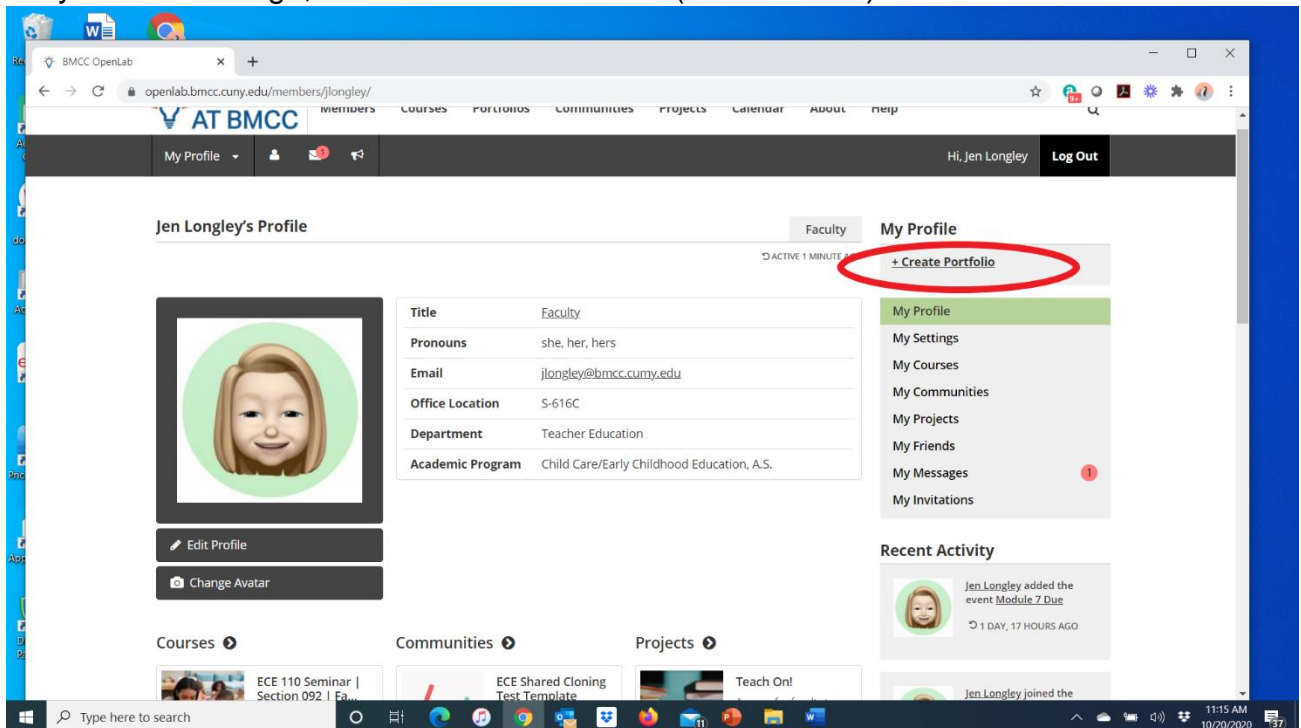# Claiming your ECE E-Portfolio

Please follow these steps to claim your ECE e-Portfolio

1. Navigate to BMCC's Open Lab https://openlab.bmcc.cuny.edu/ and log-in
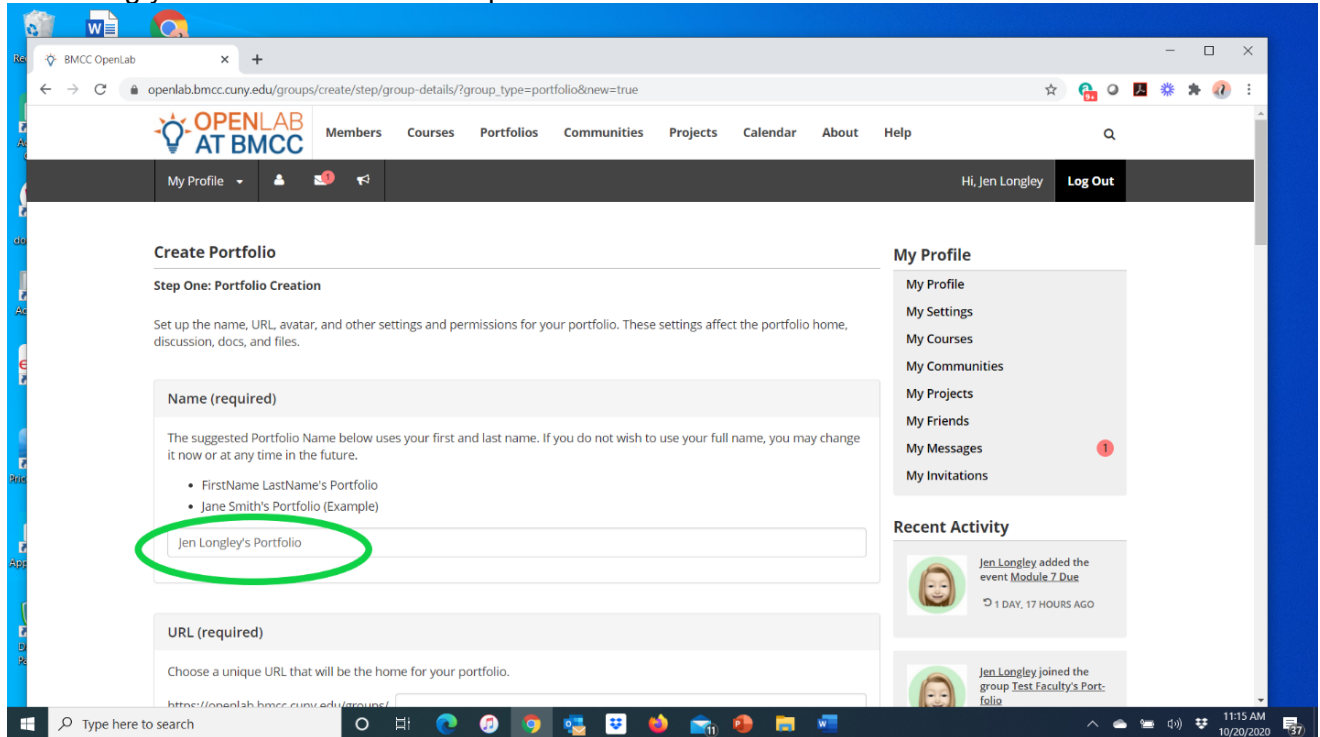2. Click on 'My Profile' (circled in yellow)
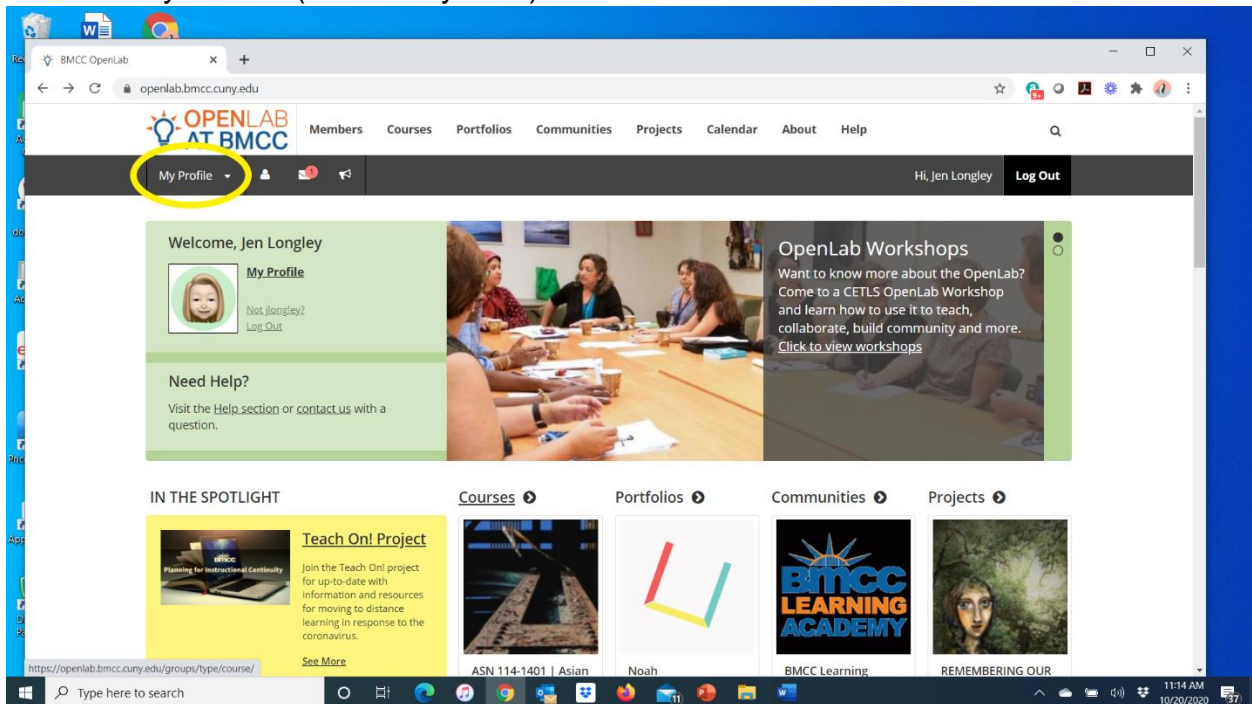
3. On your Profile Page, click on '+Create Profile' (circled in red)

