visitors that you want to have access to information protected by this key.

Key Name:

Key Code:

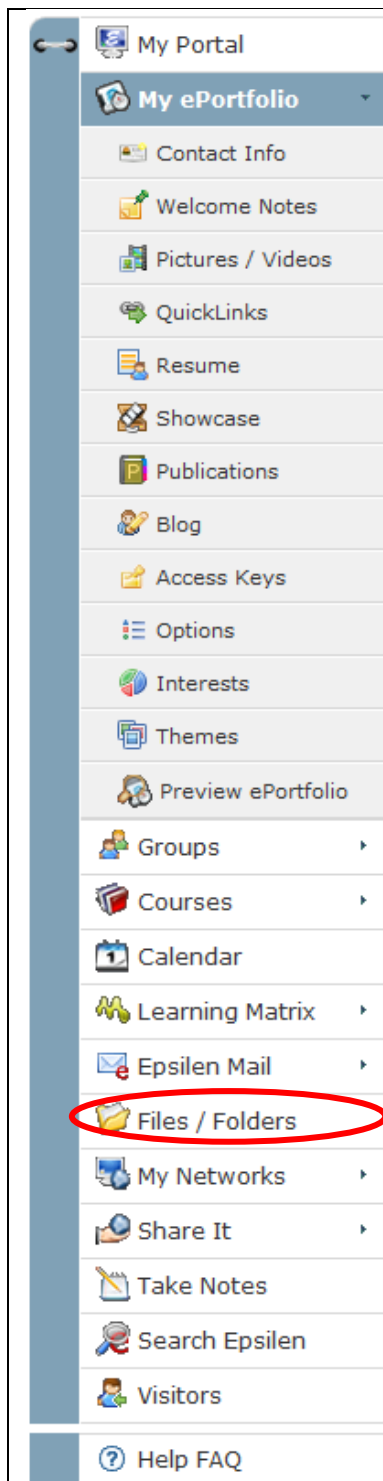
Your new key is now in the list of Access Keys. Later you will apply the key using its name, like “Family Key”. To view the folder or file, visitors will need the Code “98765”

Access Keys ? ePortfolio Meter: 76% ?

Use Access Keys to create groups (keys) that define who can and cannot see information on your ePortfolio Web site and inside Epsilon. Some default keys such as “Public” have been created for you.

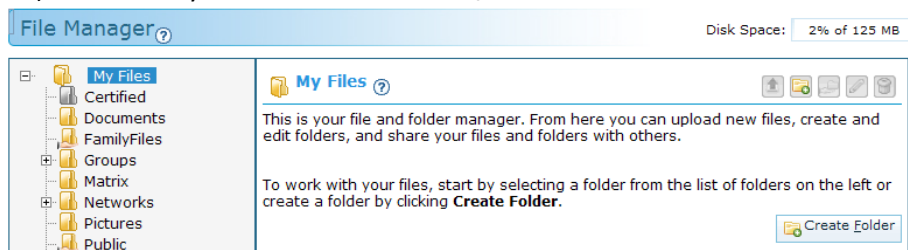
[Add New Access Key](#)

Key Name	Key Code	Action
ACC	55555	
Advisor		
Department		
Employer		
EN-101 Key	98765	



## Second Create an Access Key Controlled Access Folder

7) Under “My ePortfolio” click “Files / Folders”



8) Click “Create Folder”

### Add Folder

Use the below form to create a new folder. Enter a folder name, description, and choose whether or not to share this folder on your ePortfolio Web site Home page.

Create in: **My Files**

Folder Name:

Description:

Sharing:  Share and display this folder on my ePortfolio Web site Home page

Please select which Access Key(s) can access this folder. Once this folder is created, you can ShareIt with individuals or groups of Epsilon members. (?)

Public  Employer  Department  Epsilon  Institution  
 Advisor  BRN  FamilyKey

9) Type the new folder name, like “Family Files”

10) Type a **Description** for the folder

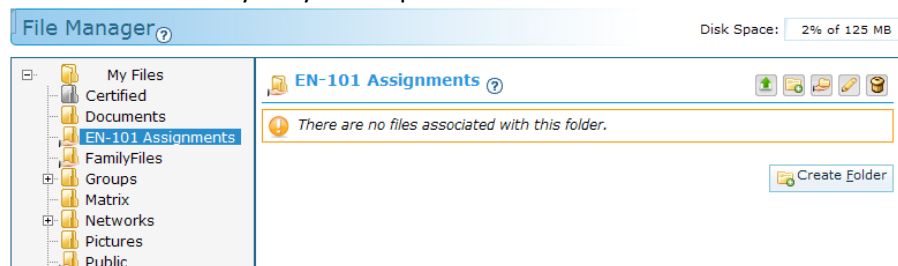
11) Check “**Share and display this folder on my ePortfolio homepage**”

12) UNCHECK “Public”

13) Check your key, like “**Family Key**”

14) Click the “**Add Folder**” button

Your new folder is ready for you to upload files and write reflections



Next, see the document “**Uploading a File to a Folder**”

