

How to create your e-Folio Minnesota site
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Point your browser to <http://www.efoliomn.com>

When the following page loads, select **SIGN UP**.

Welcome!

Welcome to eFolio Minnesota, a multimedia electronic portfolio designed to help you create a living showcase of your education, career and personal achievements. All Minnesota residents, including students enrolled in Minnesota schools, educators and others can use eFolio Minnesota to reach their career and education goals. See [Before You Begin](#) to learn more about using this cutting-edge electronic portfolio tool, or go straight to [Sign Up](#). It's fun and easy!

A registered trademark, eFolio Minnesota is a product of the [Minnesota State Colleges and Universities](#) in partnership with the CareerOneStop Service Center. The Minnesota State Colleges and Universities System is an Equal Opportunity employer and educator.

This link will take you to a new page. Read the information and click **Sign Me Up**.

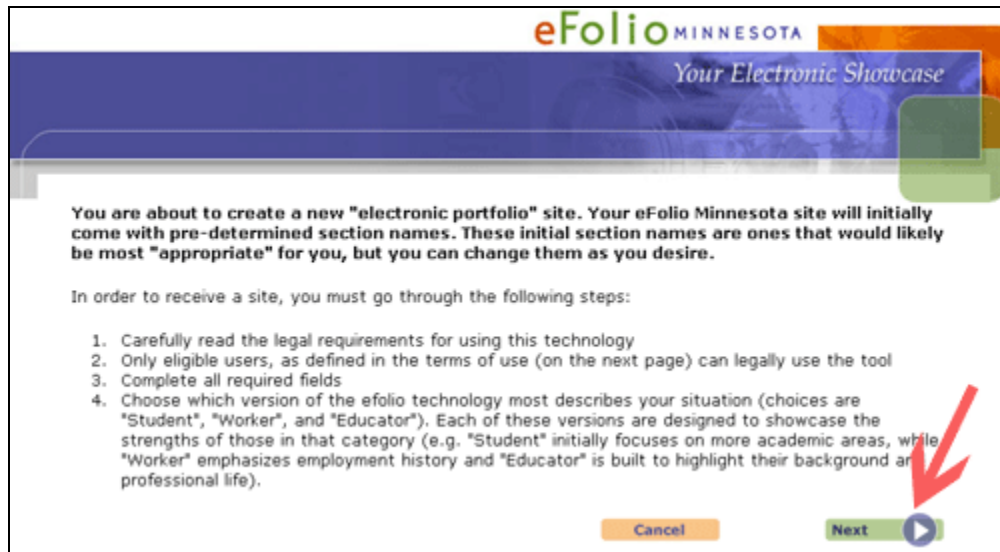
Sign up here

Sign Me Up When you sign up for an electronic portfolio, you'll receive an email from eFolio Minnesota with your unique URL that will include your name from the submittal form. For example, it could be something like [www.jilldoe.efoliomn1.com](#). You'll use this URL to access your personal administration site when you want to work on your content.

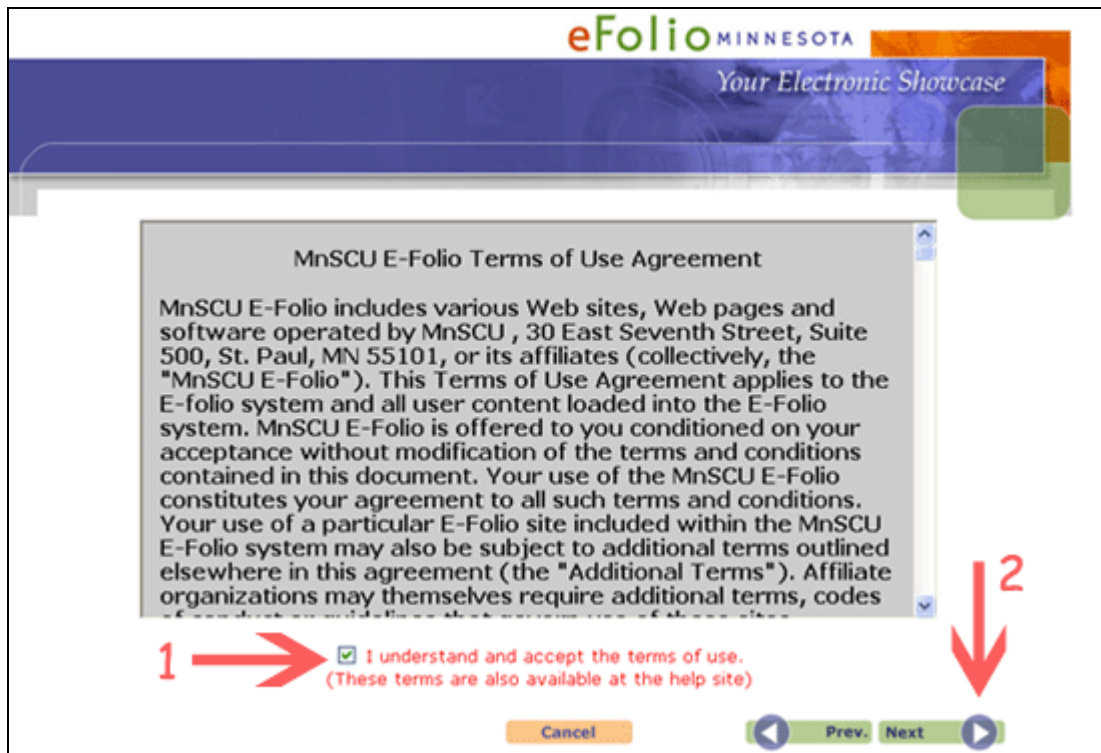
To begin the sign up process click on the "Sign Me Up" control button. This will open up a new window.

