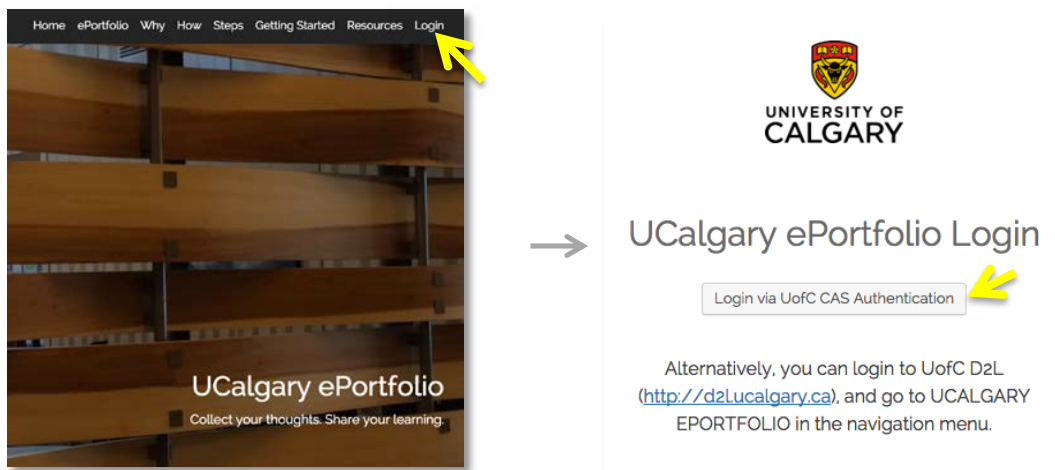


Getting Started with UCalgary ePortfolio (WordPress)

1. Create an Account and Login

UCalgary ePortfolio uses University of Calgary Central Authentication Service (CAS) and obtains your login information from D2L. By logging in via UofC CAS, your account is automatically created.

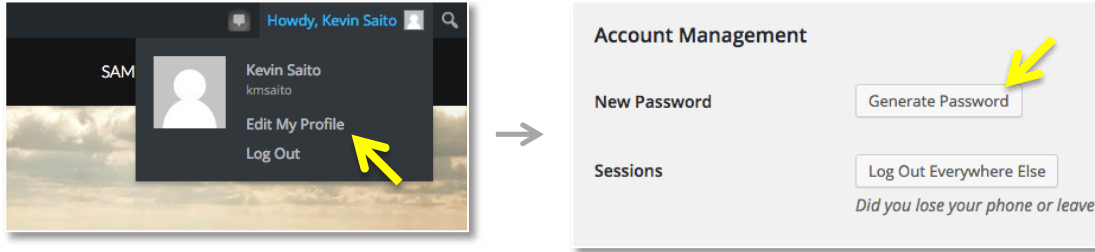
UCalgary ePortfolio (<http://eportfolio.ucalgary.ca>)



2. (Optional) Setting Your Password

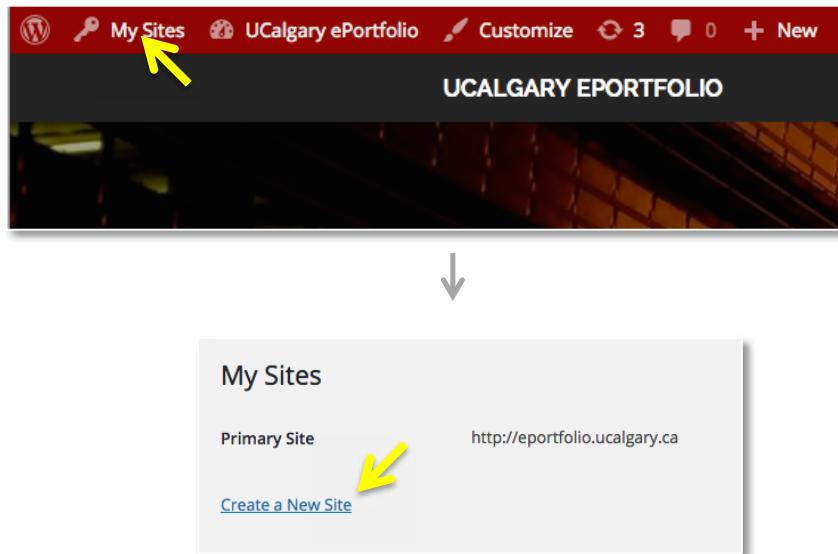
If you prefer to log in directly to your ePortfolio site without authenticating via UofC CAS or D2L, you can create your password by going to:

