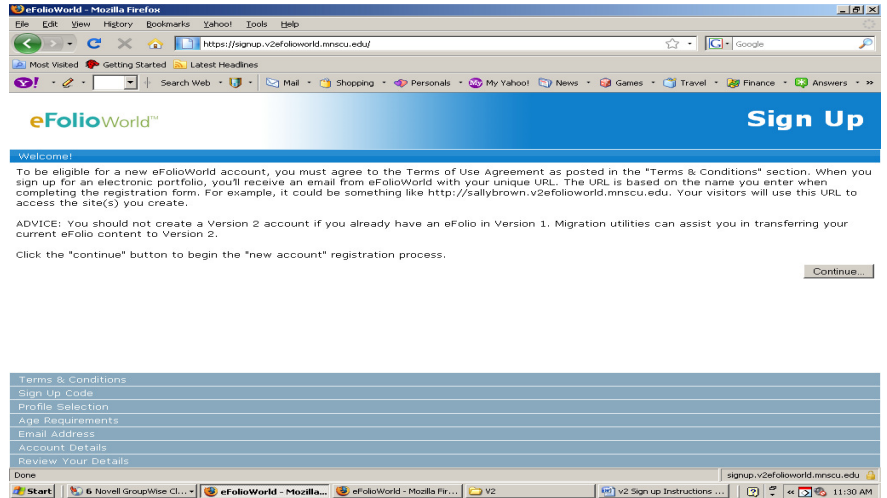


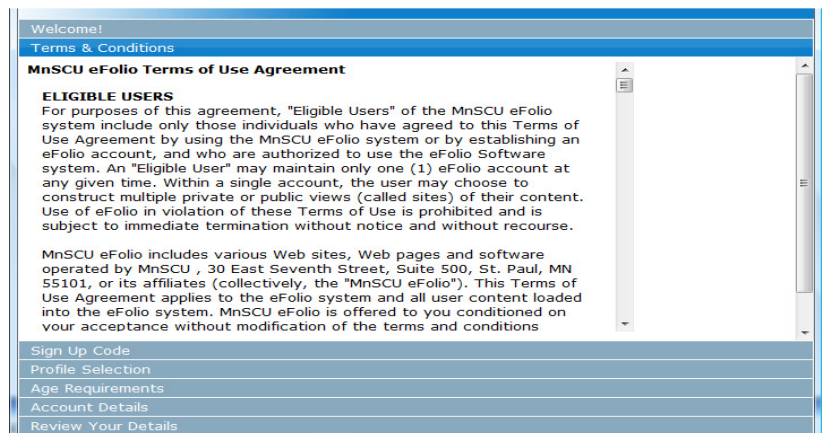
Overview *Creating an account using eFolioWorld™ provides you with certain privileges and access to the tools and features of the Web-based portfolio interface as long as you maintain eligibility.*

1 Go to <https://signup.efolioworld.com> using your preferred Web browser.

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

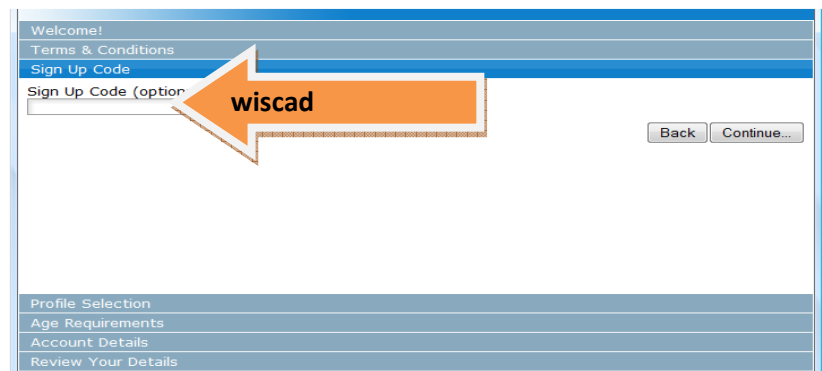


2 Read the **Terms & Conditions** for eligible users. Then, click the **Continue...** button to move to the next screen.



3 If you have a **“Sign Up Code”** provided by your school, college, or program, enter it at this time using the field provided. Sign up code for Norda WiscAd Accounts = **wiscad**

Then, click the **Continue...** button to move to the next screen.



- ④ 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 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 screenshot shows a web browser window with a navigation menu on the left containing: Welcome!, Terms & Conditions, Sign Up Code, Profile Selection (highlighted in blue), Age Requirements, Account Details, and Review Your Details. The main content area is titled "Profile Selection" and contains the text "Choose a Profile" followed by two radio button options: "Student" (which is selected) and "Professional". At the bottom right of the main area are two buttons: "Back" and "Continue...".

- ⑤ Answer the question about your current **Age** and click the **Continue...** button to move to the next screen.

