

Register for your Epsilen ePortfolio Account

To register and become an Epsilen member, follow this easy process:

1. Open a Web Browser such as Internet Explorer or Firefox
2. Go to www.epsilen.com (Figure 1).



Figure 1

3. Click **Create Your ePortfolio**.

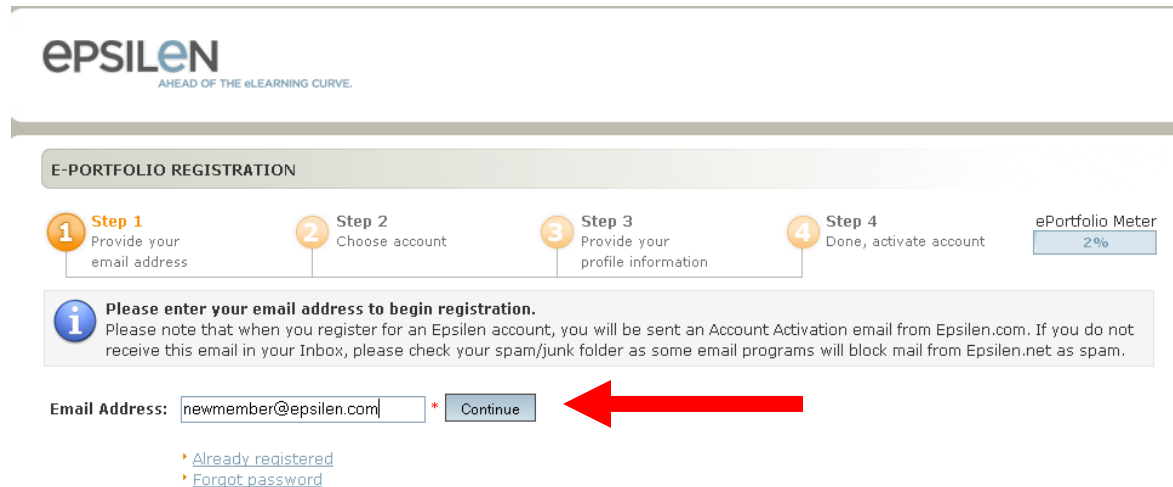
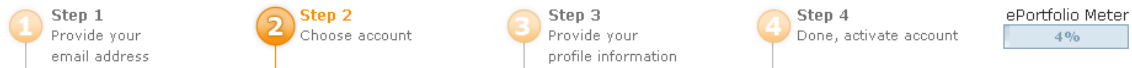


Figure 2

3. Enter your email address (like **JTeacher@qcc.cuny.edu**) and click **Continue** (Figure 2).

E-PORTFOLIO REGISTRATION



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:

Terms of Use

Date of Last Revision: August 12, 2008

Welcome to Epsilen, an academic and professional networking and content delivery service. The Epsilen service, network and website located at www.epsilen.com or any other version thereof (together the "Site") are operated by BehNeem, LLC (collectively, "us", "we" or the "Company"). By accessing or using our Site, you (or the "User") signify that you have read, understand and agree to be bound by these Terms of Use ("Terms of Use"), whether or not you are a registered member of the Site. By using the Site, you agree to be bound by all applicable laws and regulations. If you do not agree to these Terms Use, you are not permitted to use the Site.

[I do not see the Terms of Service](#) I have read and understood the terms of service, and I agree

Figure 3

4. Complete the demographic information fields, with special attention to the starred items (required fields). Be sure to check "I have read and understand the terms of service, and I agree", and click **Continue** (Figure 3).

E-PORTFOLIO REGISTRATION

1 Step 1 Provide your email address
 2 Step 2 Choose account
 3 Step 3 Provide your profile information
 4 Step 4 Done, activate account
 ePortfolio Meter 6%

Please provide the following information as it will be used by Epsilen to dynamically connect and network you with your peers and interest groups. Additionally, the options listed below, "Public", "Private", "My Institution", "Epsilen Community" and "Employers", determine who can see this information when viewing [your ePortfolio Web site](#). These settings can be changed later using the "My ePortfolio" tool.

My Email

Please select a group who can view your email address.

newmember@epsilen.com

- Private (No one can see it)
- My Institution (Only Epsilen members that belong to my Institution can see it)
- Epsilen Community (Any Epsilen member can see it)
- Public (Show to anyone who visits my ePortfolio Web site, including the general public)
- Employers (Potential Employers/Recruiters can see it)

Major/Minor Section

My Biography (Strongly Recommended)

Please type in information about yourself or your biography (bio).

Academic Interests Section (Strongly Recommended)

Please enter academic interests.

Career Interests Section (Strongly Recommended)

Please enter career positions you would like to pursue after graduation.

Research Interests (Strongly Recommended)

Please enter your research interests. **Each separated by a comma** (i.e. Cognitive Psychology, eLearning, etc.)

Internship / Job Interests Section (Strongly Recommended)

Please enter part-time job or internship positions that you are currently interested in.

Register

CLOSE

Figure 4

5. Select those you will allow to view your email address by choosing from the groups displayed. Complete the **(Strongly Recommended)** sections if you desire to appear in searches by others who share common interests. When completed, click **Register** (Figure 4).