Howdy, "Your Name" (in the top right corner) > Edit My Profile > Account Management > New Password > Generate Password



3. Creating a New Site

1. Go to: **My Sites > Create a New Site.**



2. Enter your desired site name and title, and click Create Site. If the site name is available, your site will be created and can be accessed at:
http://eportfolio.ucalgary.ca/<your-site-name>


Get *another* UCalgary ePortfolio site in seconds


Welcome back, Kevin Saito. By filling out the form below, you can **add another site to your account**. There is no limit to the number of sites you can have, so create to your heart's content, but write responsibly!

Sites you are already a member of:


- <http://eportfolio.ucalgary.ca>

If you're not going to use a great site domain, leave it for a new user. Now have at it!

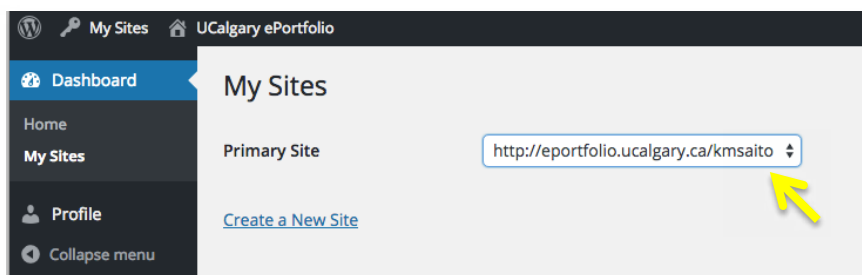
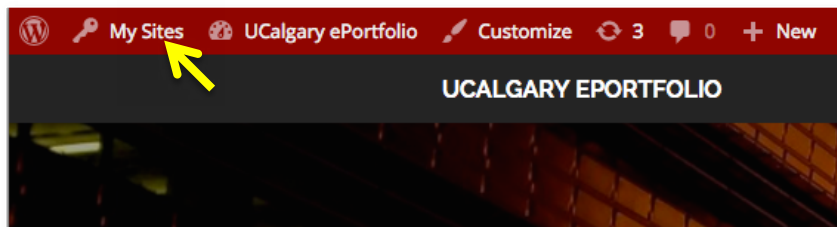
Site Name:
 eportfolio.ucalgary.ca/ 

Site Title: 

