Logging in and Initial Setup

1. Go to the LAGCC Digication site to login (http://www.lagcc.cuny.edu/eportfoliosso). Enter your login information. *(See image 1.1)*

Image 1.1

2. Once Logged in you will be prompted to agree to the terms of service. Check the **"I accept the Digication Terms and Conditions"** option, and then click the **"I Agree"** button. *(See image 1.2)*
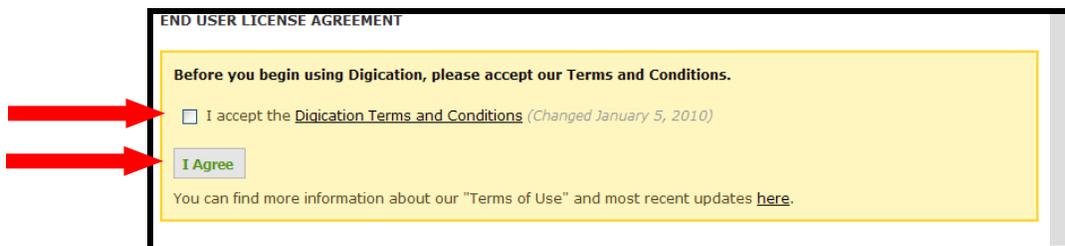
Image 1.2

3. Once logged in, you will be in the **"Workspace"** (Home page) area, indicated by the **"My e-Portfolios"** tab. On the right hand side of the page you will see **"Create"** Click on it. (*See image 1.3*)

Image 1.3

4. After you click on the **"Create"** button, you will be brought to the **"Portfolio Settings"** page. Here, you will be asked to fill out the **"Create an e-Portfolio"** section: ePortfolio title and web address. *(See image 1.4)*
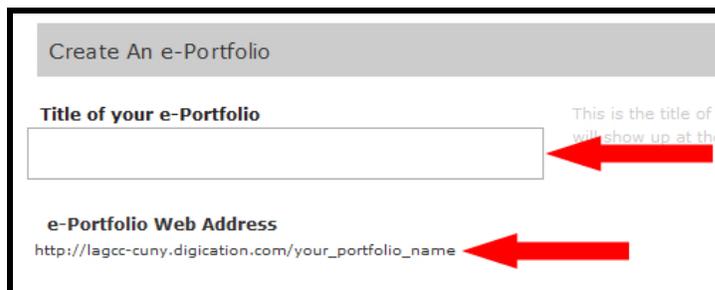
Image 1.4

5. The web address will automatically be generated for you, but if you want to change the address you can click on the **"edit"** link and type in your own address. If the name is already used you will receive an error message. *(See image 1.5 and 1.6)*
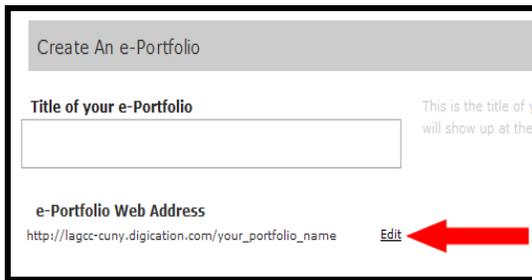

Image 1.5

Image 1.6

6. In the **"Choose a Template"** section, you will select a template from the template library. If you do not see the one you want listed, click on the **"More Templates"** link. *(See image 1.7)*

