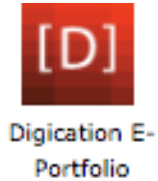


Create RN-BS Portfolio using the Template

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

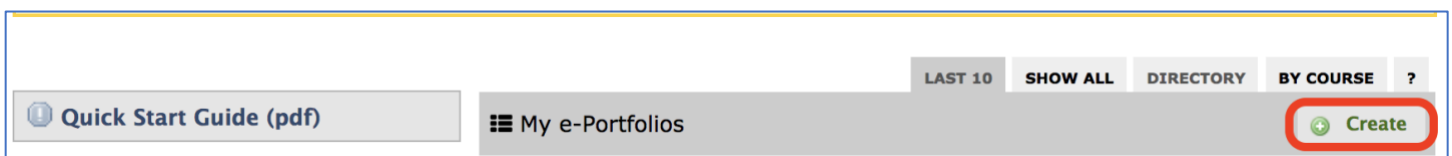
Step 2: Click on the Digication Icon



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 RN-BS Portfolio**; click on the RN-BS Template and click on **Create**:

CREATE YOUR EPORTFOLIO First Name Last Name RN-BS Portfolio

TITLE
Christine Sacco RN-BS Portfolio [Edit](#)

URL
https://curry.digication.com/christine-sacco-rn-bs-portfolio1 [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** **RN-BS Template** **Template Formative & Continuance DEC File - Library Faculty - Template** **Template Formative & Teaching & PAL Faculty - Template** **Template Promotion DEC - Teaching & PAL Faculty - Template** **Template Promotion DEC File - Library Faculty - Template**

CANCEL **CREATE**

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

D 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

Step 7: Click on **PUBLISH**:



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



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

