

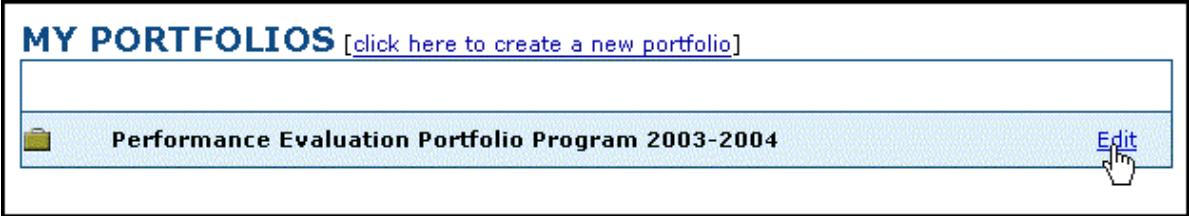
Sending Your Portfolio to a Prospective Employer via E-Mail

- 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 "Edit" hyperlink located adjacent to the portfolio you want to send to a prospective employer.



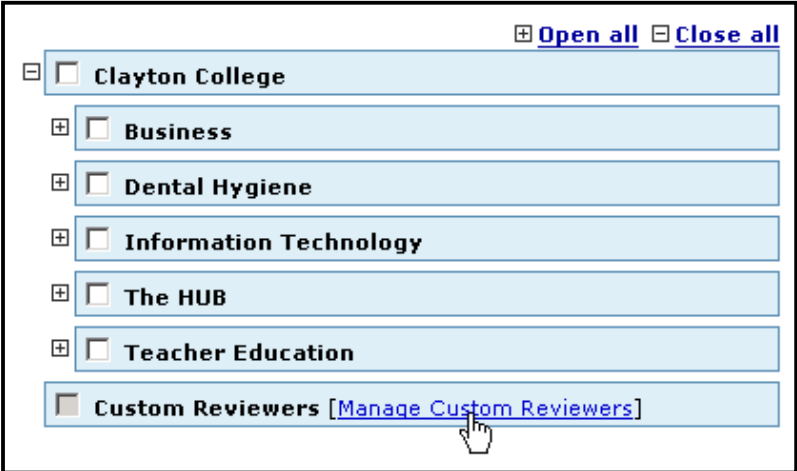
MY PORTFOLIOS [\[click here to create a new portfolio\]](#)
Performance Evaluation Portfolio Program 2003-2004 [Edit](#)

- 3. Click on the "PERMISSIONS" tab.



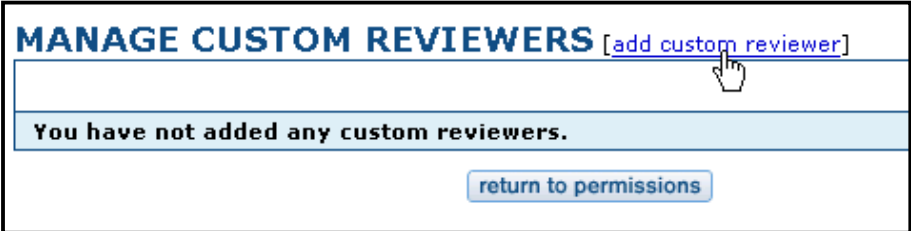
EDIT PORTFOLIO: Performance Evaluation Portfolio Program 2003-2004 [preview portfolio](#)
GENERAL **CONTENTS** **FEEDBACK** **PERMISSIONS**

- 4. Click on the "Manage Custom Reviewers" hyperlink.



Open all **Close all**
 Clayton College
 Business
 Dental Hygiene
 Information Technology
 The HUB
 Teacher Education
 Custom Reviewers [\[Manage Custom Reviewers\]](#)

- 5. Click on the "add custom reviewer" hyperlink.



MANAGE CUSTOM REVIEWERS [\[add custom reviewer\]](#)
You have not added any custom reviewers.
[return to permissions](#)

- 6. Enter the reviewer's First Name, Last Name, and E-mail Address. Modify the E-mail Subject, if desired. Check the box to "Allow This Custom Reviewer to Give Feedback," if desired. For your future reference, enter a brief description of the custom reviewer. Click on the "Save" button.

ADD CUSTOM REVIEWER

First Name*:

Last Name*:

E-mail*:

E-mail Subject*:

Allow This Custom Reviewer to Give Feedback

Custom Reviewer
Description:

7. Verify that the custom reviewer information is correct, and click on the "return to permissions" button. If you need to change the custom reviewer information, click on the "Edit" hyperlink. Likewise, if you want to remove this custom reviewer, click on the "Delete" hyperlink.

MANAGE CUSTOM REVIEWERS [\[add custom reviewer\]](#)

Name	E-mail	Description	Allow Feedback
Smith, John	jsmith@xyzcompany.com	Director of Human Resources at XYZ Company	yes Edit Delete

8. If you are ready to send an email to this custom reviewer containing a hyperlink to your portfolio, click in the checkbox corresponding to his/her name, and click on the "Save" button.

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

Clayton College

Business

Dental Hygiene

Information Technology

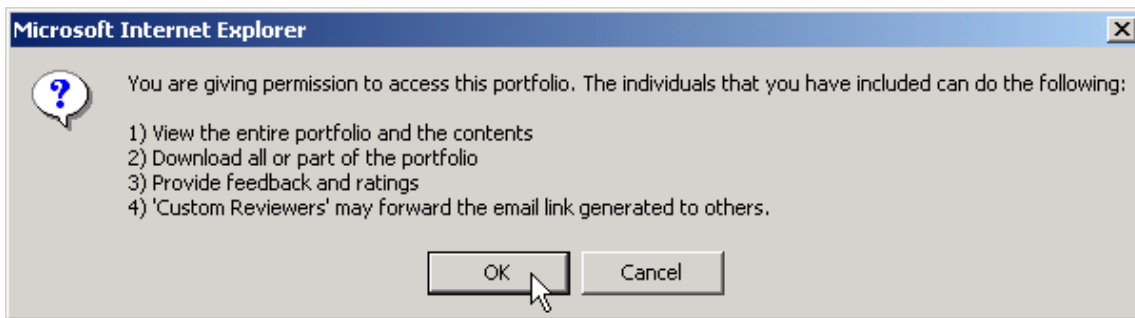
The HUB

Teacher Education

Custom Reviewers [\[Manage Custom Reviewers\]](#)

Smith, John

9. Click "OK" on the permission confirmation window.



10. As soon as you click "OK," an email will be sent to the custom reviewer. The email contains a direct link to the preview version of your portfolio (see sample below). **Important: This link will only be active if you maintain your iWebFolio license.**