4. On the Create Portfolio Step One: Portfolio Creation page scroll down to Name (required); you will see a box filled with 'Your name's Portfolio'. Click on the text box, after your last name and before Portfolio add "ECE", so it reads "Your Name's ECE Portfolio

5. Go to the URL (required) box and click your cursor in the box. The box should populate with the URL for your e-Portfolio. Add 2 numbers after the word "Portfolio"; you can add any 2 numbers. If the URL does not automatically populate, type your name-ece-eportfolio, in lower case letters, with a dash between each word (see below) then add 2 numbers at the end
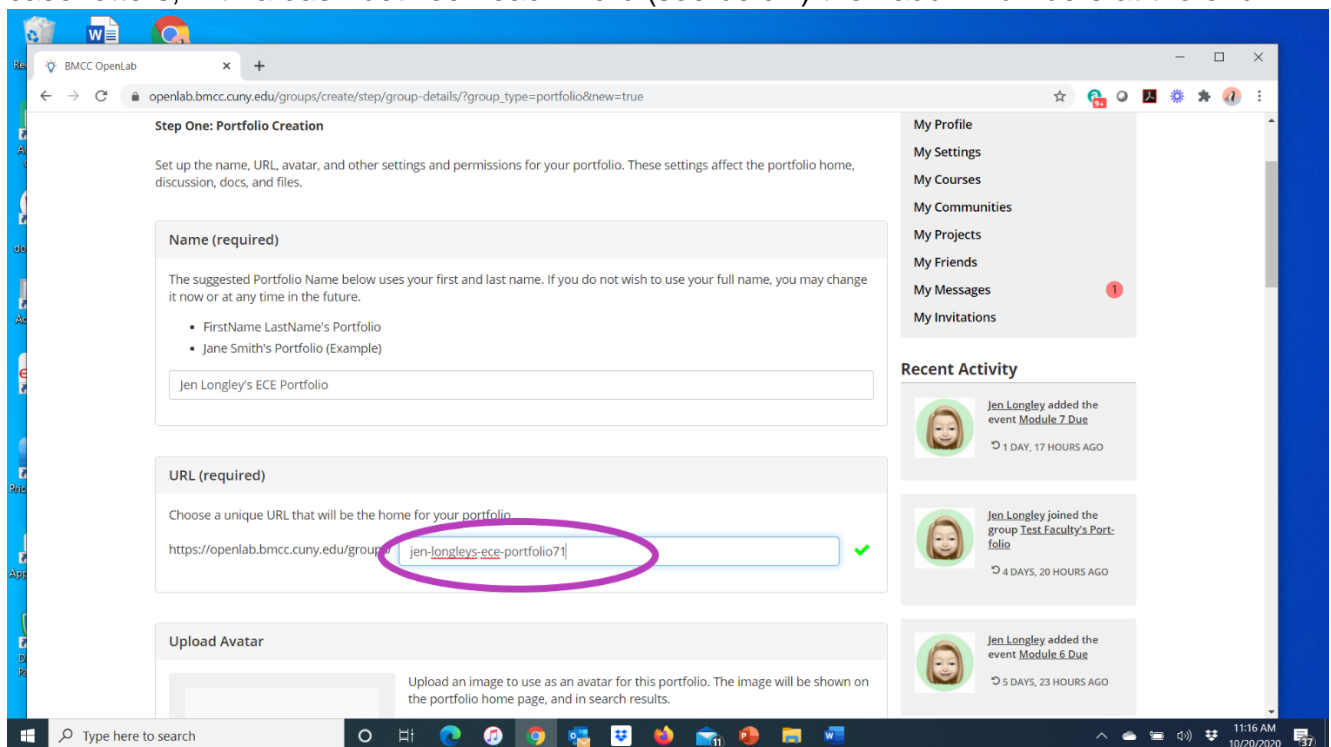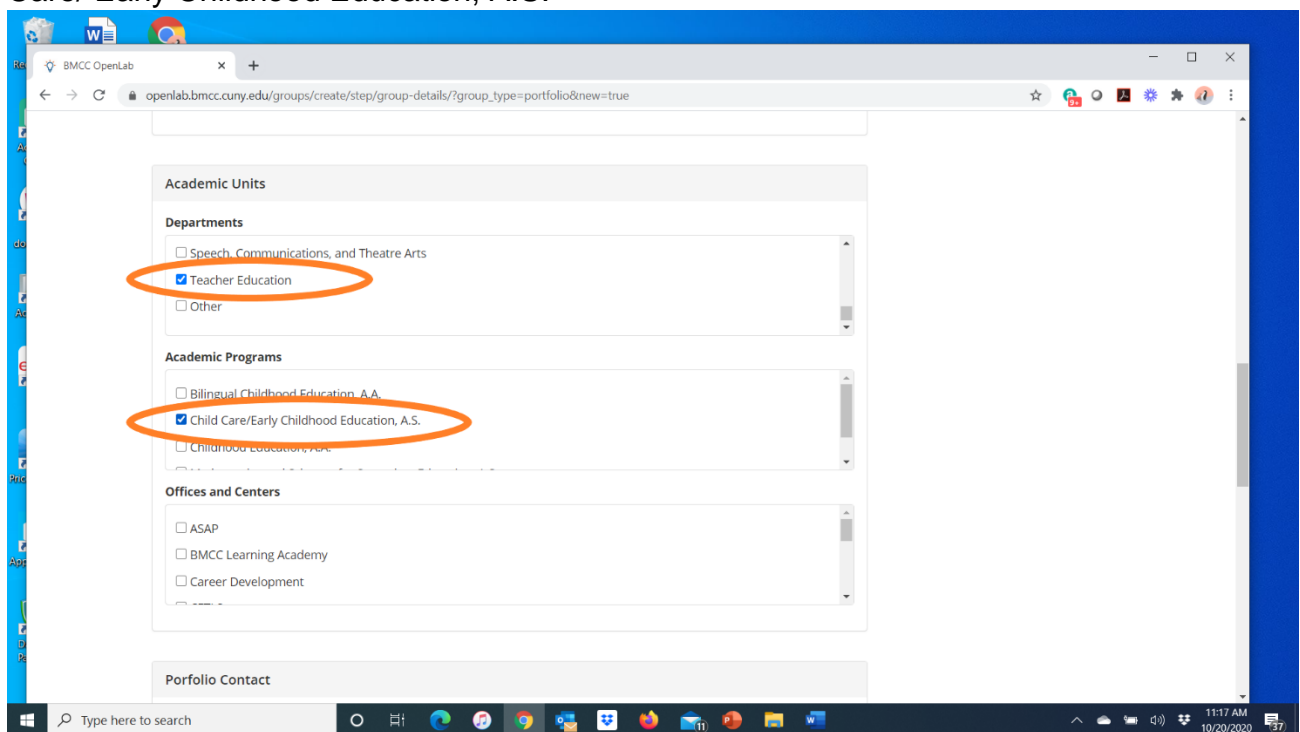