Image 1.7

7. From here you will select the **"CUNY LaGuardia Community College Templates"** link and a list of templates will appear. Choose the template that your instructor has indicated you to use and click the **"Select"** button. *(See image 1.8)*
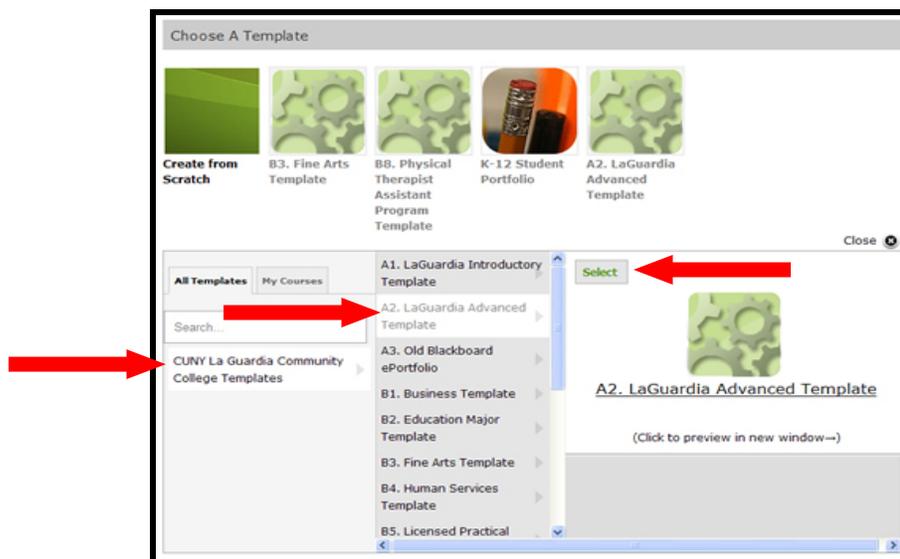

Image 1.8

8. In the **"Choose a Theme"** section, you will be able to choose a theme for you e-Portfolio. First, click the link for **"Use selected template's theme**". *(See image 1.9)*

Image 1.9

9. From here you can choose either the (9.1) **Default style**, (9.2) **Custom Theme** or click on the (9.3) **"More Themes"** button If you do not see the one you want listed, click on the **"More Themes"** link. *(See image 1.10)*
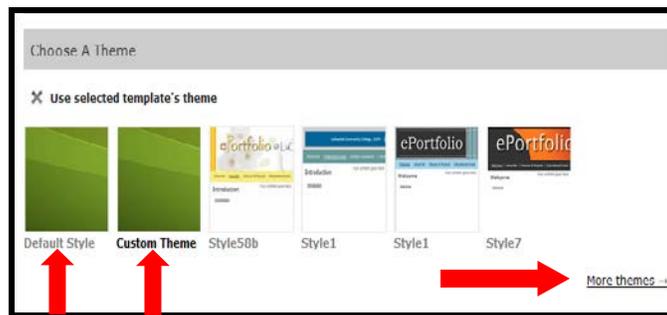

Image 1.10

9.1 Choosing the **"Default"** theme will give you a theme that has no style applied to it **(if you choose this option, proceed to step #10)** *(See image 1.11)*
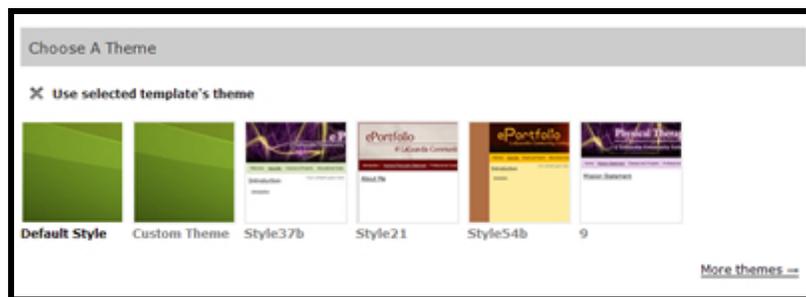

Image 1.11

9.2 Choosing the **"Custom"** theme will allow you to choose a directory icon, a header image, customize the CSS and add a Footer. (See Image 1.12)**(If you choose this option, proceed to step #10)**

