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TUTORIAL

UNV-101 ADDING CONTENT

This tutorial will show you how to add content to your UNV-101 Page.

1. Log in to <u>https://eportfolio.pace.edu</u> with your Pace username and password.



2. Click the "**My ePortfolio**" button.

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3. Click the pencil icon next to your UNV-101 page.

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4. Click on the "**Edit this page**" Tab.

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5. The headings are placeholders for you to upload your files. **To add file** in a section, **click the gear** next to the heading.

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6. When the pop-up window comes up, check the box in the "**Upload file**" section. Then click "**choose files**" and select a file from your computer or flash drive.

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7. After your file has been selected, click "Save".

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8. **Repeat steps 5-7** for additional file you'd like to upload.