6. Scroll down to Avatar, upload an image or picture if you would like.
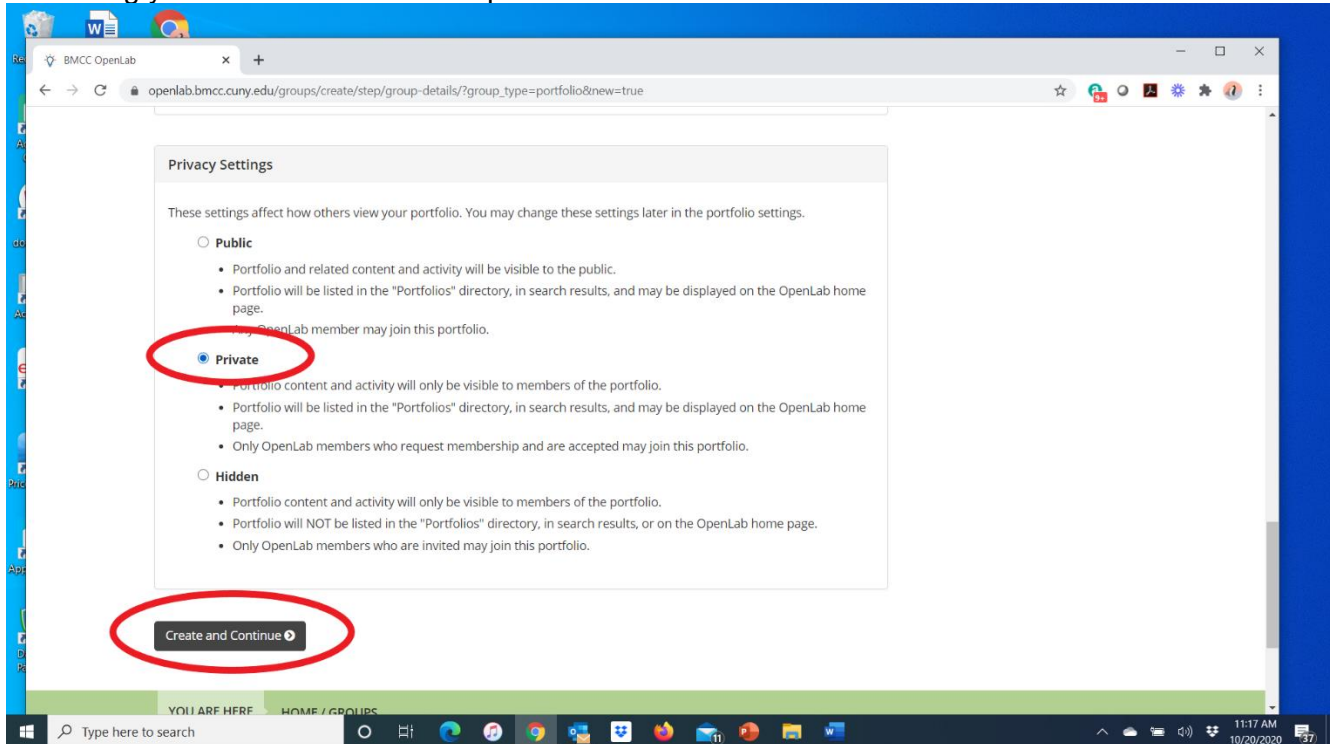7. Scroll to Description and type "Your First & Last Name's ECE e-Portfolio"
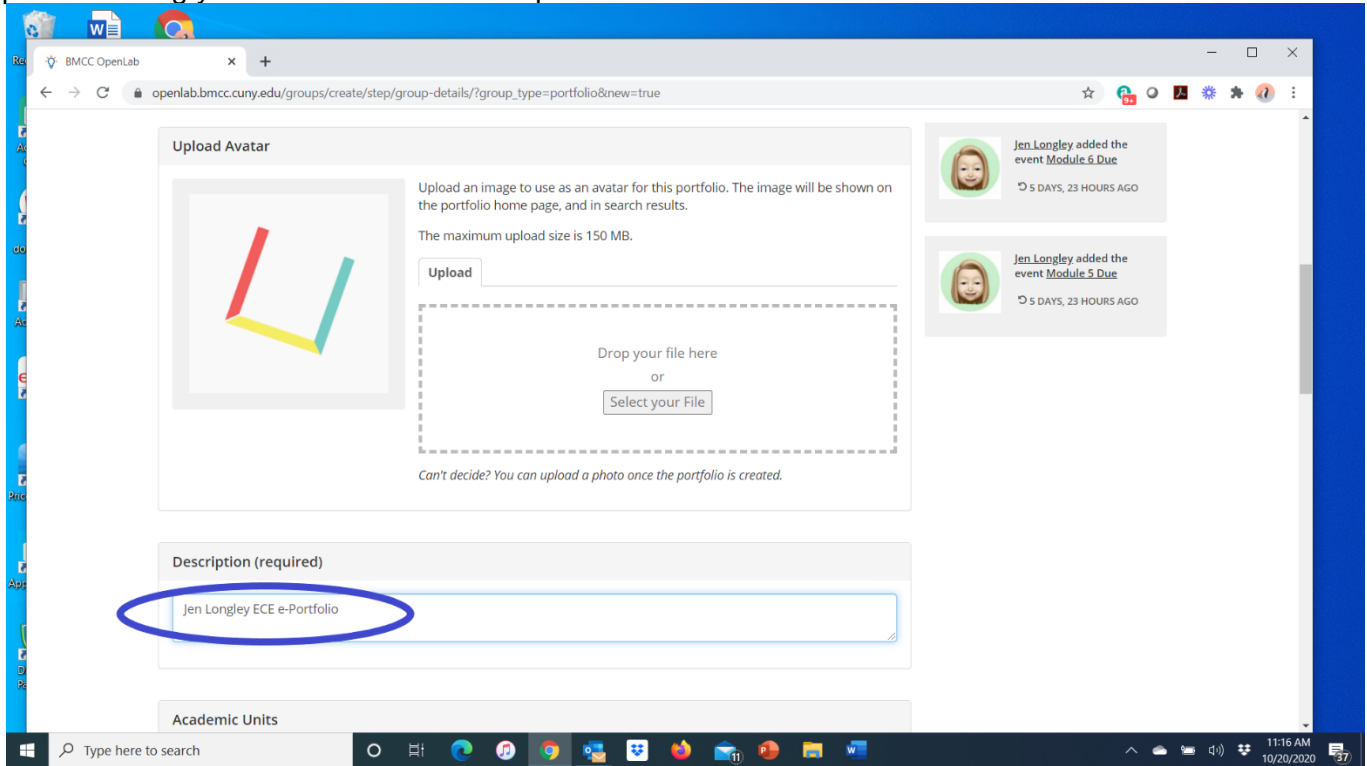
8. Scroll down to Academic Units. Under Departments, scroll to and select 'Teacher Education'. After you click Teacher Education, the Academic Programs section will populate. Select 'Child Care/ Early Childhood Education, A.S.'
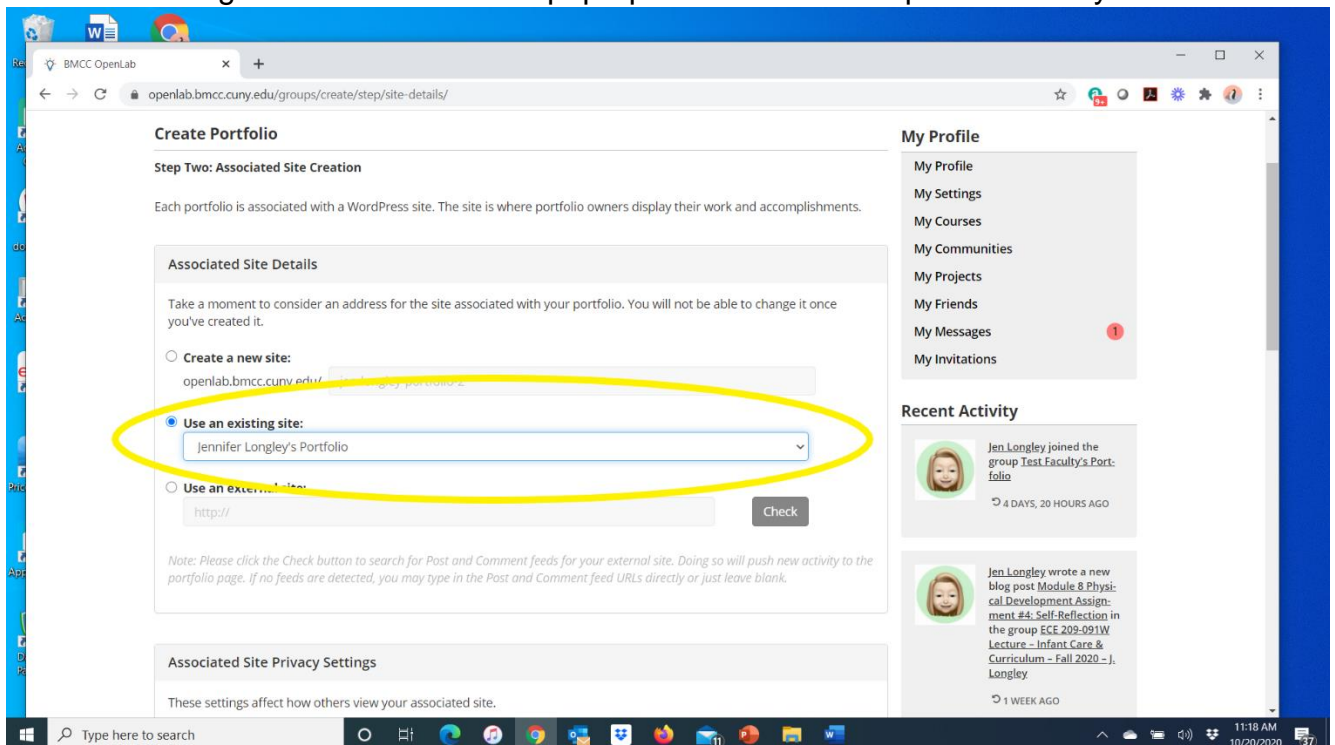