Privacy:
 Allow search engines to index this site.
 Yes No

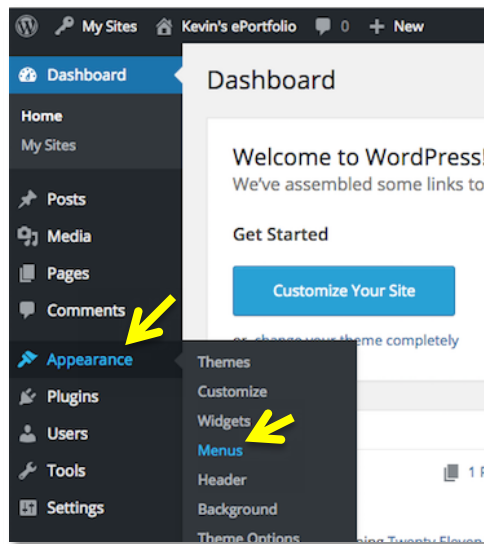
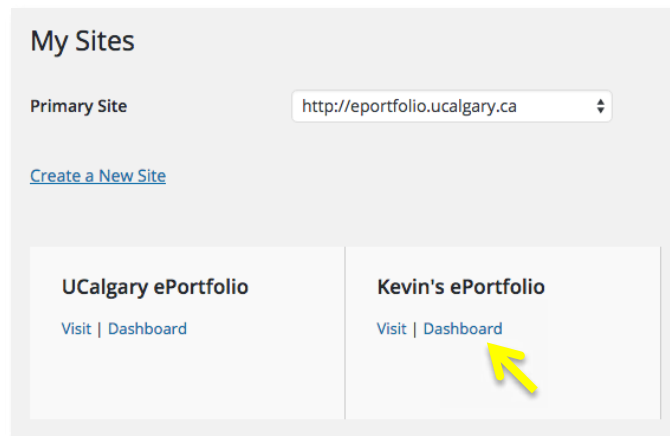
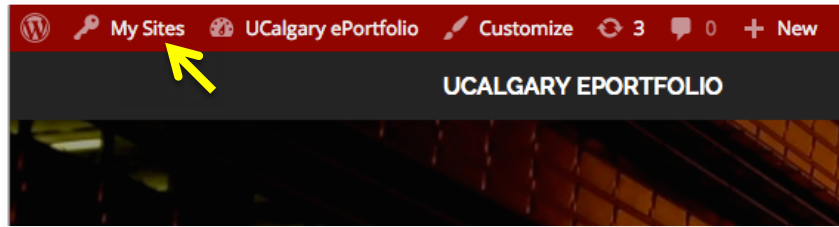
Create Site 

- By default, you will be redirected to UCalgary ePortfolio main site every time you log in. By setting your site as your primary site, you will be automatically redirected to your site instead.



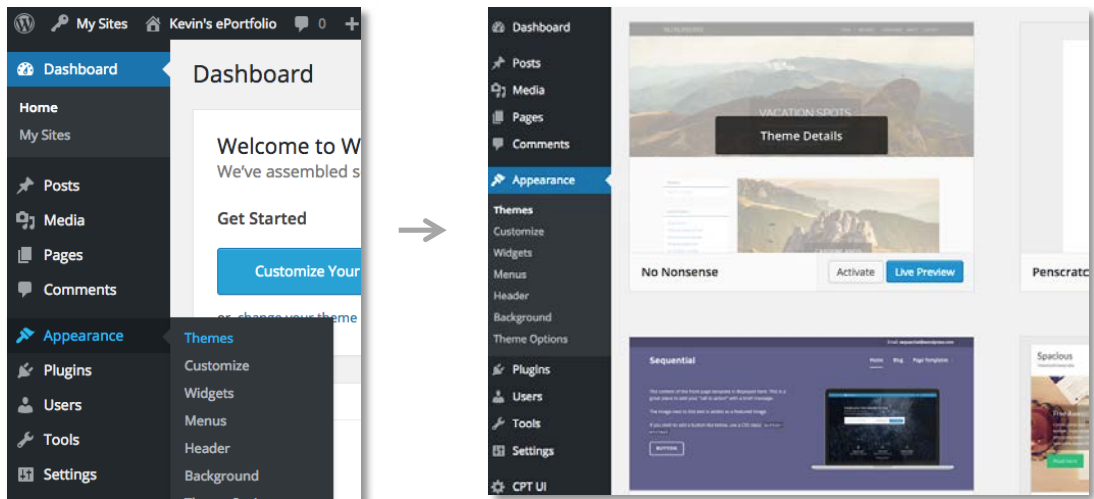
4. Creating and/or editing a Menu

To create a new menu or edit the existing menu, go to:
My Sites > Your site Dashboard > Appearance > Menus.



5. Selecting a Theme

To change the theme of your ePortfolio site, go to: **Your site Dashboard > Appearance > Themes**. You can preview your site by clicking on **Live Preview** button of the theme before activating it. Click on **Activate** button to use the theme for your website.



6. Questions?

Please email tiapps@ucalgary.ca.