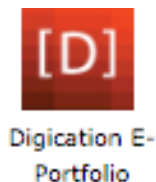




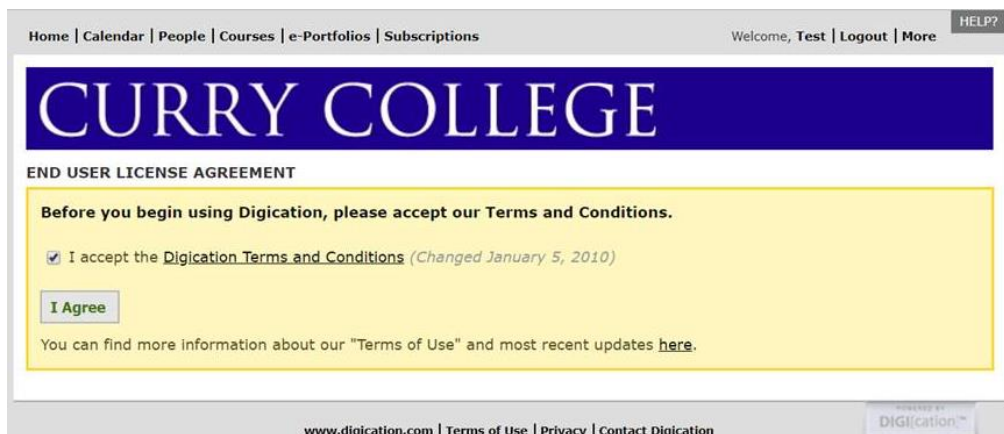
## Creating an MSN Administration or Education Portfolio using the Template

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

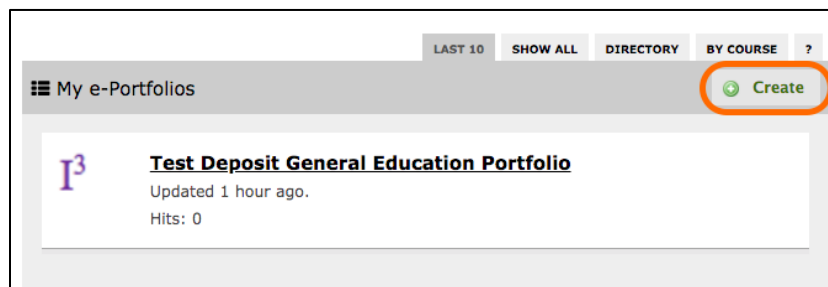
**Step 2:** Click on the Digication Icon



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 MSN Portfolio**; click on the appropriate MSN Template **there are two templates you must select one, either [(1) MSN Administration Track –Template or (2) MSN Education Track – Template]** and click on **Create**:

CREATE YOUR EPORTFOLIO

TITLE: Jan Kenney MSN portfolio [Edit](#)

URL: https://curry.digication.com/jan-kenney-msn-portfolio [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

Blank Template

Create from Scratch

Formative & Continuance DEC File - Library Faculty - Template

Formative & Continuance DEC File - Teaching & PAL Faculty - Template

Master Promotion DEC - Teaching & PAL Faculty - Template

1 MSN ADMINISTRATION TRACK TEMPLATE

2 MSN EDUCATION TRACK TEMPLATE

I<sup>3</sup> Ideas. Inquiry. Integrations. NEW DIGICATION GEN ED TEMPLATE

MSN Administration Track - Template

CANCEL CREATE

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

✓ Your changes have been saved

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

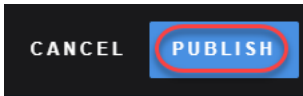
ORGANIZE

MAKE A COPY

ADD AS TEMPLATE

DELETE

**Step 7:** Click on **PUBLISH**:



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