9. Scroll to Privacy Settings and select 'Private'.

10. Click 'Create and Continue'.
11. On Create Portfolio Step Two: Associated Site Creation, go to Associated Site Details. Select 'Use an Existing Site' and click on the pop-up menu. Select the portfolio with your name.
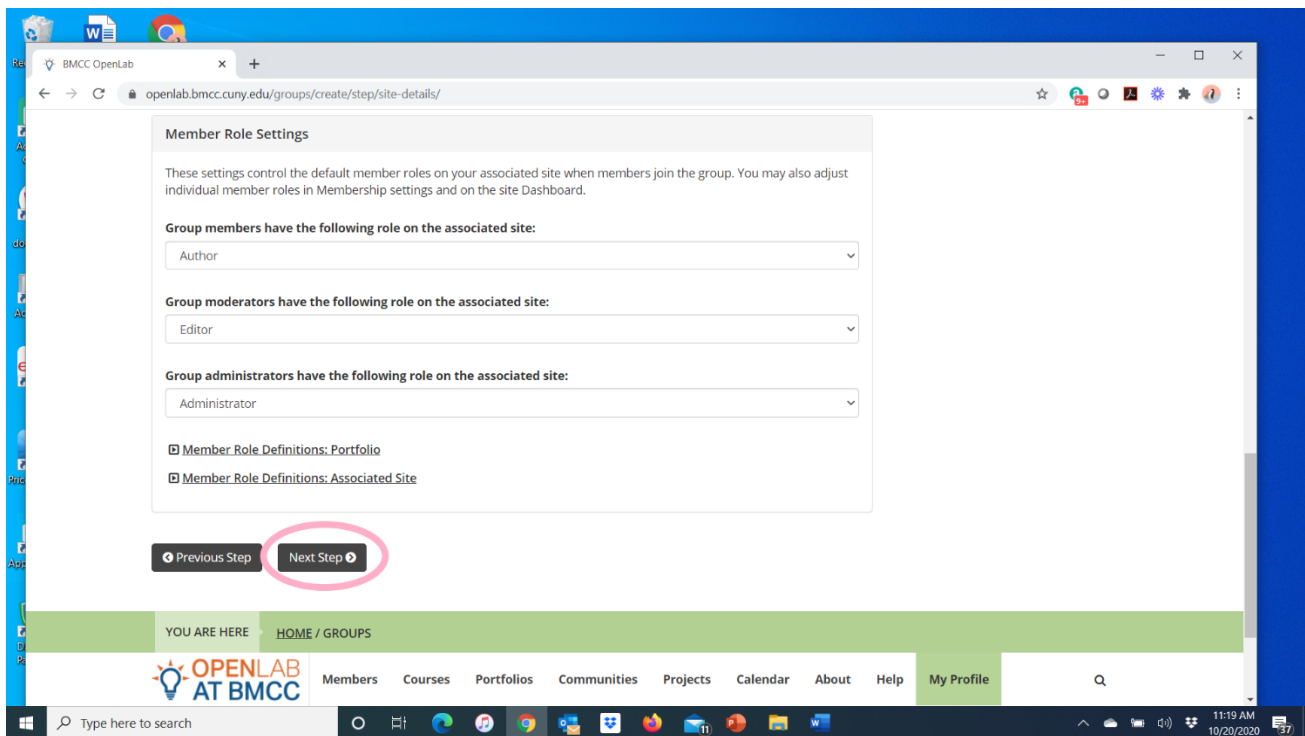

