

# ePortfolio Account Creation - Students

Funded in part under the Carl D. Perkins VTEA Act of 1998

## Creating Your ePortfolio Account

- 1) Open a Web Browser such as Internet Explorer or Firefox, and enter the address (URL) [www.epsilon.com](http://www.epsilon.com)
- 2) On the right select "Create Your Account"

The screenshot shows the Epsilon website homepage. At the top left is the Epsilon logo with the tagline "AHEAD OF THE eLEARNING CURVE". To the right are input fields for "Username" and "Password", followed by a "LOG IN" button with a question mark. Below the logo is a vertical navigation menu with sections: "Epsilon Environment", "Epsilon Enterprise ePortfolio", "Key Features" (Learning Management, ePortfolios, Global Networking, Assessment, New York Times Content Repository), "Services" (Hosting, Integration, Training, Support), and "About Us". A "Take the Epsilon tour" button is at the bottom of the menu. The main content area features a large banner with the text "Global learning management system, lifelong ePortfolios, and fully integrated collaborative networking" and a search bar. Below the banner is a large image of a woman pointing at a whiteboard with the text "CREATE COLLABORATE ACHIEVE" overlaid. To the right of the image is a "Request a demo" section with a red circle around the "Create your account" link. Other links in the demo section include "Case study NYU School of Continuing & Professional Studies" and "What's new Expanded access to NYT content For K-12 schools".

- 3) Enter your Tiger Mail email address (*like JDoe89@tigermail.qcc.cuny.edu*) and click "Continue"



## EPORTFOLIO REGISTRATION

The registration progress bar consists of four numbered steps: 1. Provide your email address, 2. Choose account, 3. Provide your profile information, and 4. Done, activate account. An "ePortfolio Meter" on the right shows a progress bar at 2%.



### Please enter your email address to begin registration.

Please note that when you register for an Epsilon account, you will be sent an Account Activation email from Epsilon.com. If you do not receive this email in your Inbox, please check your spam/junk folder as some email programs will block mail from Epsilon.net as spam.

Email Address:  \*

- [Already registered](#)
- [Forgot password](#)

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- 4) On the next screen fill-in the required information –
  - a. First & Last Name
  - b. School
  - c. Country and Zip code – use **11364**
  - d. Role – use **STUDENT** and **UNDERGRADUATE**
- 5) Read the terms of service and **check the box**, then
- 6) Click **“Continue”** one more time

**epsILON**  
AHEAD OF THE eLEARNING CURVE.

### E-PORTFOLIO REGISTRATION

**Step 1** Provide your email address  
**Step 2** Choose account  
**Step 3** Provide your profile information  
**Step 4** Done, activate account  
ePortfolio Meter 4%

**Basic Details**

First Name:  \*

Last Name:  \*

Middle Initial:

My school/work:  ?

Country:  \*

Zip Code:

**Primary Role:**  Student |  Undergraduate |  Graduate |  Alumni  
 Educators |  Professor |  Librarian |  Staff |  Administrator  
 Professional (currently not affiliated with a school)

**Terms of Service:**

All material on this Site are provided solely for use in the United States. We make no representation that the materials on the Site are appropriate or available for use in other locations. If despite these conditions, you use the Site from outside the United States, you are solely responsible for compliance with any applicable local laws.

**Other**

These Terms of Use constitute the entire agreement between you and us regarding the use of the Site, superseding any prior agreements between you and us relating to your use of the Site. The failure of Company to exercise or enforce any right or provision of these Terms of Use shall not constitute a waiver of such right or provision in that or any other instance. If any provision of these Terms of Use is held invalid, the remainder of the Terms of Use shall continue in full force and effect. If any provision of these Terms of Use shall be deemed unlawful, void or for any

[I do not see the Terms of Service](#)

I have read and understood the terms of service, and I agree

On the next screen you are asked for additional information, but you can fill that in at another time, so

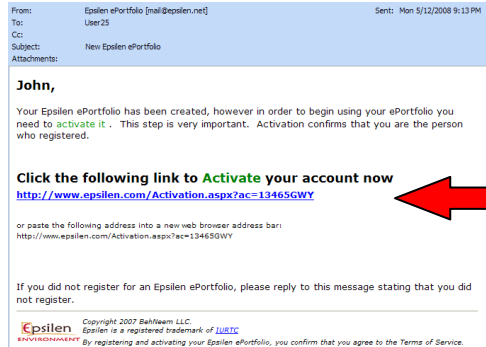
- 7) Scroll to the bottom and click **“Register”**

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- 8) Open another Browser window to **access your email account**
- 9) Locate the new email from Epsilen and click the "Activate your account now..." link

Go to  
<https://tigermail.qcc.cuny.edu/>  
and then enter your  
username and password



- 10) At the Account Activation screen **enter a password** as required - we suggest that you type the same password that you used with Tiger Mail
- 11) Complete the Screen by creating two security questions and answers which will be used later if you forget your password.
- 12) Click "Save and Continue"

### ACCOUNT ACTIVATION

#### Password

Create a password to login to your Epsilen account. Although your password is secure, but you may not want to use the same password that you do at your institution.

Username:

Create Password:  \*

Confirm Password:  \*

#### Security Questions & Answers

Please provide security questions & answers for your Epsilen account. They will be used at time of password retrieval.

Secret Question 1:  \*

Secret Answer 1:  \*

Secret Question 2:  \*


Secret Answer 2:  \*

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- 13) The Congratulations screen will appear with your personal Epsilen address (URL)
- 14) Click the link to open your newly created ePortfolio Web site

**ACCOUNT ACTIVATION**

 **Congratulations!**  
Your Epsilen Account has been activated successfully.

Your password has been set. For your records, both your username ( **user24** ) and password have been sent to your email address.

You may now **login to your Epsilen Account** by clicking on your personal ePortfolio address shown below.

<http://www.epsilen.com/ JDoe89>

The above address is your personal ePortfolio Web address. You may want to share this address with others whom you want to see your ePortfolio. Many users add their ePortfolio address to their email signature as well.

**Please note** that you may also [login](#) to your Epsilen Account by visiting [www.epsilen.com](http://www.epsilen.com) or any Epsilen ePortfolio, Epsilen Group or Epsilen course.

- 15) Your initial ePortfolio homepage will look like this – you can customize it at another time

 **John Doe** Last Modified: 02/03/2009

<http://www.epsilen.com/jstudent99>

Current View: public

Access Key  
What is Access Key?  
 **GO**

- Home
- Resume
- ShareIt
- Showcase
- Certifications
- Blog
- Login

**John Doe** 

Primary Email: [jstudent99@tigermail.qcc.cuny.edu](mailto:jstudent99@tigermail.qcc.cuny.edu)

**QuickNote**

Use the form below to send a message to me.

Your Name:  \*      Message:  \*

Your Email:  \*

**Send**

QuickLinks (1)

Group (3)

Shared Objects (3)

Blog (Recent)

- 16) Login and test your ePortfolio Account by clicking “Login” on the left-side menu  
Remember your username is your Tiger Mail email username (*like JDoe89*)