Note: In Minnesota, sites created for account holders under 18 are (by default) set to “private” --- that impose password-protected access that you share only with those authorized to view your eFolio.

The screenshot shows a web browser window with a navigation menu on the left containing: Welcome!, Terms & Conditions, Sign Up Code, Profile Selection, Age Requirements (highlighted in blue), Account Details, and Review Your Details. The main content area is titled "Age Requirements" and contains the question "Are you over 18?" with two radio button options: "No" and "Yes" (which is selected). At the bottom right of the main area are two buttons: "Back" and "Continue...".

- ⑥ Complete the **Account Details** by entering your information into each field.

Fields where the label is bold are required.

Note: Your email address will be your account login (in combination with the password you identify).

The screenshot shows a web browser window with a navigation menu on the left containing: Welcome!, Terms & Conditions, Sign Up Code, Profile Selection, Age Requirements, Account Details (highlighted in blue), and Review Your Details. The main content area is titled "Account Details" and contains the instruction "Please provide the following details to create your eFolio account. Required details are in **Bold** text." Below this are several input fields: "Email Address" (bold label), "Email Address again, to confirm" (bold label), "First Name" (bold label), "Last Name" (bold label), "Address", "Address Line 2", and "City". At the bottom of the main area is a button labeled "Review Your Details".



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

The screenshot shows the 'Account Details' section of a web form. A dropdown menu is open, listing various countries including Tokelau, Tonga, Trinidad And Tobago, Tunisia, Turkey, Turkmenistan, Turks And Caicos Islands, Tuvalu, Uganda, Ukraine, United Arab Emirates, United Kingdom, and United States. The 'United States' option is highlighted. Below the dropdown, there are input fields for 'Address Line 2', 'City', 'State', and 'Postal Code'. The 'Country' field is set to 'United States'. Below these fields, there are two more questions: 'What is the primary use for your eFolio account at this time?' and 'Please select from the following organizations the one that you are most closely associated with or enrolled at'. A 'Review Your Details' button is at the bottom.

Some information in this section is optional.

If entered, those details are used as demographic information that informs us so we can better serve your ePortfolio needs now and in the future.

This screenshot shows the 'Account Details' form with the dropdown menu for 'What is the primary use for your eFolio account at this time?' open. The menu lists 'Education or classroom' and 'Workforce, employment, or career development'. The 'Education or classroom' option is selected. Below this, there is a text entry field for 'Please enter in the name of the organization or school you are most closely associated with or enrolled at'. A 'Review Your Details' button is at the bottom.

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

This screenshot shows the 'Account Details' form with the dropdown menu for 'Please select from the following organizations the one that you are most closely associated with or enrolled at' open. The menu lists several options: MnSCU two-year institution, MnSCU four-year institution, University of Minnesota, Non-public/private Minnesota higher education provider, Public Minnesota K-12 school (includes charter schools), Private Minnesota K-12 school, Minnesota Workforce Centers or other employment organizations, and None of the above. The 'MnSCU two-year institution' option is selected. Below the dropdown, there are input fields for 'Gender', 'Password', and 'Password Again, to confirm'. A 'Review Your Details' button is at the bottom.

Finally, add your password information.

Click the **Continue...** button to move to the final screen.

Account Details

Please select from the following organizations the one that you are most closely associated with or enrolled at

Please enter in the name of the organization or school you are most closely associated with or enrolled at

Gender:

Password:

Password Again, to confirm:

Back Continue...

Review Your Details

7 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 image.

Finally, click the **Save** button.

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

Review Your Details

State: Minnesota

Country: United States

Postal Code: 12345-6789

What is the primary use for your eFolio account at this time?: Education or classroom

Please select from the following organizations the one that you are most closely associated with or enrolled at: MnSCU two-year institution

Please enter in the name of the organization or school you are most closely associated with or enrolled at: Not Entered

Gender: Not Entered

Moscow mari

stop spam. read books.

Back Save

8 You may log in to your **eFolioWorld™** account by clicking the hyperlink text as displayed.

Note: Your account details are included in the email that was sent to your account as entered during the Sign Up process.

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.

eFolioMinnesota™ Sign Up

You have successfully created your eFolioMinnesota™ account. An email has been sent containing your account details.

[Login to your account](#)



9

Switch to the “mouse-based” or “text-based” version using the hyperlink in the upper right section of the screen.

Login to your account using the email account and password you provided during the sign up process.

<http://login.efolioworld.com>



More information

- Assistance is available at <http://efolioworld.custhelp.com> where you will find FAQs, live chat and toll free access to personal assistance seven days a week. Contact information and staffing hours are posted at the Website.
- Links to a growing list of user resources can be found at <http://efoliomn.com> where you will also find helpful tips and several portfolio samples.
- The text-based version is designed for users who prefer keyboard-based control, screen readers, or use of mobile devices.
- The mouse-based version is designed for site administration in the traditional browser-based interface.

