



Create DEC Portfolio using the Template

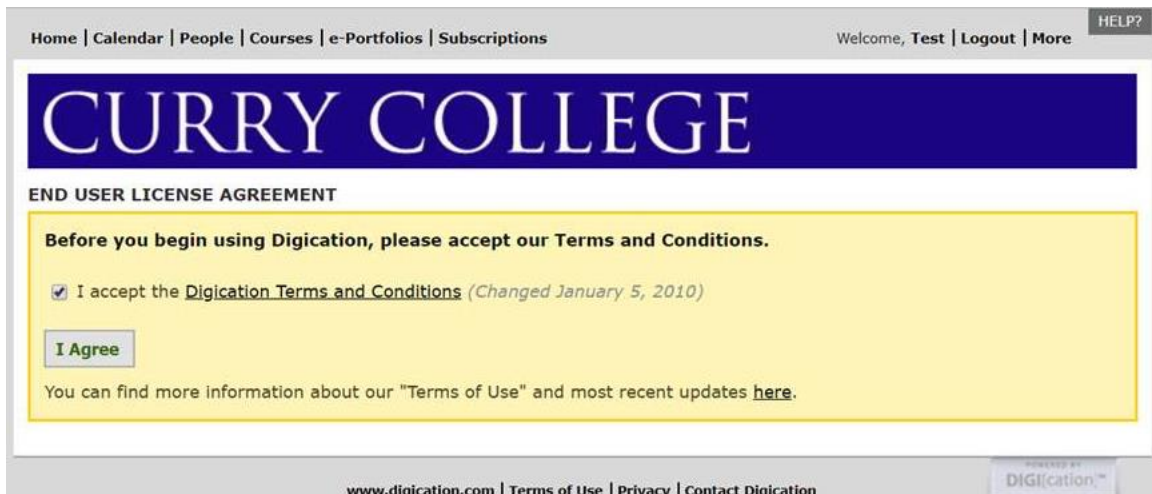
Step 1: Login to the Portal at <https://my.curry.edu>

Step 2: Click on the Digication Icon

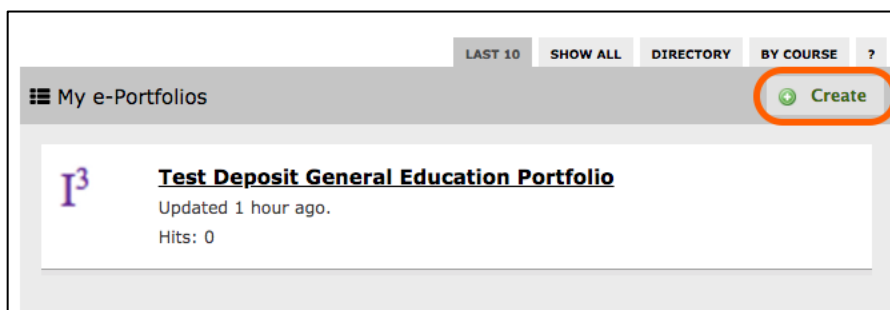


Digication E-Portfolio

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**:

D

CREATE YOUR EPORTFOLIO

Choose a thumbnail

TITLE
Christine Sacco DEC Portfolio

URL
https://curry.digication.com/christine-sacco-dec-portfolio Edit

PERMISSION
Your ePortfolio will be private initially, then you will be prompted later with the Template's recommended permission settings.

PICK A TEMPLATE FROM LIBRARY

Search for template

Blank Template

Default Template

I³
Ideas. Inquiry. Integrations
NEW DIGICATION GEN ED
TEMPLATE

RN-BS Template

Choose appropriate template

Template Formative & Continuance DEC File - Library Faculty

Template Formative & Continuance DEC File - Teaching & PAL Faculty

Template Promotion DEC - Teaching & PAL Faculty

Template Promotion DEC File - Library Faculty

CANCEL CREATE

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

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EDIT MODE PUBLISHED VIEW

Your changes have not been published yet. Publish Changes

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

PUBLISH THIS PAGE

PUBLISH PAGES

SUBMIT TO COURSE

SETTINGS

ORGANIZE

MAKE A COPY

ADD AS TEMPLATE

DELETE

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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:

This is the Curry College Promotion DEC Template for Library Faculty Evaluation

Home ▾ Looking Back/Looking Forward ▾ Department Chair Letter Updated C.V. Evaluations ▾

Professional Performance & Service Activities ▾ Letters from Colleagues Additional Materials

Digication Guidesheets DEC Process Instructions

Digication Guidesheets and Security Policies

Click on the link provided below to access Guidesheets with step-by-step instructions on using your portfolio. Navigate to the section on DEC Guidesheets Using New Digication:

- [New Digication Guidesheets](#)

Security Policies:

- [Curry Security Questions](#)
- [Digication Risk Management Plan](#)
- [Digication Security Information](#)