Create Your myeFolio™ Account

**Overview**

Creating an account using myeFolio™ provides you with certain privileges and access to the features of our Web-based portfolio interface as long as you maintain your eligibility. This handout steps you through the process of creating your account.

1. **Open your preferred Web browser.**
   
   http://signup.myefolio.com

   Read the Welcome! Text. Then, click the “Continue...” button to move to the next screen.

   **VERY IMPORTANT NOTE:** myeFolio works optimally in Web browser releases including (or newer than) Mozilla Firefox 3.0, Internet Explorer 7.0, and Apple Safari 2.0. If you are using an earlier version of one of these Web browsers, please upgrade.

2. **Read the Terms & Conditions for eligible users.**

   Scroll down to reveal the entire document.

   Then, click the “Continue...” button to move to the next screen.

   If you select “I do not accept the terms” by clicking that button, your registration for a new account will be canceled.

3. **You should have a “Sign Up Code” provided by your school, college, or program.**

   Enter your VCSU code as provided at this time: nd006VCSU

   [Note: Field completion is required.]

   Then, click the “Continue...” button to move to the next screen.

   If the code is entered incorrectly, you will receive an error message.

   When/If you have declared your major, you will need to join the specific group for your major.

   **Your instructor will provide you with that code.**
A profile is often determined by the “sign up code” you entered in the previous step. If more than one choice is listed, pick the **Profile Selection** that is required by your academic program or best describes your current status.

Then, click the “Continue...” button to move to the next screen.

*Note: The profile you select (in this step) usually provides you with a set of “To Do” items and default pages when you access your new account. The choice of profile does not affect how you can use your account.*

Answer the question about your current **Age** and click the “Continue...” button to move to the next screen.

*Note: Sites created for account holders under 18 are (by default) set to “private” --- that imposes password-protected access that you share only with those authorized to view your eFolio. If under 18 you are also required to provide your Birthdate as indicated by the field and date picker icon that will appear on the screen.*

You will be asked to provide a valid **Email Address** in this step.

*Note: Your email address will become your User Name for account login (in combination with the password you identify later).*

It can be revised at a future date or whenever you change provider services.

Click the “Continue...” button to move to the next screen.

Complete the **Account Details** by entering your information into each field. Bold fields designate required information.

If entered, optional fields are used as demographic information that informs us so we can better serve your electronic portfolio needs now and in the future.

*Note: Select Country of residence before you enter the Postal Code as that will determine the acceptable format (ex., Zip Code format for those who select United States from the Country listing).*

- Some choices are available from a drop-down listing and others should be entered using the text entry field.

Finally, add and verify your password information.

Click the “Continue...” button to move to the final screen.
Verify the details you provided. If anything needs to be corrected, do it at this time by clicking on a previous section link or using the Back button.

*Enter the characters for the alpha/numeric sequences shown in the “ReCAPTCHA” word images.*

Finally, click the “Save” button.

(Unless some required information is missing or you incorrectly entered the ReCAPTCHA characters, you will advance to the confirmation screen.)

You may immediately log in to your myeFolio™ account by clicking the hyperlink text as displayed.

Note: Your account confirmation and some essential details are included in the email that was sent to your Email account as entered during Sign Up. Some email programs filter unrecognized or “no reply” type messages. You may find it necessary to check your “Junk” mail folder.

Keep the message as it will provide you with additional links and account help.

a) Switch to the “text-based” or “mouse-based” version using the hyperlink in the upper right section of the screen.
b) Login to your account using your email account as the User Name. Click the “Login (continue…)” button.
c) Add the password you provided during the sign up process. Click the “Login (continue…)” button.
d) Note that you have the ability to reset your password if you forgot it. Click the reset link only once in a session and wait for the password re-set confirmation message to appear. Then you would check your email account for your new password.

*Bookmark the following hyperlink for login use:*

[http://login.myefolio.com](http://login.myefolio.com)

Additional login settings may have been activated for your organization (such as single sign on authentication procedures) --- instructions for how to use customized processes will be provided in addition to this guide if necessary.

For more helpful guides and resources, go to:

[http://www.myefolio.com/](http://www.myefolio.com/) and click on "Resources".
There are permissions associated with your group (the code you entered when creating your account). Before your actual site appears, the permissions screen will display.

It can be accessed later through the “Accounts” tab in your account. For now, you can look at it or make modifications as requested by your program or organization before you move to the next step.

The permissions indicated on the screen are in keeping with the Terms of Use that you accepted while creating your account.

We suggest that you click the “OK” button for now.

A successful log-in should take you to the “build” view of your eFolio account.

VERY IMPORTANT NOTE: myeFolio works optimally in Web browser releases including (or newer than) Mozilla Firefox 3.0, Internet Explorer 7.0, and Apple Safari 2.0. If you are using an earlier version of one of these Web browsers, please upgrade before migrating your site.

If you experience log-in errors, reset your browser settings to default using the advice posted online by the browser’s developers.

The text-based version is designed for users who prefer keyboard-based control, use screen readers or tablet/mobile devices.

In case you’re wondering, logging in to the text-based interface results in a screen as displayed at the right → The mouse-based version is designed for site administration in the traditional browser-based interface.

Technical assistance is available at http://myefolio.com/faq where you will find FAQs and a Web form to request assistance.