

## Adding the Provost, Associate VPAA and Academic Affairs AA

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**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.

PERMISSIONS & SHARECON the links provided below to access Guidesheets and Security Policies:			
•	Private to me CEdit Only accessible by you		
	ALSO SHARE WITH SPECIFIC PEOPLE, GROUPS, OR COURSES THES		Done
	Accessible by specific users, groups, courses, communities, and assessment groups		
	Type to search		6
	Christine Sacco csacco0614@curry.edu <csacco0614@curry.edu></csacco0614@curry.edu>	Admin -	
	<b></b>	Admin +	
	David Szczerbacki dszczerbacki@curry.edu <dszczerbacki@curry.edu></dszczerbacki@curry.edu>	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:



New Digication – Adding the Provost, Associate VPAA and Academic Affairs AA