Image 1.12

9.3 Choosing the **"More Templates"** option will allow you to apply various visual styles. From here you will select the **"LaGuardia"** link, and then select the theme that corresponds to the template you chose. Next, select the style you want and finally, click the **"Select"** button next to the thumbnail of your theme. **Note:** There are two categories of the themes: by **major**, e.g., Business. Education, etc., and **Standard,** which are themes that do not correspond to any specific major. These are what were used to be called as 'Intermediate' templates in the old system. *(See image 1.13)*
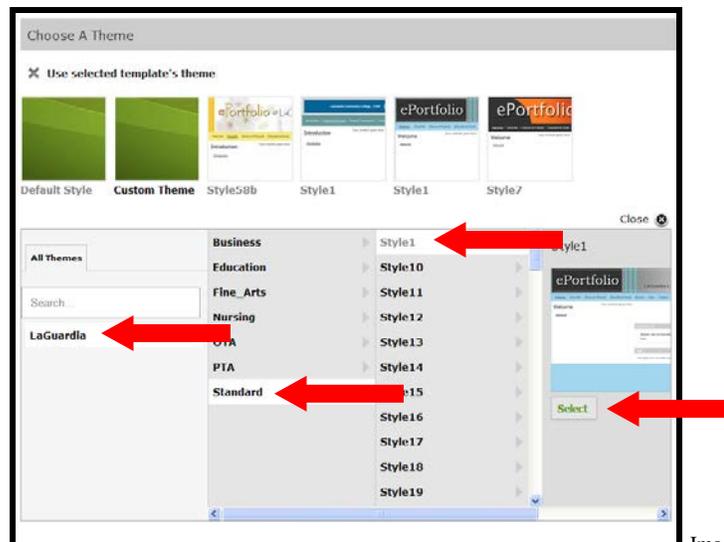

Image 1.13

10. In the "**Permissions"** section, you will decide who will be able to view your ePortfolio. You must choose one of the following: **"Private to me," "Private within CUNY LaGuardia Community College"** and **"Public."** For additional permissions click on the **"Custom Permissions."** *(See image 1.14)*
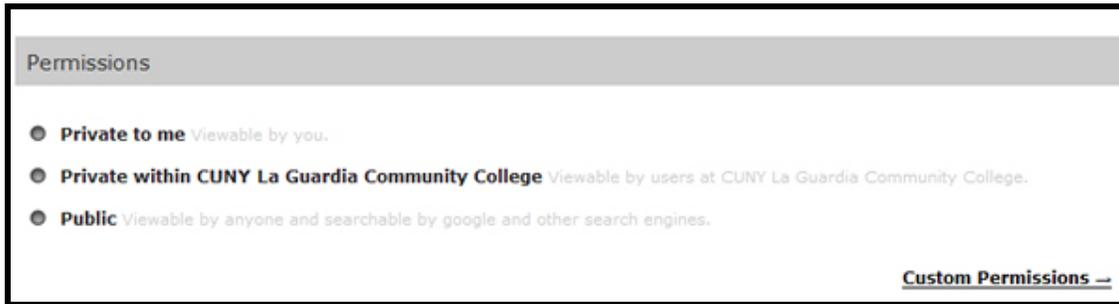

Image 1.14

Note: To make an e-Portfolio available to an external viewer, you should set the e-Portfolio to "Public", but turn off "Show in Directory". You can then email the link to your portfolio to the external viewer, and they will not need a password to view the portfolio. At the same time, since the portfolio will not be part of the LaGuardia directory (http://lagcc-cuny.digication.com/portfolio/directory.digi), Google will not find it or index it, and the public will not find it either.

