Claiming Your ECE Portfolio on BMCC's Open Lab
Note: Make sure you have completed Step 1, Joining BMCC's OpenLab first.

1) Go to BMCC's OpenLab.
2) When you log-in you'll see a black bar across the top. On the left hand side you'll see a menu that starts with "My Profile". Click "My Profile" to be taken to your profile page.
3) On the My Profile page look below the black bar for the link that says "+Create Portfolio".
4) On the Create Portfolio page look for the Name (required) box, which will already be populated with "[Your Name]'s Portfolio". In that box, add "ECE" before the word Portfolio, so that it reads "[Your Name]'s ECE Portfolio". Make sure the Name (required) text box is not highlighted in blue.
5) Next on the Create Portfolio, click into the text box in the URL (required) text box. This should automatically finish the URL (or website address) for your ePortfolio. You should now see something like "your-names-ece-portfolio" in that box which will be highlighted in blue. Please add two digits to the end of that URL which will ensure that the URL for your ePortfolio will be unique to you. For example add digits so that now the text in that box says ""your-names-ece-portfolio11".
6) On the Create Portfolio, you can also update your Avatar, the picture that represents you.
7) Scroll down on the Create Portfolio page and enter something in the box marked "Description". For example, enter "Your Name's ECE Portfolio".
8) Next scroll down to Academic Units. Search Departments and select "Teacher Education".
9) Then in Academic Programs select "Child Care/Early Childhood Education A.S."
10) Skip Offices and Centers.
11) Skip Portfolio Content.
12) In Privacy Settings, change the settings to "Private"
13) Finally click "Create and Continue".
14) Now you're on the Create Portfolio: Step 2 page. In the Associated Site Details box, click "Use an existing site". When you do this, you should be able to select your ePortfolio from the menu. It should say "YOUR NAME's Portfolio".
15) In the Associated Site Privacy Settings change the Private settings to the first button that reads, "I would like this site to be visibly only to members of this community."
16) Skip the Member Role section.
17) Scroll down to the bottom and click "Next Step".
18) On the Create Portfolio Step 3, you can skip Invite Members. Scroll down to the "Finish" button and click it.
19) Now you will be on a page that says Portfolio: Your Name's ECE Portfolio. Look for the button on the right in a green box that says "Visit Portfolio Site". Click it and be taken to your new ECE ePortfolio. (Yay!)
20) One last step. Once you're viewing your ECE ePortfolio. Go to the black box o the top that says "Your Name's Portfolio" click on that and scroll to select "Dashboard".

21) In Dashboard, look in the menu in blue on the left. Click on "Appearance" and then select "Menus".
22) In the middle column you'll see "Add menu items". Look for the box that says CBOX OpenLab. Click it and select "[Portfolio Profile]" and then click "Add to Menu".
23) Now look in the column to the right that says "Menu Structure". Scroll all the way down to the bottom to where you see a box that says "[Portfolio Profile]". Select it and drag it up to become the top of that column and place it above "About Me". Click the yellow box in the upper right hand corner that says "Save Menu".
24) Finally go back to the black bar at the top, select "Your Name's Portfolio" and scroll to select "Visit Site".

Hooray! You've claimed your ECE ePortfolio. On the front page of your site you'll see a video that explains the process of editing and adding items to your ECE ePortfolio. You can also review the written guide for this process.