

eFolio Minnesota

<http://efoliomn.com/>

Sign Up

To sign up for a new eFolio go to their web site, <http://efoliomn.com/>, and choose Sign up from the left hand menu. Then choose the sign up link in the middle of the page. (Note: If you already have a version 1 eFolio do not sign up for a new one. You need to migrate to version 2.)

Answer questions, clicking continue as you enter your information. At the prompt for a sign up code, leave it blank unless an instructor gives you a code to use.

Login – Version 2

To login go to <http://efoliomn.com/>. Choose the Returning Users from the left hand menu. Click on the Version 2 link and enter your e-mail address and password.

Version 2 Basics

Manage content from the left hand menu.

Add content to your pages in center of the screen by dragging items from your My Content section.

See pages and page structure on the right hand menu. Click on the name of the page you want to edit and choose the Build icon.

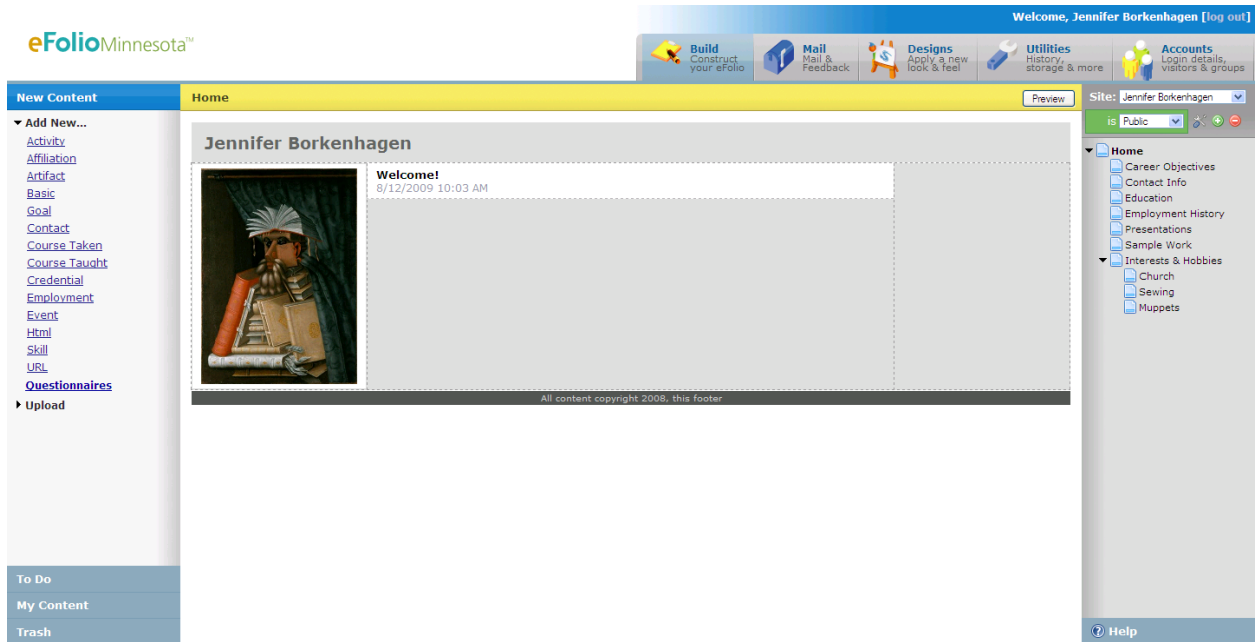
The screenshot displays the eFolio Minnesota user interface for a user named Jennifer Borkenhagen. The interface includes a top navigation bar with icons for 'Build', 'Mail & Feedback', 'Designs', 'Utilities', and 'Accounts'. A left-hand menu contains 'New Content', 'To Do', 'My Content', and 'Trash'. The main content area shows a profile for Jennifer Borkenhagen with a 'Welcome!' message dated 8/12/2009 10:03 AM and a placeholder image of a Native American figure. A right-hand menu lists various page categories like 'Home', 'Career Objectives', 'Contact Info', 'Education', 'Employment History', 'Presentations', 'Sample Work', and 'Interests & Hobbies'. A 'Build' icon is visible in the top right corner of the main content area. Annotations with arrows point from the text blocks to these specific UI elements: 'Manage content from the left hand menu.' points to the left-hand menu; 'Add content to your pages in center of the screen by dragging items from your My Content section.' points to the 'My Content' menu item; 'See pages and page structure on the right hand menu. Click on the name of the page you want to edit and choose the Build icon.' points to the right-hand menu and the 'Build' icon.

New Content

Create or upload new content.

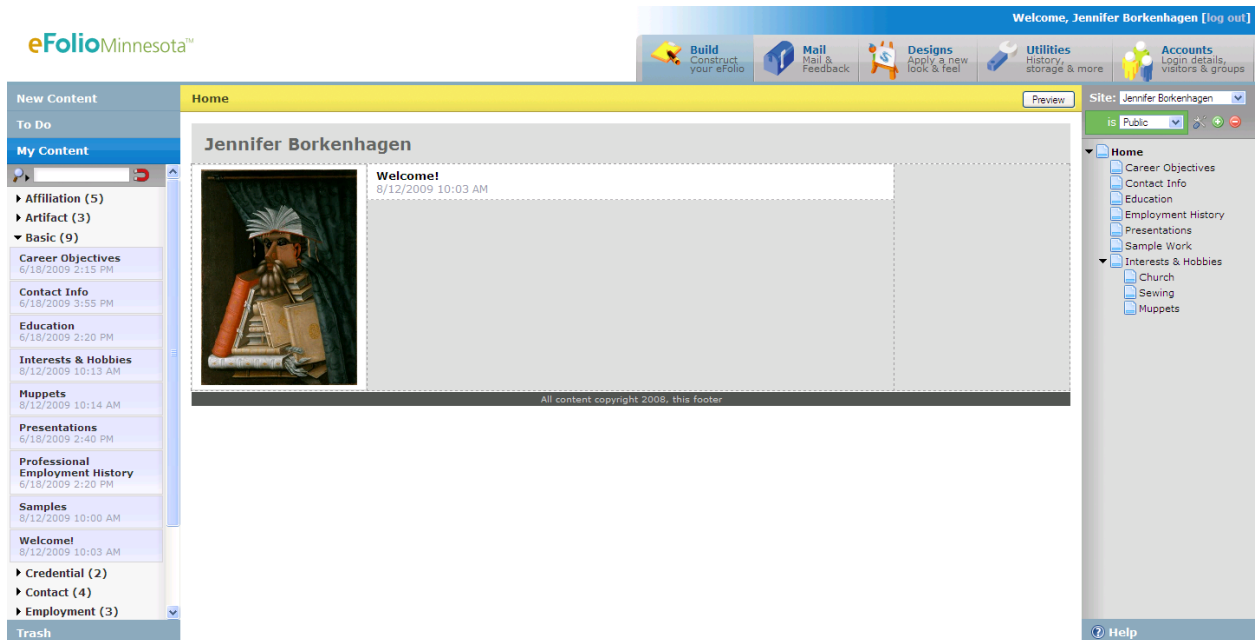
Choose the type of item you want to create or the type of item you wish to upload.

These items will then appear in your My Content section.



My Content

Drag items from your My Content area to the place on the page you want it to appear.



Migrating from V1 to V2

Go to the migration page for information about the migration process, including a migration checklist. <http://efoliomn.com/>

Help

Library Reference Desk

Phone: 651-641-8812

Email: reference@csp.edu

eFolio Help

Phone: 1-800-456-8519

Online: <http://efoliomn.com/> - Online Support section