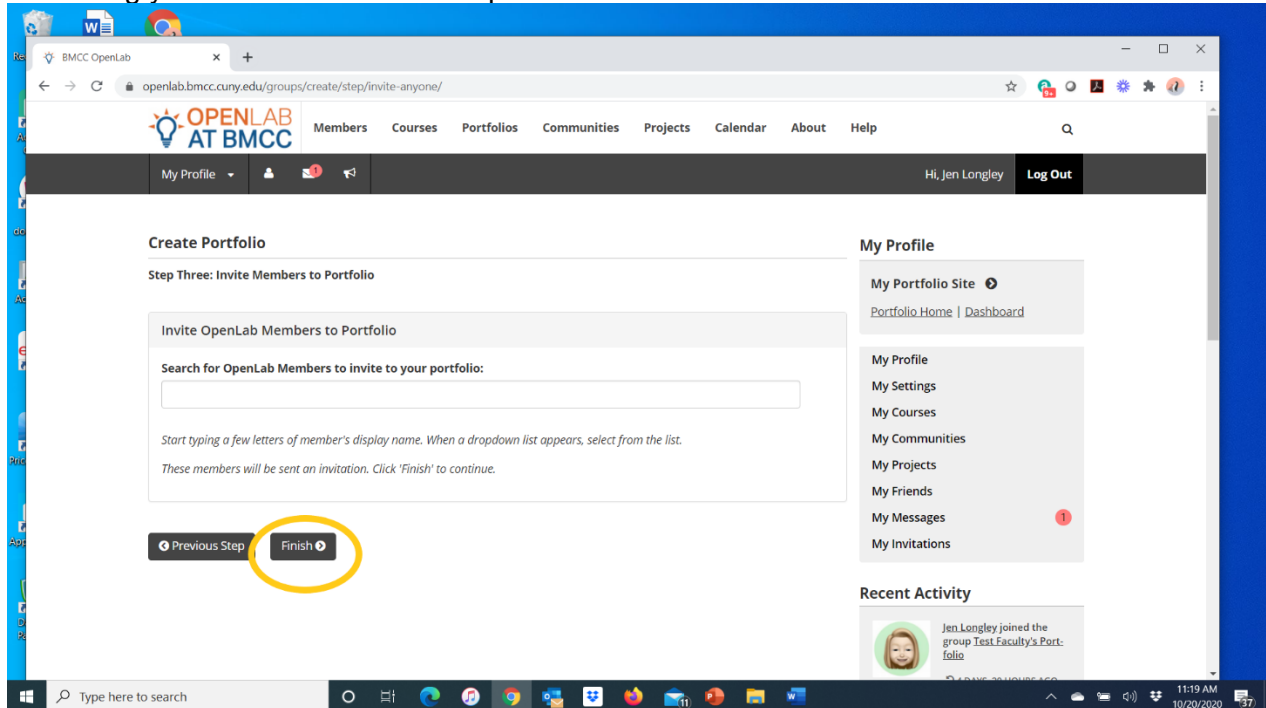12. Scroll down to Associated Privacy Settings and select 'Private "I would like this site to be visible only to members of this community."'
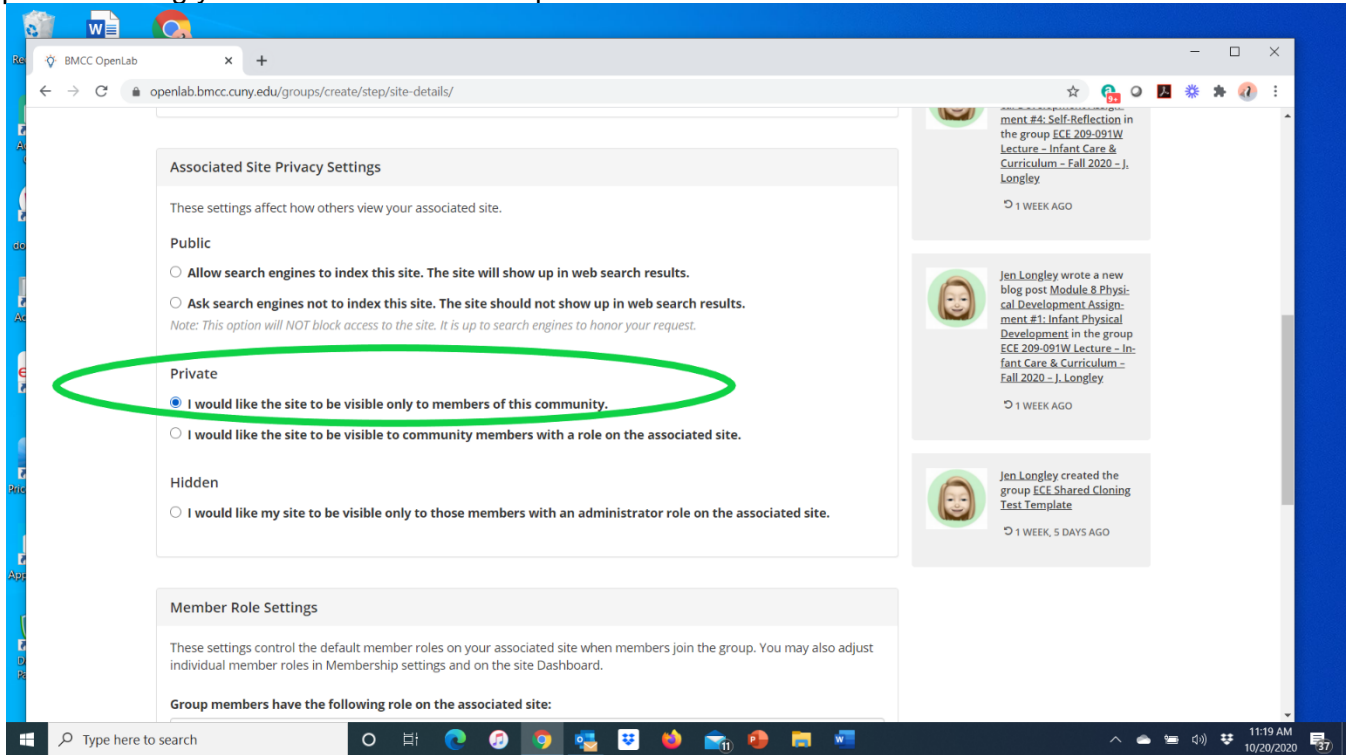
13. Click on 'Next Step'
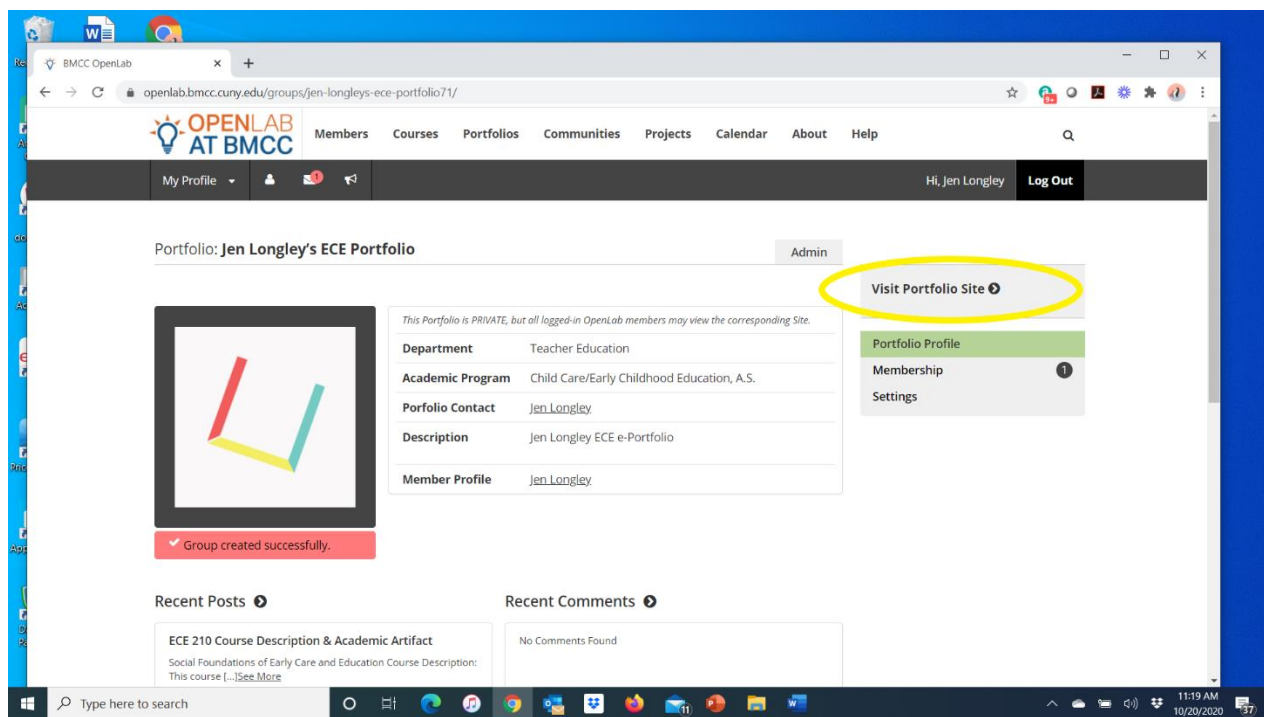

14. On the Create Portfolio Step Three: Invite Members to Portfolio page, click 'Finish'
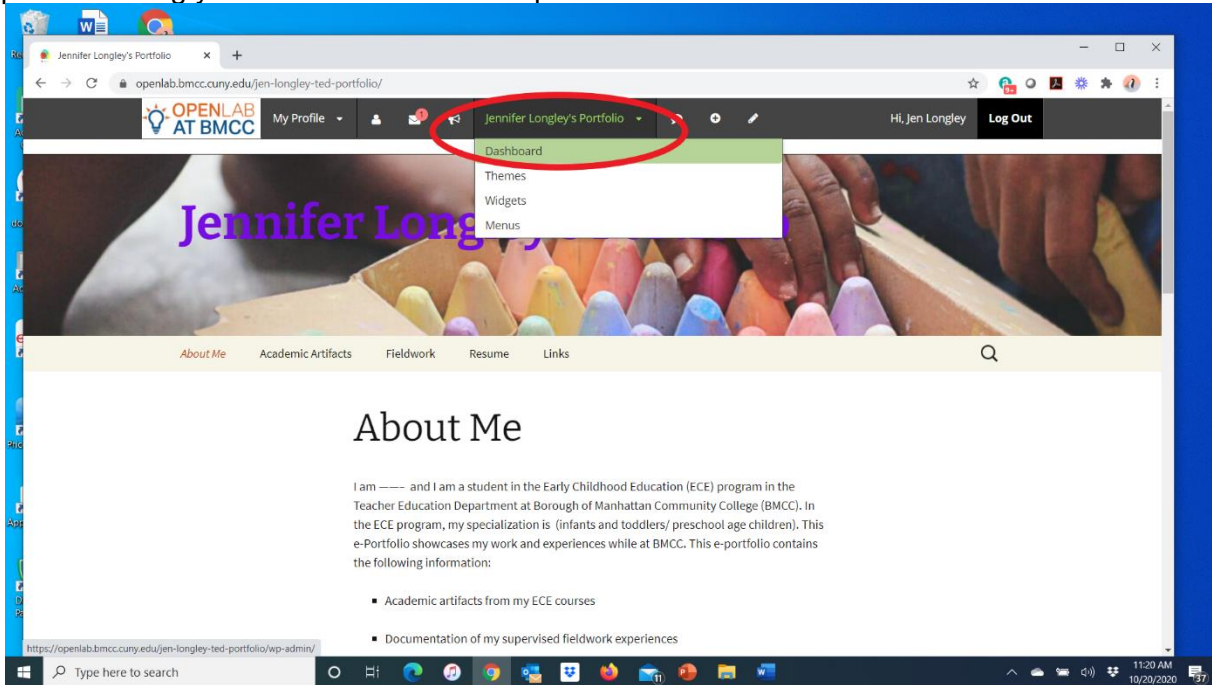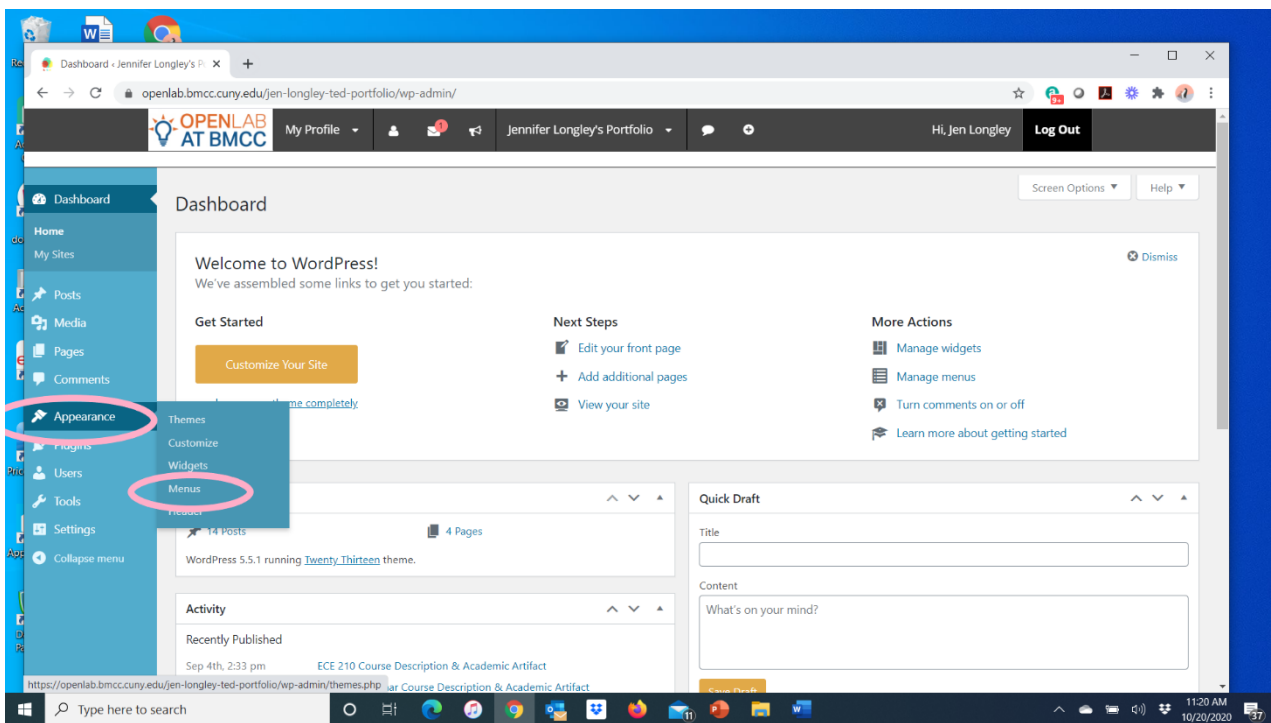
15. On your ECE Portfolio page, click 'Visit Portfolio Site'