11. In the Custom permissions section, you can give access to individual **Users, Groups or Courses.** *(See image 1.15)*
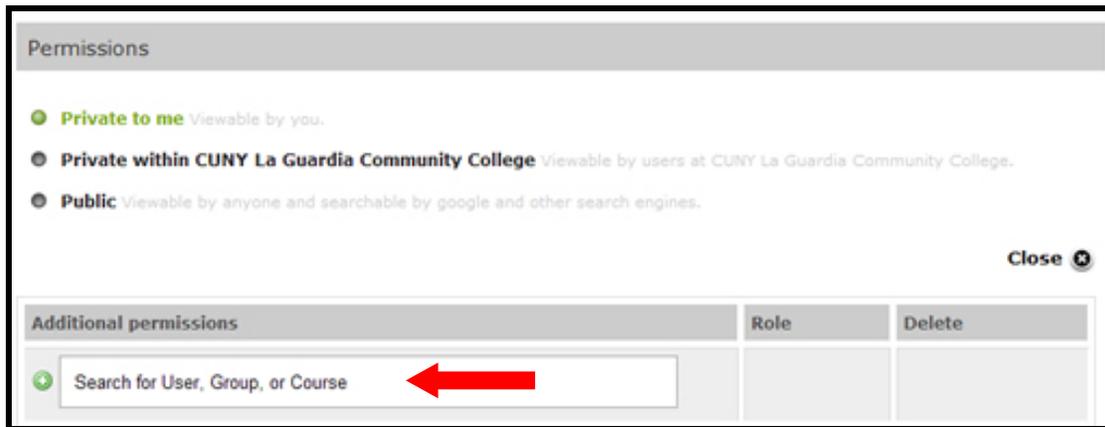

Image 1.15

12. You can type in the name of the **User, Course or Group** you want to share with as long as the user has an account within the system, you are enrolled in the course or been added to the group. You can then select option that appears. *(See image 1.16)*
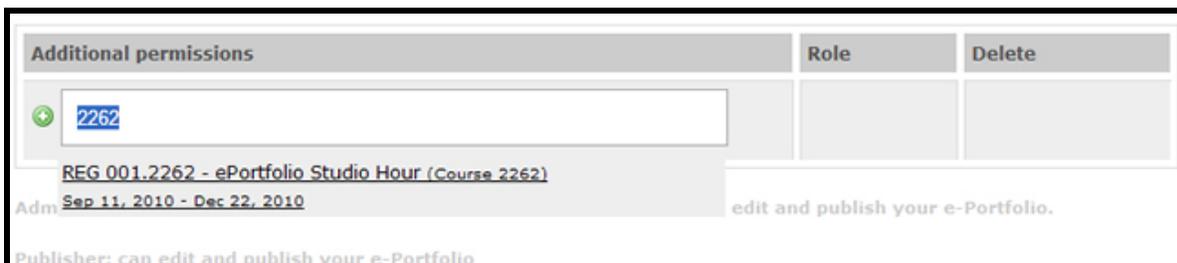

Image 1.16

13. After you have made your selection, you can then change the role for a given user; if you choose, you can also remove anyone as a user. *(See image 1.17)*
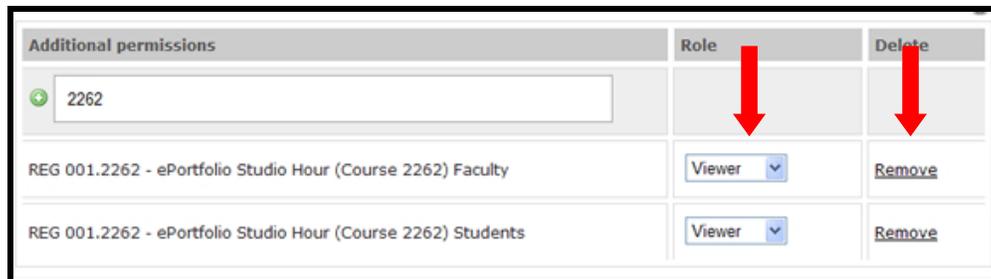

Image 1.17

14. Once you have finished with these settings click on **"Create New e-Portfolio"** to start editing your e-Portfolio. *(See image 1.18)*
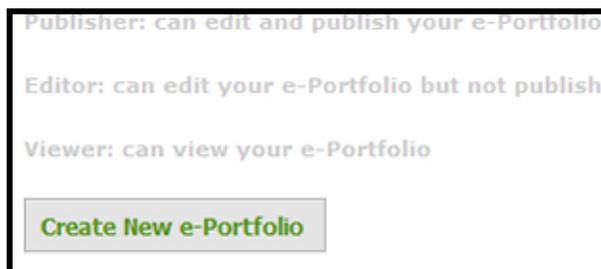

Image 1.18