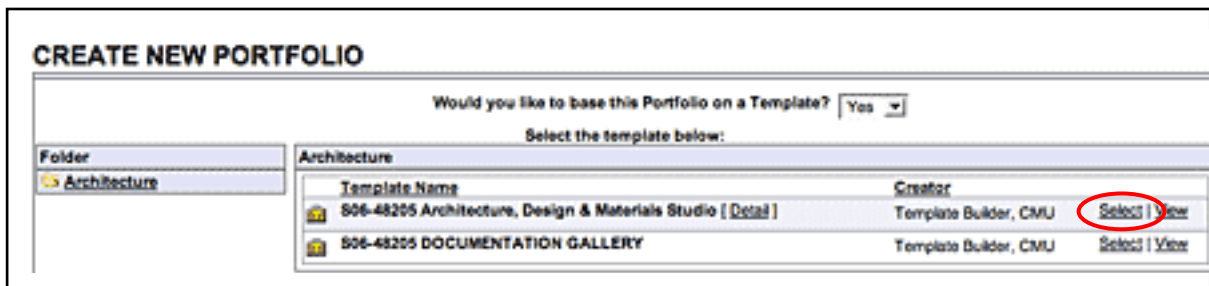1. **After login, the "My Portfolios" screen will appear. To create a portfolio, click the "CREATE NEW PORTFOLIO" link.**
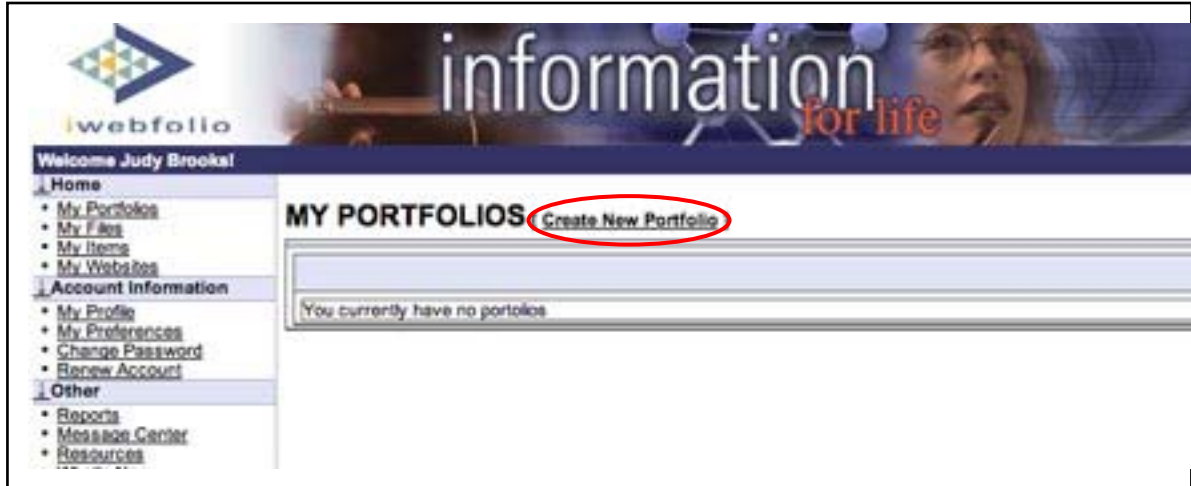
2. **Click "YES" from the dropdown menu to create a portfolio using the course portfolio template.**
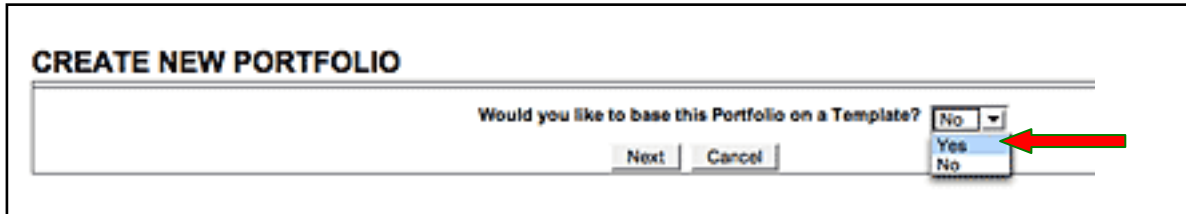
3. **Click "SELECT" to choose the course template.**

Continued on next page with final steps to create a portfolio…

4. Listed is the "Current Default Permissions". Listed are individuals who, by default, have permission to review this course portfolio.
   - **DO NOT REMOVE the individuals who have default access.**
   - **Click "NEXT" to continue creating the portfolio.**

5. Click "SAVE" to continue. For this portfolio, please DO NOT CHANGE THE "Portfolio Name".

6. The portfolio is created and the screen displayed is the course portfolio in the edit view: "EDIT PORTFOLIO: S06-48205 Architecture, Design & Materials Studio". The "CONTENTS" Tab is highlighted.