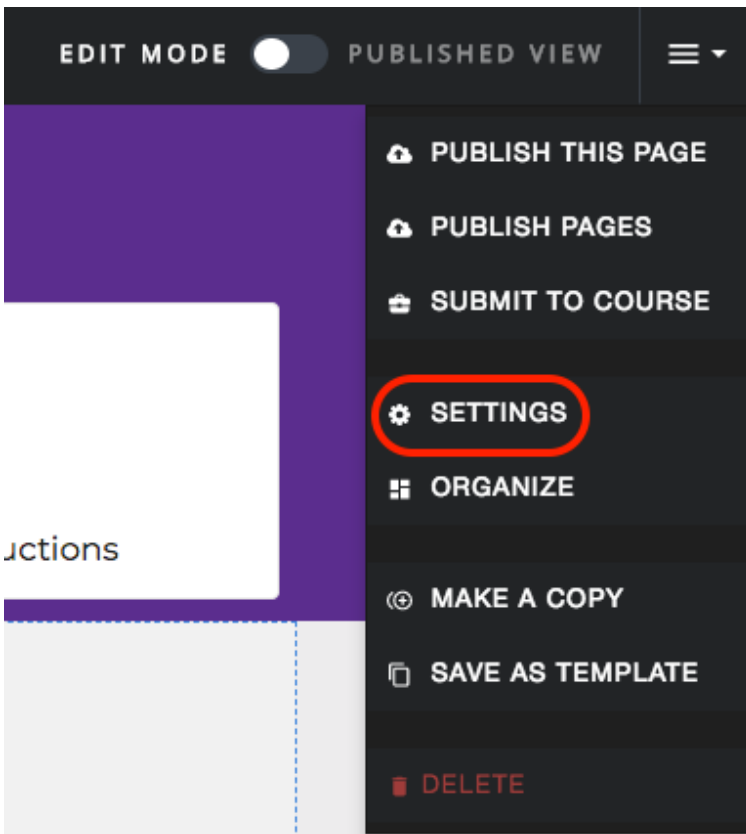


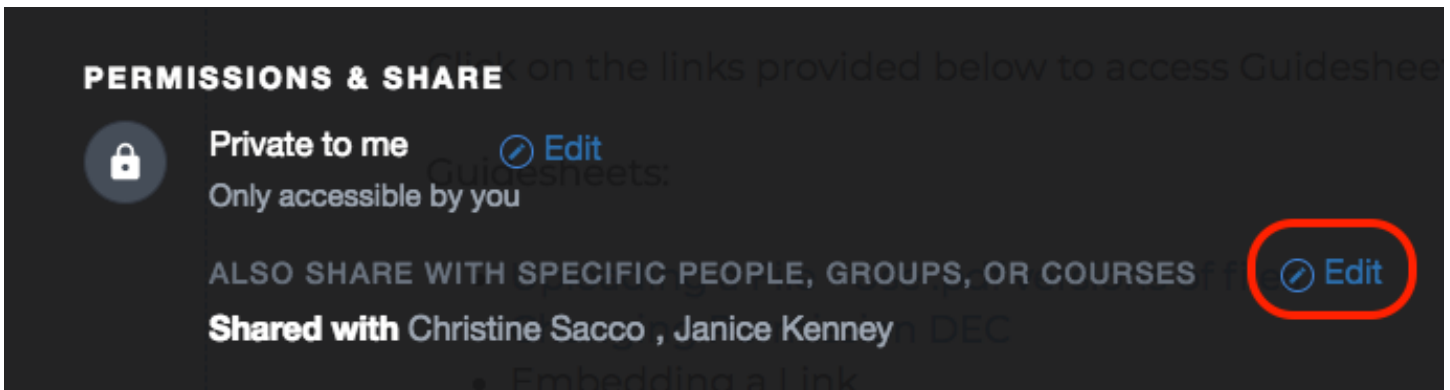


Adding the Provost, Associate VPAA and Academic Affairs AA

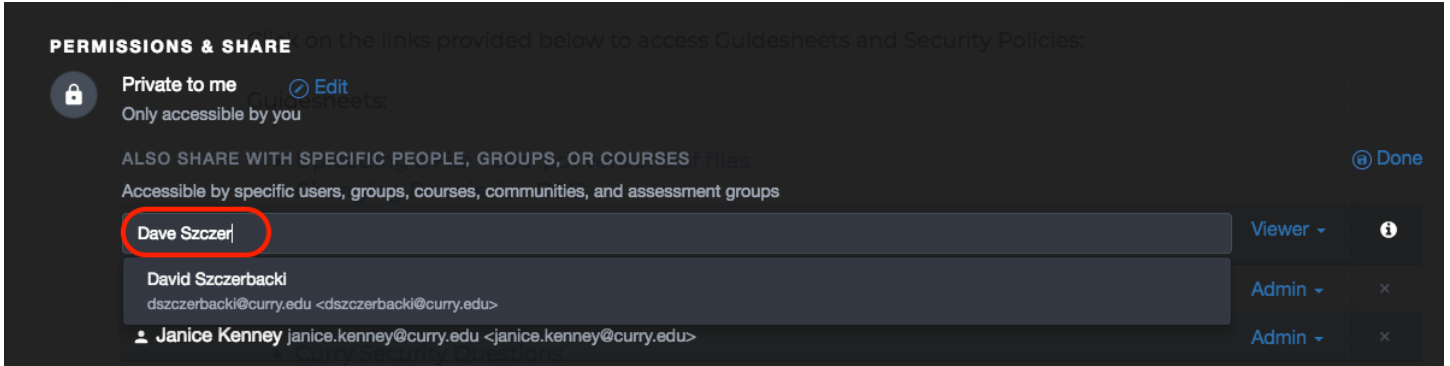
Step 1: From within your e-Portfolio, click on the three lines in the upper right-hand corner of the screen and choose SETTINGS:



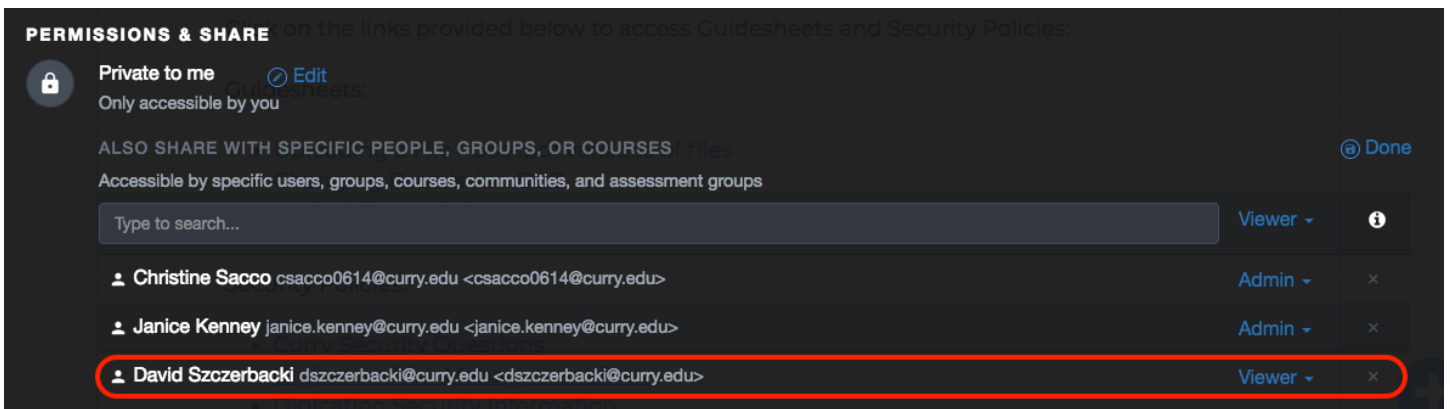
Step 2: Click on **Edit** next to “ALSO SHARE WITH SPECIFIC PEOPLE...”



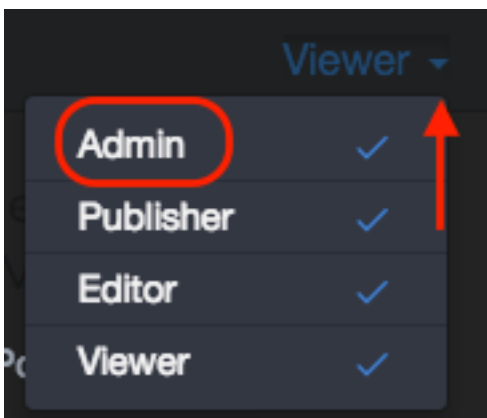
Step 3: Begin typing in the name of the person you are looking for, in this case, the Provost and when you see the name come up, click on it:



Step 4: You will see the person added to your e-Portfolio. By default, they are added as a Viewer.



Step 5: Change the permission to Admin:



Step 6: Do the same for the Associate VPAA (Carrie Cokely) and the Academics Affairs AA (Arlene Kiyabu).

Step 7: Click on **Save Settings**:

