Logging in for the First Time - Foliotek Account and Adding a Program Portfolio

Foliotek Best Practices

1. Only use Google Chrome or Firefox browsers
2. Students can only log into Foliotek through MyUNT or Canvas. Do NOT attempt to log in from the main Foliotek page.
3. Under profile settings: Your username **MUST** be your EUID and your email **MUST** be your UNT email address.
4. There are two sides to Foliotek: Presentation and Assessment. Most of your work will be on the Assessment side.

Part 1: Logging into Foliotek using MyUNT

1. Log into MyUNT with your EUID and password.
2. Click on the ePortfolio link
3. Enter your EUID and password, then click “Login”

4. Foliotek will ask you to enter your Anticipated Graduation Month and Year. Then, click “Next”.

5. The next page will be an End-User License Agreement. Please read through the information, check the box that you are over the age of 16, and enter your Initials. Then, click “Next”.
6. You should now see the **Presentation** side of Foliotek.

**Part 2: Adding your Program Portfolio in Foliotek**

1. Click on your name in the upper right-hand corner.

2. A drop-down menu will appear. Click on “Account Settings.”

3. On the next screen, click on “Assessment Portfolios”
4. Enter the code for your program in the box that says “[Enter Portfolio code]” and click on the plus sign.

5. Your coursework lives on the Assessment side of Foliotek. You may need to sign out of Foliotek and then back in using MyUNT to see the assessment side.