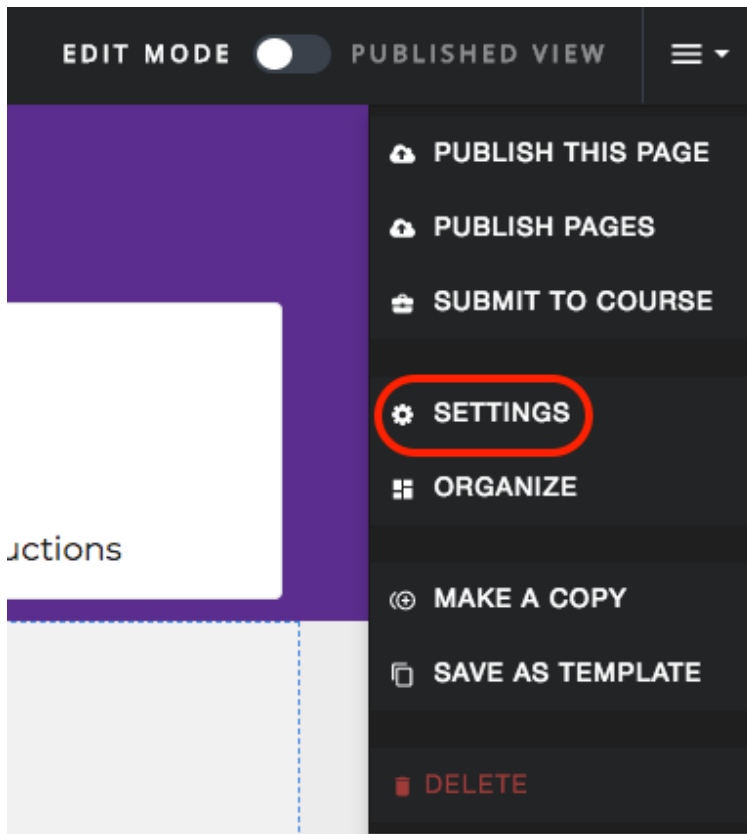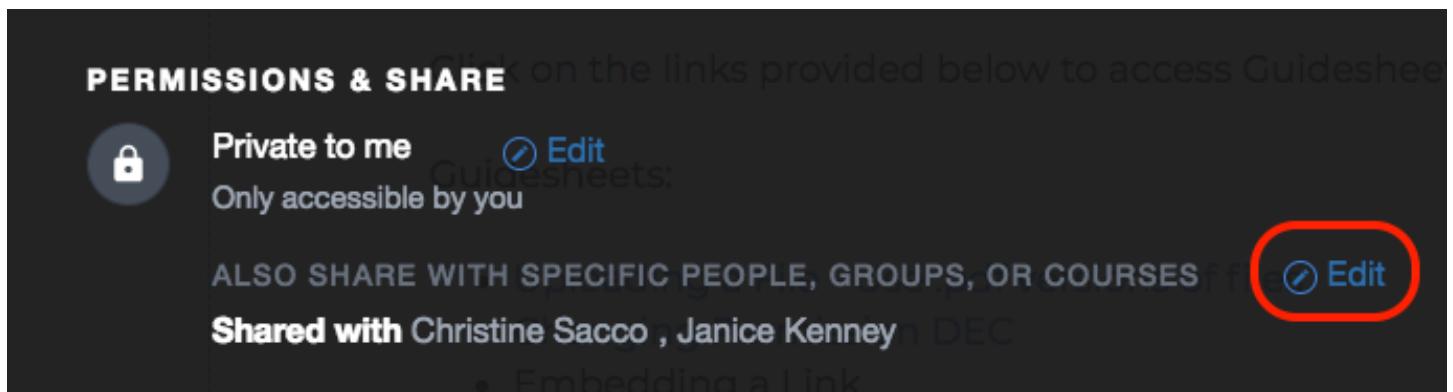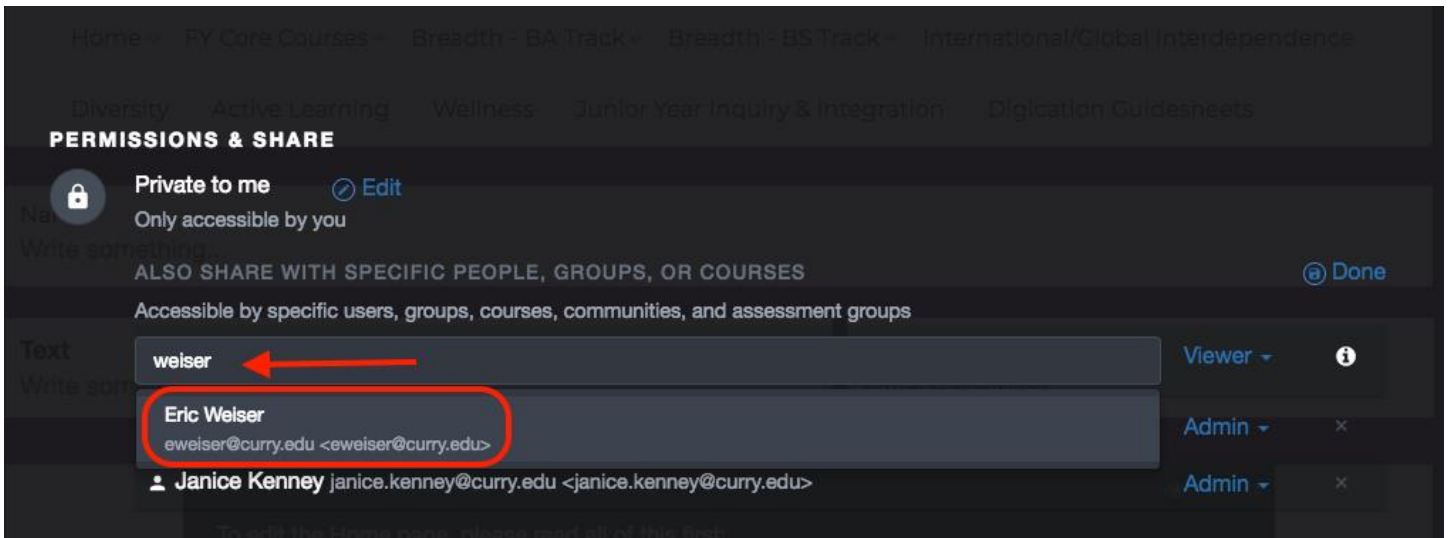**Sharing your e-Portfolio**

Step 1: From within your e-Portfolio, click on the three lines in the upper right-hand corner of the screen and choose **SETTINGS**:

Step 2: Click on **Edit** next to "**ALSO SHARE WITH SPECIFIC PEOPLE**…"

Step 3: Type in the last name of your Professor and you will see their name appear. Click on their name:

Step 4: You can leave the Permission as a Viewer and then click **SAVE SETTINGS.**