Creating an ePortfolio

1. Go to www.taskstream.com
2. Click Login

3. Click on FORGOT LOGIN
4. Enter Your Last name, E-mail, and Click on Email Username & Password Reset

Login Assistance

Please enter your last name along with your Taskstream username or Student ID in the fields below to be sent a password reset link along with your username or to view your password hint.

- [Input field for Last name]
- [Input field for Student ID]
- [Input field for E-mail]
- [Input field for Username]

[Submit buttons: Email Username & Password Reset, View Password Hint]

! Important: To make sure that you get Taskstream emails, examine your mail options and check for spam blocking software.

If possible, add notification@taskstream.com to your address book.

5. Check your email and follow the steps to Create a password for Taskstream

6. Log into Taskstream: www.taskstream.com
Office of Institutional Accreditation

7. Click Resources link from the menu

8. Click Cybrary link under Resources

9. Select Browse resources Shared by other Taskstream users and type PVAMU Master’s ePortfolio in search and click the Search button. The following displays:
10. Click the PVAMU Master’s ePortfolio link

Resources Shared by Other Prairie View A&M University Users (Showing items 1 - 1 of 1)

<table>
<thead>
<tr>
<th>Title</th>
<th>Work Type</th>
<th>Published By</th>
<th>Published On</th>
</tr>
</thead>
<tbody>
<tr>
<td>PVAMU Master’s ePortfolio</td>
<td>Web Folio</td>
<td>Prairie View Manager2, TX</td>
<td>11/18/2016 04:34:41 PM (CST)</td>
</tr>
</tbody>
</table>

11. The following is the PVAMU Master’s ePortfolio. Click Copy

12. Click Proceed with Copying
13. Click **Go to the Folios & Web Pages** under what do you want to do?

**Copy Successful**

The presentation folio, "PVAMU Tenure Promotion Portfolio", has been copied into presentation folio, go to Folios & Web Pages.

**What do you want to do?**

- Back
- Go to the Folios & Web Pages

14. Click **PVAMU Master’s ePortfolio** from Presentation Folios

**Folios & Web Pages**

- **New Folio/Web Page Title:**
- **Create New**
  - Maximum characters allowed: 100

**All Folios & Web Pages (5 Found)**

- **Filter By:** All Folios & Web Pages
- **Sort:** Grouped by Template Category

**Presentation Folios**

- **PVAMU Master’s ePortfolio**
  - Modified: 11/10/2016
  - Theme sample

- **Deleted DRF Requirements**
  - Modified: 02/03/2015
15. The following displays

16. All information in the ePortfolio can be modified
   a. Click **Edit Content**
   b. Click the link you want to change by highlighting it in purple, then click the **Rename** button on the right side
Office of Institutional Accreditation

c. Rename title and click **Apply Changes** button

d. Use the following button to add, delete, move, or copy **Page/Area**:

e. Page/Area links are selected when highlighted in purple, as follows:
Office of Institutional Accreditation

f. To add content, select/“highlight in purple” the page/Area, and click the Text & Images/Slideshow/Standards/Main Text/Attachments/Videos/links/Reports/Sample Work/Embed Media button at the bottom of the screen as shown below:

![Image](image-url)


g. To add a new section, click the above Section button, and make sure page/Area is selected/“highlighted in purple”.

17. Click the Publish/Share tab and the following displays. Click Publish under Publish to the Web

18. Enter your Name under Create a Customized Web Address, Check No Password needed, and Click Publish
19. You should see confirmation page with your portfolio web address. You can share the link with the Faculty.