



Digation Kora: Creating a DEC File ePortfolio using a template

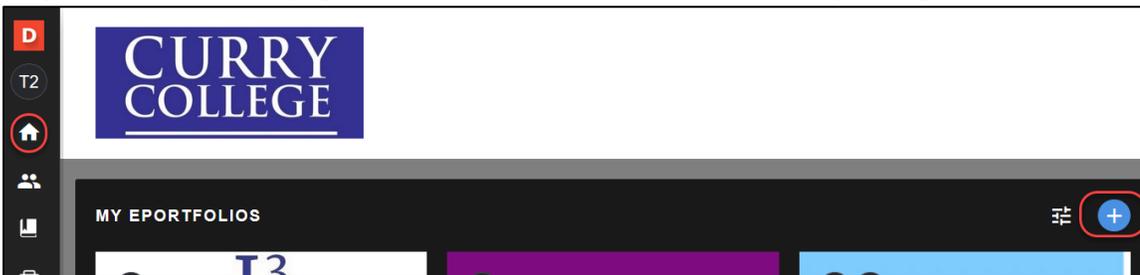
Step 1: Login to the Portal at <https://my.curry.edu>

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

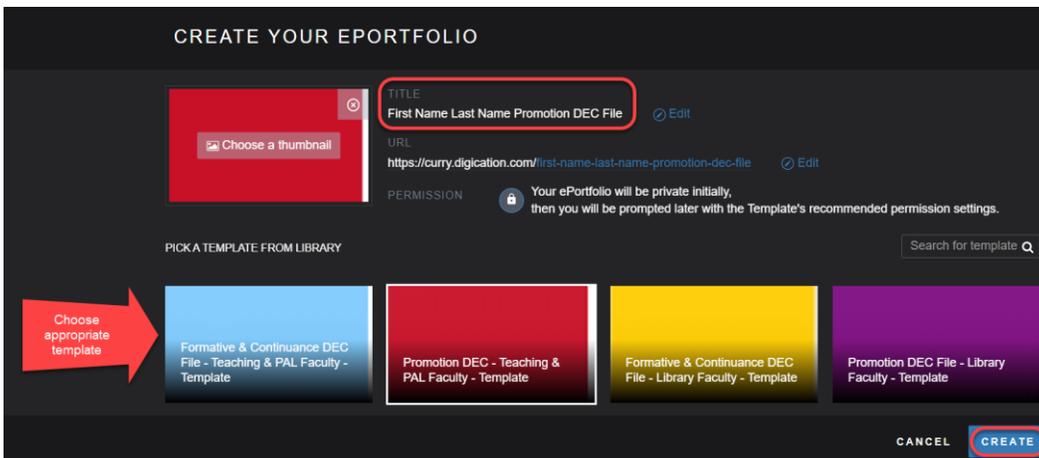


If this is the first time you are accessing Digation, you will be asked to accept the Terms and Conditions. Click on I Agree.

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

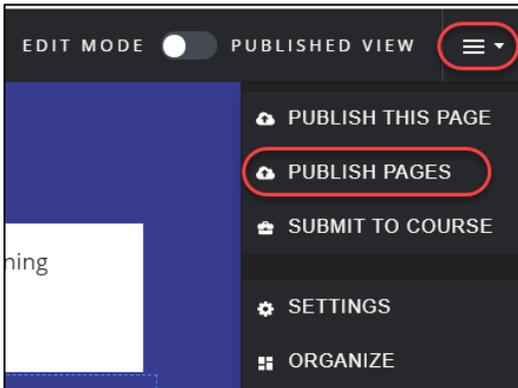


Step 4: Title your ePortfolio, **First Name Last Name Dec File Year**; click on the appropriate DEC template and click **CREATE**:

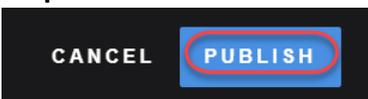


IMPORTANT NEXT STEP – PUBLISH THE PORTFOLIO

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