16. Go to the top of the page, hover over your name's ECE Portfolio and a dropdown menu will appear. Click 'Dashboard'
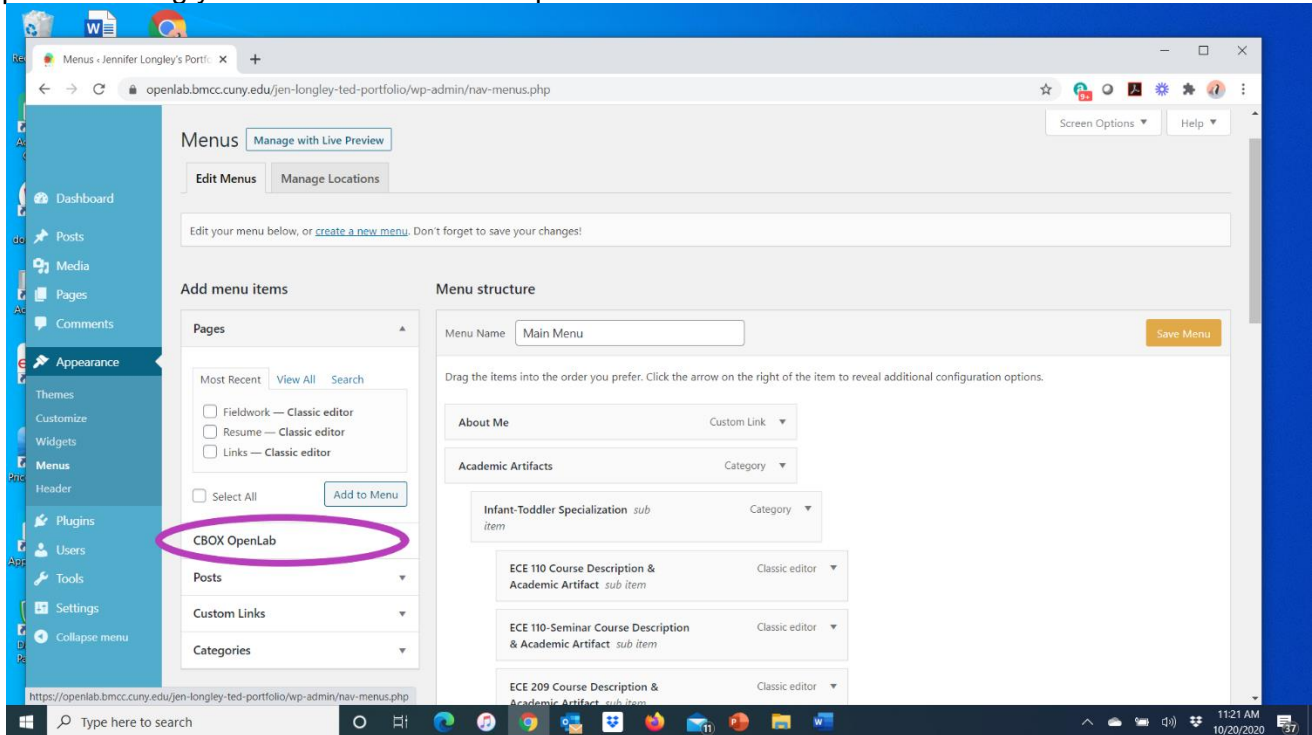
17. On the right side of the Dashboard, select 'Appearance' a pop-up will appear, then select 'Menus'

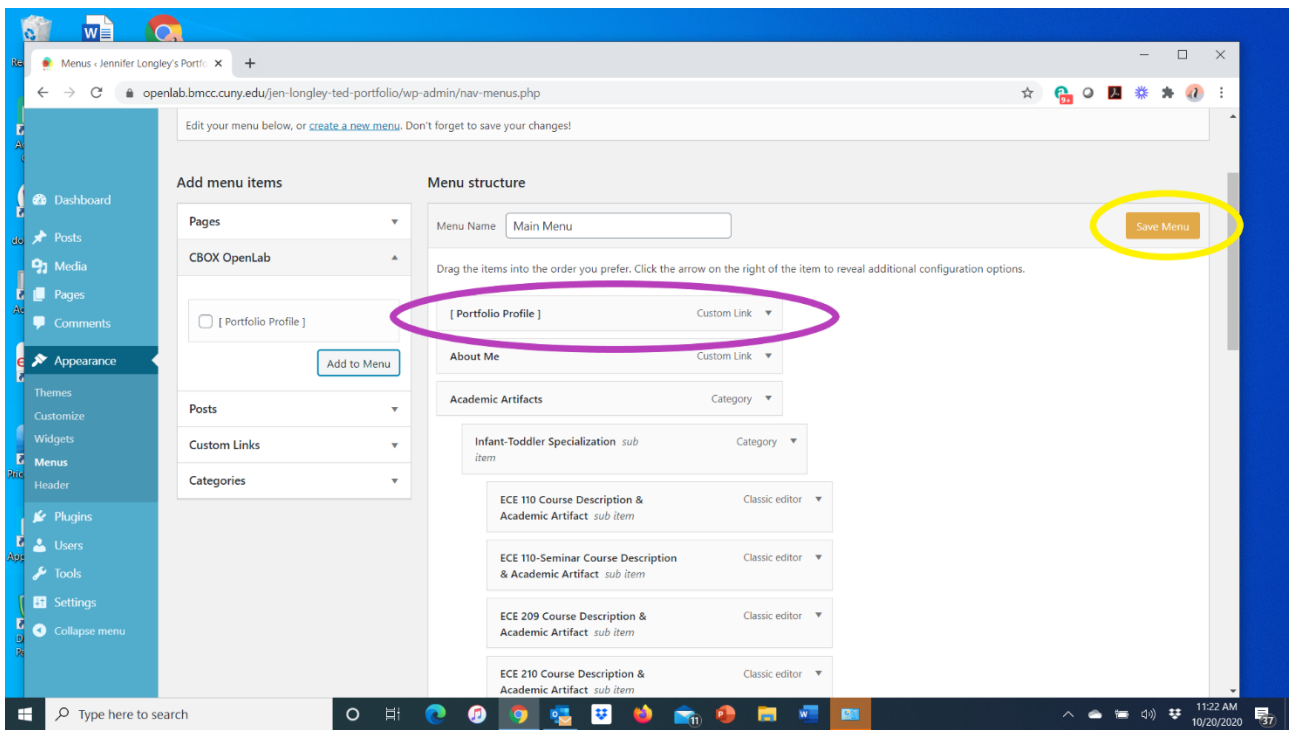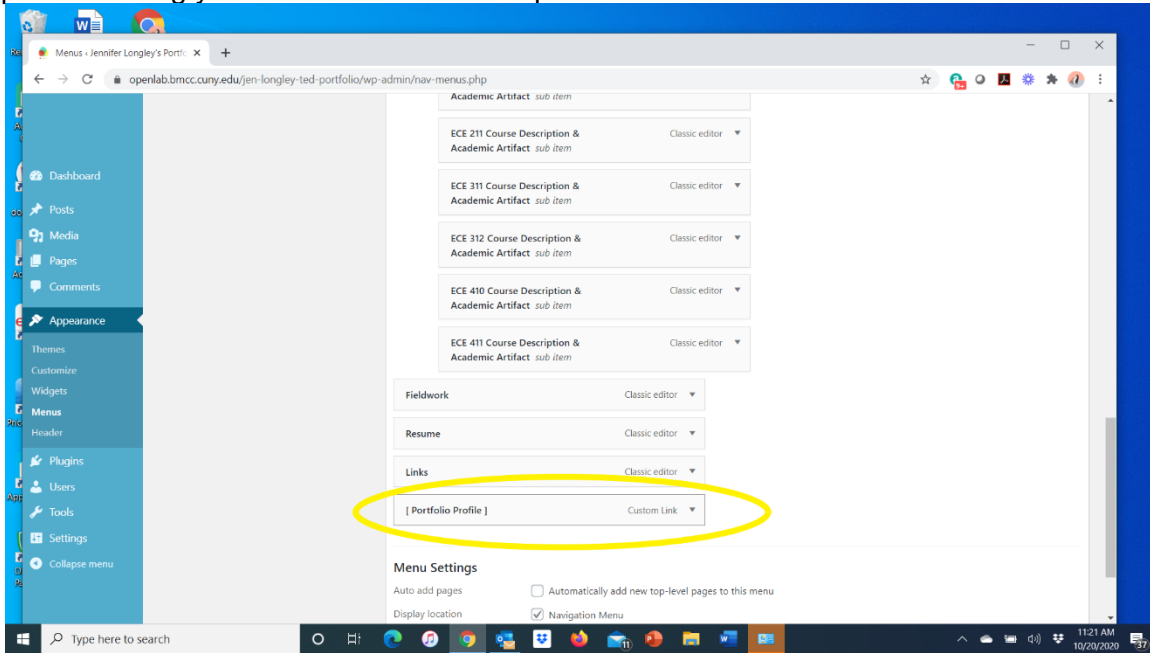18. On the Menu page, select 'CBOX OpenLab' to open the item

