



## Digication Kora: Creating a Gen Ed ePortfolio using a template

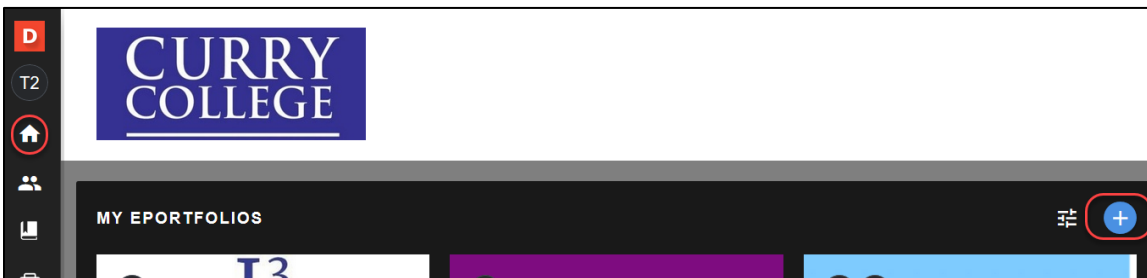
**Step 1:** Login to the Portal at <https://my.curry.edu>

**Step 2:** Click on the **Digication Icon** in the Quick Launch area

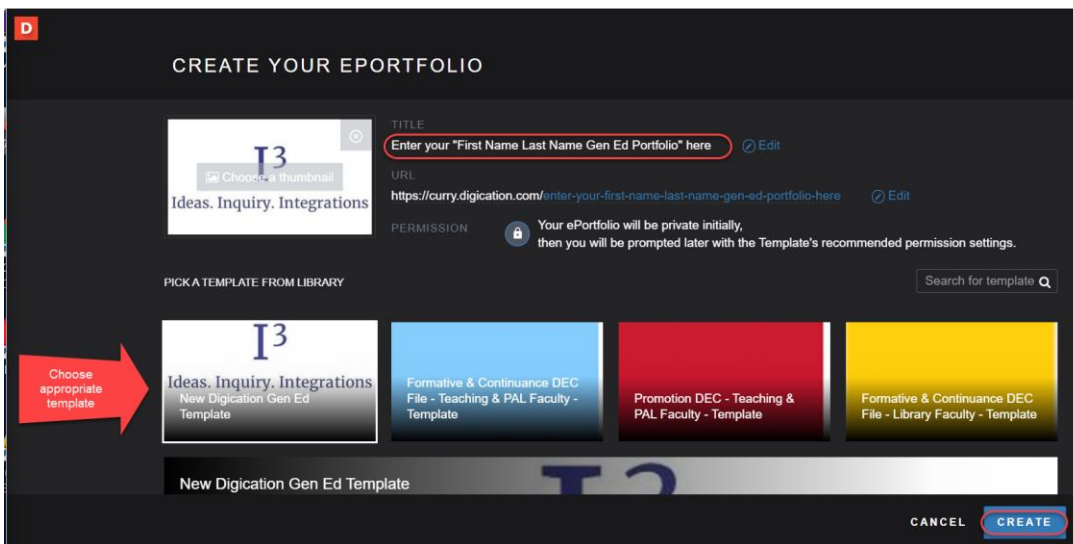


If this is the first time you are accessing Digication, you will be asked to accept the Terms and Conditions. Click on I Agree.

**Step 3:** On the Home page click on **Create icon** (blue and white plus sign):

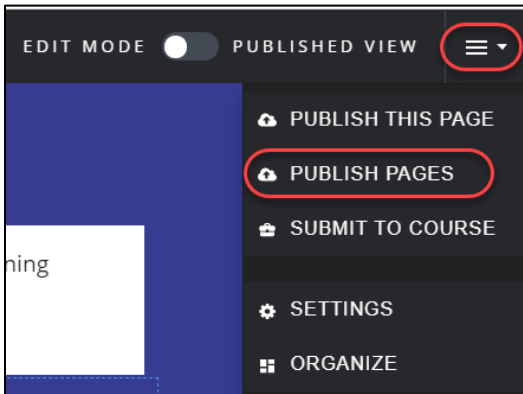


**Step 4:** Title your ePortfolio, **First Name Last Name Gen Ed Portfolio**; click on the Gen Ed Template and click **CREATE**:

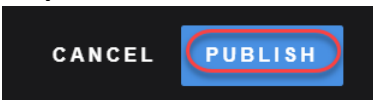


**IMPORTANT NEXT STEP – PUBLISH THE PORTFOLIO:**

**Step 5:** Click on the **Portfolio Action Menu** (three lines in the upper right corner) then select **PUBLISH PAGES**:



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



**Step 7:** Click on **SAVE SETTINGS**:



Click on **Digication Guidesheets** Tab to refer to the Digication Guidesheets for instructions on using Digication

