

## Creating a PEPP Portfolio

1. Go to <http://www.iwebfolio.com>. Enter your "Login Name" and "Password." Click on the "Login" button.



Login Name:


Password:

Save Login Information

**LOGIN**

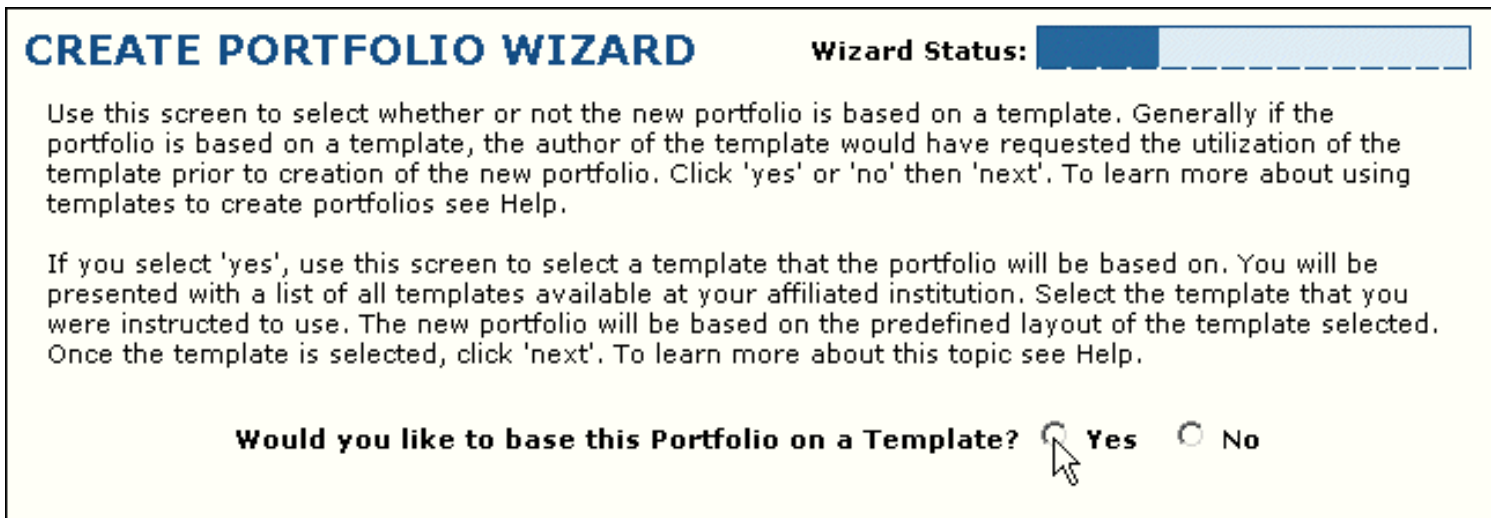
[Forgot Login Name or Password?](#)


2. Click on the "click here to create a new portfolio" hyperlink.



**MY PORTFOLIOS** [\[click here to create a new portfolio\]](#)

3. Select "Yes" to base this Portfolio on a Template.



**CREATE PORTFOLIO WIZARD** **Wizard Status:** 

Use this screen to select whether or not the new portfolio is based on a template. Generally if the portfolio is based on a template, the author of the template would have requested the utilization of the template prior to creation of the new portfolio. Click 'yes' or 'no' then 'next'. To learn more about using templates to create portfolios see Help.

If you select 'yes', use this screen to select a template that the portfolio will be based on. You will be presented with a list of all templates available at your affiliated institution. Select the template that you were instructed to use. The new portfolio will be based on the predefined layout of the template selected. Once the template is selected, click 'next'. To learn more about this topic see Help.

**Would you like to base this Portfolio on a Template?**  **Yes**  **No**

4. Select "BUS - PEPP" from the *Template* dropdown menu.

**Would you like to base this Portfolio on a Template?**  Yes  No

Template:

Instructions:

Alternate  
BIT  
**BUS - PEPP**  
Dental Hygiene  
EDU - Senior Portfolio  
EDUC3020 - Electronic Portfolio  
EDUC3020 - Fall 03  
Faculty CV  
IT Resume

5. Click on the "Next" button.

**Would you like to base this Portfolio on a Template?**  Yes  No

Template:

Instructions:

Instructions:

6. Verify your First Name, Last Name, and Portfolio Name. Enter a Portfolio Description (optional). Click on the "Next" button.

**First Name\*:**

**Last Name\*:**

**Portfolio Name\*:**

Portfolio Description:

7. Click in the checkbox corresponding to your Instructor's name, scroll down to the bottom of the page, and click on the "Finish" button.

[Open all](#)  [Close all](#)

**Clayton College**

**Business**

- Chacko, Jacob
- May, Gary
- Thompson, Barbara
- Arjomand, Lari
- Wicker, Martha
- Bogert, James
- Crawford, George
- Deis, Michael
- Finlay, Nikki

8. To begin editing the portfolio, click on the "edit portfolio" button.

# CREATE PORTFOLIO WIZARD

Wizard Status:

**Portfolio has been created.**

The portfolio has been successfully created. Click 'edit portfolio' to begin editing the contents of the portfolio.

[return to my portfolios](#)

[edit portfolio](#)

