Adding a Program Portfolio in Foliotek - Students

1. **Go to** [https://my.unt.edu/psp/papd01/EMPLOYEE/EMPL/h/?tab=NTPA_GUEST](https://my.unt.edu/psp/papd01/EMPLOYEE/EMPL/h/?tab=NTPA_GUEST)

2. **Sign in with your EUID and password**

3. **Click on the e-Portfolio link**

   ![e-Portfolio sign-in](https://my.unt.edu/psp/papd01/EMPLOYEE/EMPL/h/?tab=NTPA_GUEST)
4. The log in screen will come up. Log in with your EUID and password.

5. You should now see the Presentation side of Foliotek.

6. Click on your name in the upper right-hand corner.
7. A drop-down menu will appear. Click on “Account Settings.”

8. On the next screen, click on “Assessment Portfolios”

9. Enter the code for your program in the box that says “[Enter Portfolio code]” and click on the plus sign.

10. You may need to log out and log back in to see the “Assessment” button in the top right-hand corner.
11. Click on the “Assessment” button to access your coursework.