# ACADEMIC TECHNOLOGIES (ITS)

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## TUTORIAL

#### JOINING A GROUP

This tutorial will show you how to join an ePortfolio group.

1. On the ePortfolio dashboard, select the Groups tab

PACE UNIV	<mark>folio</mark> ersity		Search	🛔 Heidi Clorofilla	¢°,
DASHBOARD	MY EPORTFOLIO	CONTENT	GROUPS		
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2. Click Find Groups.

DASHBOARD		MY EPORTFOLIO		CONTENT	GROUPS		
My groups	Find groups	My friends Find friends Institution membership Topics					

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3. Before you type into the search bar, change the dropdown to **All groups.** Then search for **the name of the group** you wish to join.

PACE UN	IVERSITY			Search
DASHBOARD	MY EPORTFOLIO	CONTENT	GROUPS	
My groups Find g	roups My friends Find	l friends Institu	tion membershi	p Topics
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4. When the group appears, **click Join This Group** to the right of the name. If you do not see this option, the group may not be accepting new members.

Find groups <sup>1</sup>	
Search: (Groups I can join) Heidi • Search	
RESULTS	
Heidi's Group - Open	
<b>Group administrators:</b> Heidi Clorofilla Members: 1	➡ Join this group

<u>help.pace.edu</u> Last Updated: February 23, 2017 Acadtech@pace.edu www.pace.edu/digitaltoolkit 914 773 3664 (PLV) 212 346 1661 (NYC)

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5. If done correctly, you should see a confirmation inside the group page.



6. Other groups may require confirmation from the administrator. If so, just **click Request to join this group** and the owner will have to confirm membership.

2013 Industry Theory and Practice - Request membership	
<b>Group administrators:</b> mpulaskibehling Members: 17	Request to join this group