

# Getting Started



Get noticed with  
**MyPortfolio**



CAREER CENTER  
AT EXCELSIOR COLLEGE

## What do I need?

- A computer or mobile device with internet connectivity
- Your MyExcelsior login information
- Ideas for what you want to include in your portfolio (projects, presentations, resume, videos, etc.)
- Instructions from your instructor (*if completing a portfolio for a course assignment*)

## How do I get started?

- Visit <http://career.excelsior.edu/portfolio/>
- Click on “Go to MyPortfolio” to create an account
  - You’ll be prompted for your MyExcelsior login credentials to verify that you are an Excelsior Student or Alumnus, but you will create a completely separate account in MyPortfolio
  - For detailed instruction, reference the [User Manual](#)
- Once logged in, visit the ‘[Help! Tutorials & Samples](#)’ page for a step-by-step user manual and to view sample portfolios
- Once you’re acquainted with the tutorials and dashboard, create a new portfolio!
  - You can save your work and come back at any time
  - You can create multiple portfolios to serve difference purposes

## What is most important to know?

- Don’t forget to SAVE YOUR WORK! We cannot recover any of your unsaved work.
- In order for any of your content to be viewable on your portfolio (even in preview mode), you have to:
  1. save it, and
  2. add the desired sections in the ‘Portfolio Layout’ section on the ‘Layout’ tab.
- The MyPortfolio Dashboard will serve as your ‘homebase’ and navigation for everything you need.
- The [Help! Tutorials & Samples](#) page (especially the User Manual) has the answers to most, if not all, of your MyPortfolio questions
  - If you still have questions after reading the User Manual, Contact Career Services at (888) 533-9267 or via [email](#). At this time, tech support is not able to answer any questions regarding MyPortfolio.

## What format should my documents/images/videos/etc. be in?

- The MyPortfolio Media Library can house most common file types, like Word, Excel, PowerPoint, PDF, JPG, PNG, MP4, etc.
- Each file must be 200MB or less to be uploaded into the Media Library
- MyPortfolio allows embedding of YouTube and Vimeo videos. These do not need to be uploaded, you will just need the video ID to include it. (See the [User Manual](#) for more information)
- If you have a file that exceeds 200MB that you want to include in your portfolio, you can link to it from the portfolio, but it cannot be housed in the Media Library.
  - Dropbox or Google Drive accounts can serve as storage for larger file types and will provide URLs that allow you to link to these files. (See [File Sharing Resources](#) for more information)

**Excelsior College Career Services**

Contact us Monday through Friday, 8:30am to 5pm ET  
888-533-9267 | [careerinfo@excelsior.edu](mailto:careerinfo@excelsior.edu)