IMPORTANT: Please Read If you are signing up as part of a class or group action (for example, in the computer lab as part of a class exercise), please time your submittals, allowing the first person to submit and receive their "Welcome" message before having the next person hit their submit button and so on. This will help assist eFolio Minnesota during this peak demand period. Thank you!

The next page explains the necessary steps to create your e-Folio site. After reading through each carefully, press **Next**.



We are nearly there! Peruse the Terms of Use Agreement, click the **check box** to indicate your understanding of the terms of use, and press **Next**.



The next page consists of two parts, both of which are *very important*.

First, e-Folio allows you to choose between three types of sites. As the **Student** option best meets our needs, select that radio button as shown below.

eFolio MINNESOTA
Your Electronic Showcase

Please Choose One of the Following:

Worker

This site is best for those who are in the job market, either currently working or looking for employment. It is designed to best highlight your work experiences and your skills. If you are under age 18 you will receive a private site that will require a password and username in order for the public to view your site.

Student ←

This site is best for current students, whether that be in K-12 or higher education. The "student" version highlights your educational accomplishments, while still allowing you to showcase any work or volunteer experience that you may have done. If you are under age 18 you will receive a private site that will require a password and username in order for the public to view your site.

Educator

This site was specifically developed for teachers, instructors and faculty members. It helps to highlight their professional development, including publications, presentations, educational and professional career development.

The second choice to make is the selection of the custom design. From the following options, choose the design code corresponding to your area of educational administration and **type that code** in the text box.

| Content template | Custom design code |
|---------------------------------|--------------------|
| K-12 principal | umprincipal |
| Superintendent | umsuperintendent |
| Director of special education | umdirspeced |
| Director of community education | umdircommed |

In the example below, the code for a K-12 principal candidate, "umprincipal" was entered. Choose your appropriate **age specification**, and press **Next**.

Option for a Custom Design

If you have received a custom design code and would like to have your eFolio Minnesota site created using this design, please enter it in the box below.

If you haven't received a custom design code just click the "Next" button to skip this optional step.

* optional ← 1

Are you over 18?

Yes ← 2

No

↓ 3

The next page asks for your personal information. Provide the information required, and press **Next** one time only. Please be patient as the system may take up to 30 seconds to process your request.

Your Electronic Showcase

Name

First Name: *

Last Name: *

Your Current Email Address (e.g. jilldoe@hotmail.com)

Email Address: *

Email Address (verify): *

Username/Password

Username: * (6 characters minimum)


Password: * (6 characters minimum)

Password (verify): * (6 characters minimum)

* - Denotes required field

Please be patient, click the **Next** button only once.

IMPORTANT: Please Read If you are signing up as part of a class or group action (for example, in the computer lab as part of a class exercise), please time your submittals, allowing the first person to submit and receive their "Welcome" message before having the next person hit their Submit button and so on. This will help assist eFolioMinnesota during this peak demand period. Thank you!



You are done! The next page merely acknowledges your request.

eFolio MINNESOTA
Your Electronic Showcase

Thank you for requesting an eFolio Minnesota web site sponsored by the Minnesota State Colleges and University System! You will receive an e-mail (at the address you specified in the signup) with the URL for your eFolio Minnesota site, as well as your username and password so that you can start building your eFolio Minnesota site.

Depending on your e-mail provider and the number of sites requested, it may take a while for your e-mail to arrive. If your e-mail doesn't arrive, please go to www.efoliomn.com and select the option for "Contact Us".

Please remember that your eFolio Minnesota site has a size limit of 3 MB. This means that you should limit your uploads and consider linking to large files that may be stored elsewhere.

In the meantime, please feel free to visit the eFolio Minnesota Help Site at help.efoliominnesota.com for resources that will help you as you build your site.

Shortly after submitting your request, you will receive an email with the information you need to start building your electronic portfolio. See the image below for an example of the email you will receive.

| | | | | |
|-------------------------------------|-------------------------|--|-----------------|---|
| <input checked="" type="checkbox"/> | From: | Subject: | Date: |  |
| <input type="checkbox"/> | efolio.help@state.mn.us | Your eFolio Minnesota Web site has been created. | 22Sep04 12:36pm | |