19. Select 'Project Profile' so it is checked, click "Add to Menu" then click "Save Menu"
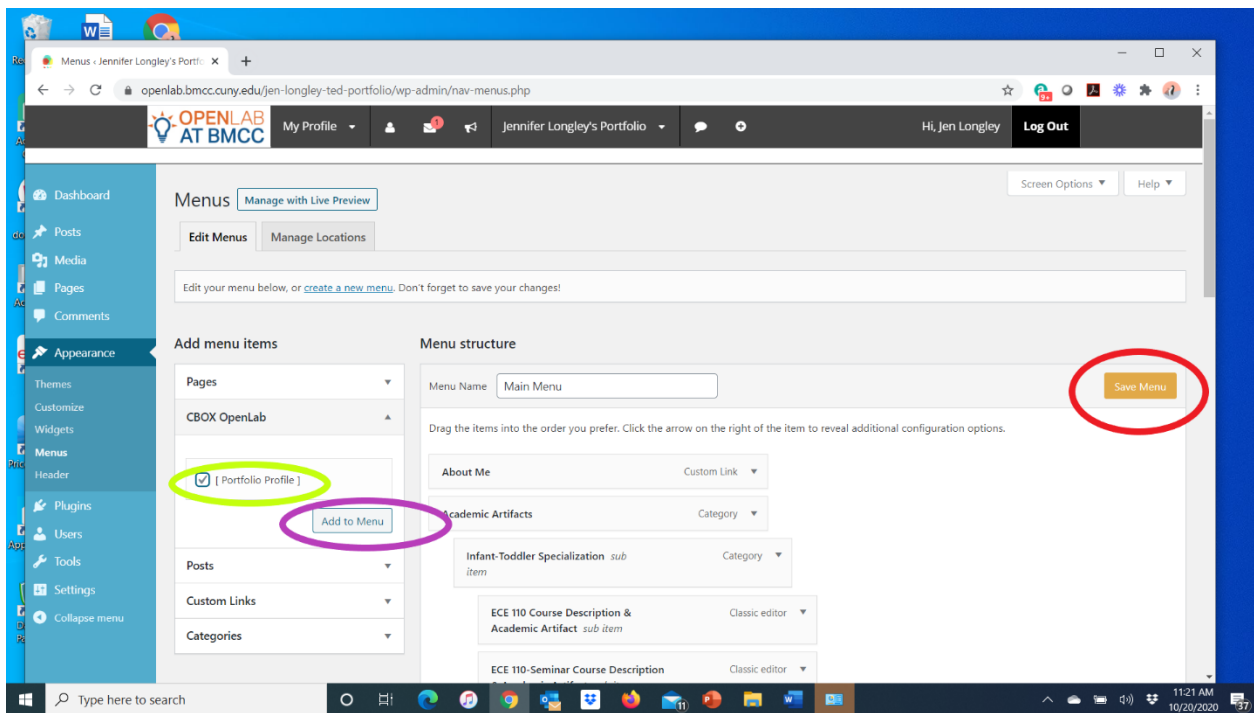
20. Scroll down to find 'Portfolio Profile' and use your cursor to drag it to the top of the menu. Click 'Save Menu' again.
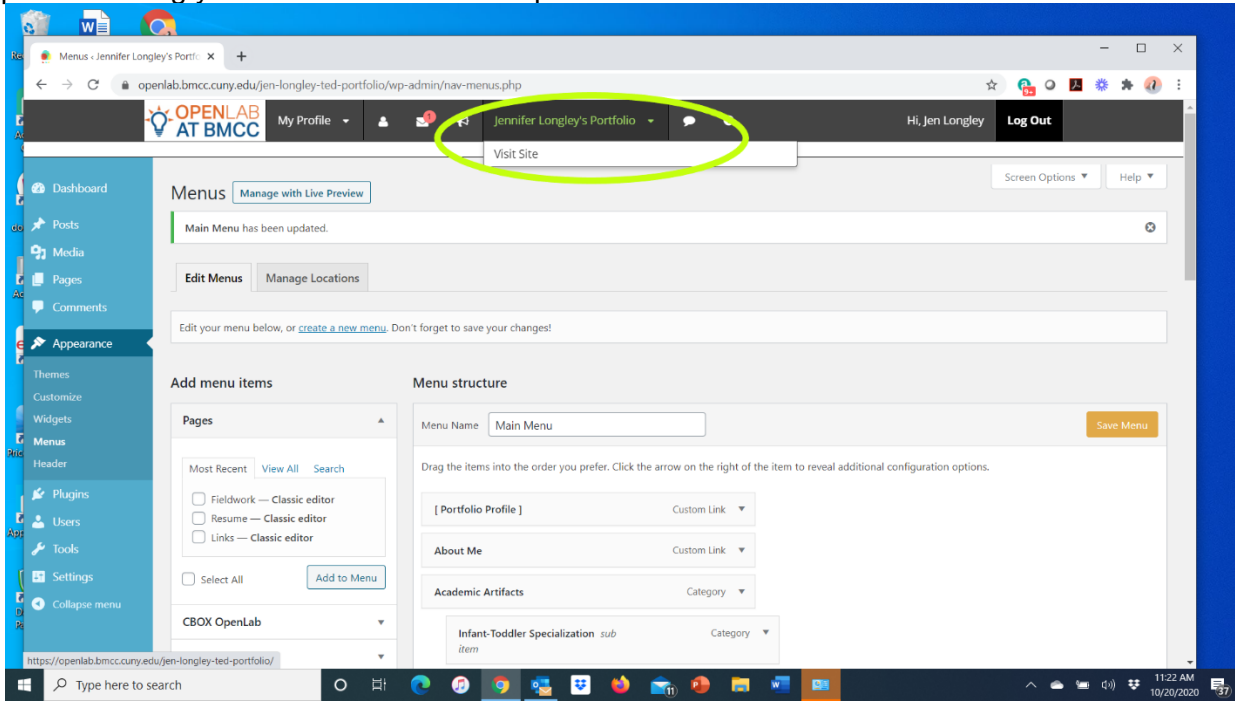
Steps to Claiming your ECE e-Portfolio on OpenLab

21. Go to the top of the page, where is it says "your name's e-Portfolio", hover over your name and click 'Visit Site'

Steps to Claiming your ECE e-Portfolio on OpenLab

22. Return to your ECE e-Portfolio