6. After successfully completing all four registration steps, a confirmation message will appear (Figure 5).

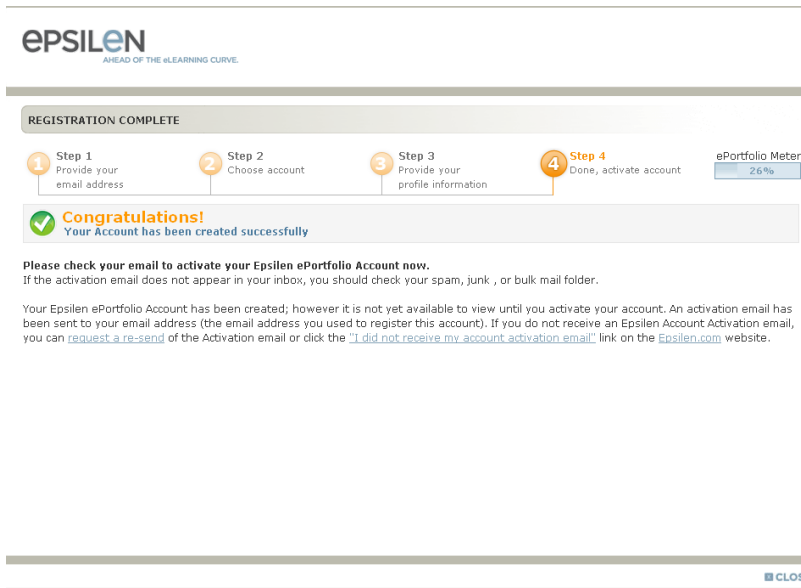


Figure 5

7. Open another Browser window
8. Check your email to find an activation email (Figure 6). Be sure to check bulk, spam or junk folders of your registered email address if the email does not appear in your inbox. If you did not receive an activation email, click on the link provided to re-send.
9. When you open the activation email (Figure 6), click on the Activation link.

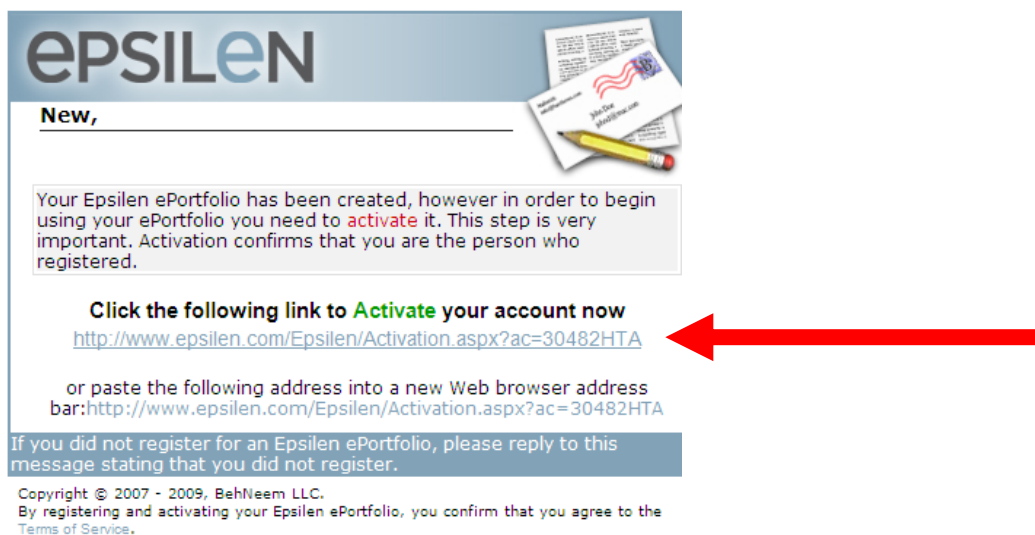


Figure 6

10. Your new, unique **Username** is displayed after you click on the activation link. Going forward, you will enter this Username to log into Epsilen. As shown in Figure 7, create and confirm your **Password**. You are required to provide **Security Questions and Answers** so that if you do forget your password, it can be retrieved easily. You may change your password and/or security questions at any time.

Figure 7

11. Click **Save and Continue**, and you will receive a **Congratulations!** message to notify you that your account has been activated (Figure 8).

Figure 8

Note: You will also receive a confirmation email to verify that you have successfully registered with Epsilen.

Login to your ePortfolio account

12. Go to www.epsilen.com
13. Click Log In (upper right)
14. Type your Username and Password (Figure 9)

LOGIN

Epsilen Secure Account Login

Username: * ?

Password: * ?

Remember me on this computer.

- [I forgot my username](#)
- [I forgot my password](#)
- [I did not receive my account activation email](#)
- [Register for an Epsilen account](#)

[Go To Epsilen.com](http://www.epsilen.com)

Figure 9

15. Click **Login** and begin using your Epsilen account (Figure 10)

The screenshot displays the 'My Portal' administrative interface. At the top, there is a search bar and a 'Log Out' link. Below the search bar, a welcome message reads 'Welcome: New Member' with a URL. A navigation sidebar on the left contains icons for 'My ePortfolio', 'Groups', 'Courses', 'Calendar', 'Learning Matrix', 'Epsilen Mail', 'Files / Folders', 'My Networks', 'Share It', 'Take Notes', 'Time Tracker', 'Visitors', 'Help FAQ', 'Change Password', 'Show/Hide Tools', 'Epsilen Points', 'Invite New Members', 'Disable Menu Tips', and 'Log Out of Epsilen'. The main content area features 'My Network Channels' with filters for 'Visitors to MyCorner', 'Added me to Networks', and several 'Similar' categories. Below this is a list of ePortfolio examples with small profile pictures and names. The 'Selected Gadgets' section contains three columns: 'Things I Need To Know' with unread messages and visitor statistics; 'Epsilen News' with articles like 'Online Resume for Job Hunters' and 'The New York Times Knowledge Network Shows Strong Growth in Year Two'; and 'Announcements' with a 'Welcome to Epsilen' message.

Figure 10

Note: this is the Administrative View of your ePortfolio – only you see this view.

To see what others see, click the homepage link under your name near the top of the screen.