**Create DEC Portfolio using the Template**
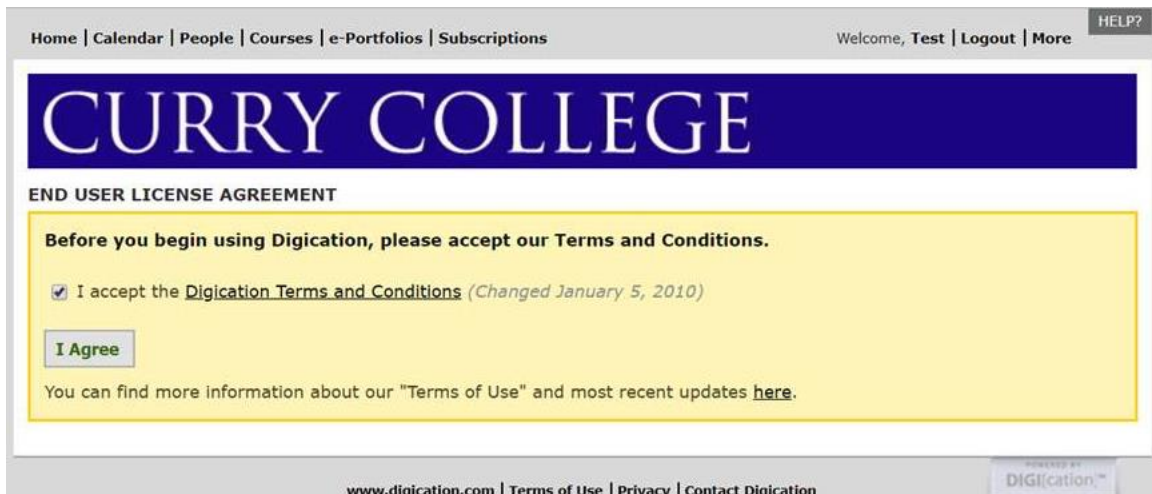
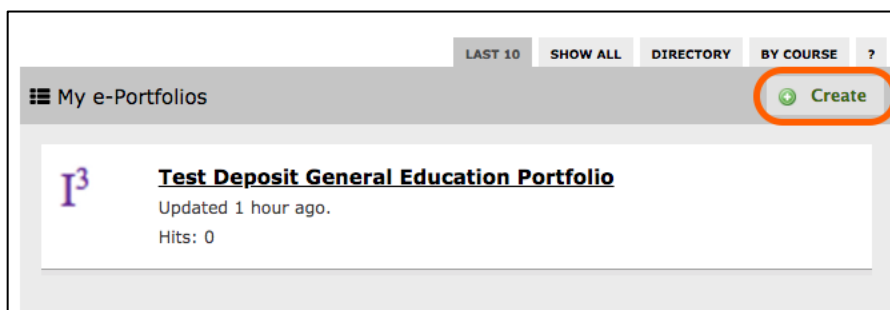**Step 1:** Login to the Portal at https://my.curry.edu

**Step 2**: Click on the Digication Icon



If this is the first time you are accessing Digication, you will be asked to accept the Terms and Conditions and click on **I Agree**:



**Step 3:** Click on **Create** on the right of the screen:

**Step 4:** Title your e-Portfolio, **First Name Last Name DEC Portfolio**; click on the appropriate DEC Template and click on **Create**:



**Step 5**: Click on the three lines to the right of your screen:



**Step 6**: Click on **PUBLISH PAGES**:



*Create DEC e-Portfolio using the Template*

**Step 7:** Click on **PUBLISH**:



**Step 8**: Click on **SAVE SETTINGS**:



**Step 9**: Refer to the New Digication Guidesheets for instructions for using New Digication: