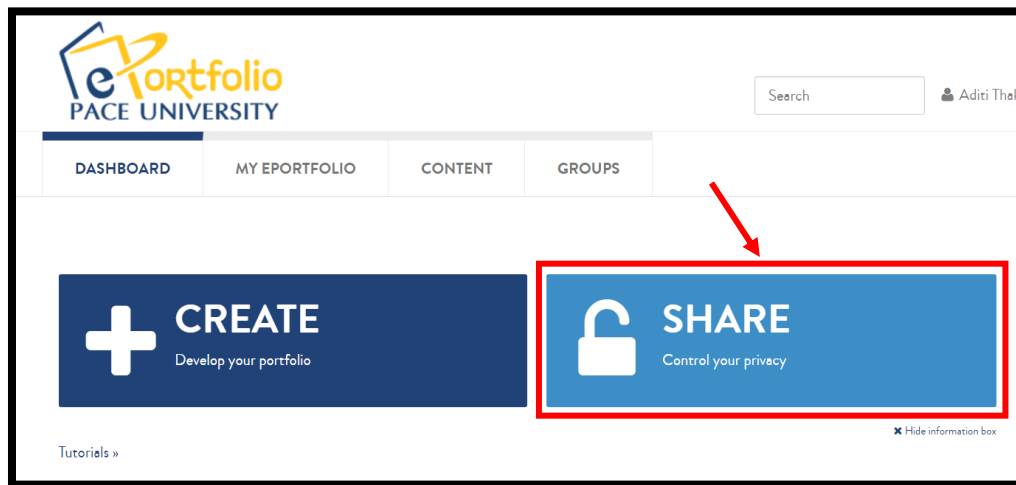


## TUTORIAL

EPORTFOLIO GUIDE FOR SETTING  
TAP PERMISSIONS

This tutorial will show you how to share your TAP page.

1. Log in to ePortfolio and click the light blue “Share” button.



2. Select the “Edit Access” Button next to your Tenure and Promotion (TAP) eDossier TEMPLATE page.

The screenshot shows a table titled 'PAGES' with columns for 'PAGE TITLE', 'ACCESS LIST', 'EDIT ACCESS', and 'SECRET URLS'. The 'EDIT ACCESS' column contains lock icons for each row. The row for 'Tenure and Promotion (TAP) eDossier TEMPLATE' has its lock icon highlighted with a red box, and a red arrow points to it from the bottom right.

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
Academic Materials		🔒	🌐
Co-curricular / Extracurricular Activities		🔒	🌐
Introduction	Umme Kazmi	🔒	🌐
Professional Preparation/Resumé		🔒	🌐
Profile page	Pace, Registered users	🔒	🌐
Recommendations		🔒	🌐
Rubrics		🔒	🌐
Showcase		🔒	🌐
Tenure and Promotion (TAP) eDossier TEMPLATE		🔒	🌐
UNV-101		🔒	🌐

## TUTORIAL

- Click the heading “Share with”. Select “Groups” in the drop down box, then type in the name of your group within the text box. Then click “Save” to share your page

Share | Edit access ⓘ

Pages ADVANCED OPTIONS ▾

Tenure and Promotion (TAP) eDossier TEMPLATE 🔍

SHARED WITH FROM TO

Share with ▾ Who do you want to share with?

Save Cancel



Share | Edit access ⓘ

Pages ADVANCED OPTIONS ▾

Tenure and Promotion (TAP) eDossier TEMPLATE 🔍

SHARED WITH FROM TO

Groups ▾ Sample TAP ▾ Everyone in group ▾ 📅 📅

Share with ▾ Who do you want to share with?

Save Cancel

Now everyone in the group will have access to your academic materials page. To review the guidelines for faculty ePortfolios for tenure and promotion evaluation and view a faculty sample visit <http://www.pace.edu/provost/information-faculty-o/cdfpt-o/cdfpt-guidelines-dossier-preparation-o>.