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**THE CAREER CENTER**  
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**e-PORTFOLIO**



**Creating An Electronic Portfolio**

Today's job search process requires every job seeker to develop "marketing" tools that demonstrate your qualifications for the job. One such tool you may want to consider is an electronic portfolio. This is a website that contains information about you. By following these instructions you will be able to create a great ePortfolio even if you don't know anything about website programming. The process involves downloading files from our website to your personal space on the ECU hard drive, putting copies of everything you want the employer to see into a special folder, testing the website, and then adding the address of the ePortfolio to your resume.

Before you begin the process of creating an ePortfolio make sure that you have the documents you want to upload handy. If you have not yet filmed a video of yourself giving a Power Greeting, come by the Career Center and let us help you create one.

**NOTE:** The employer will see whatever names you give the documents. We suggest that you label your resume with your name so that the employer will know that the portfolio is your's.

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**Step 1** - In a moment, you will be asked to download some files. When it asks you if you want to open or save this file, click on open. These are compressed files which you should save to your desktop. If you have a program to uncompress your files on your computer (like WinZip), two folders will automatically show up on your screen. If you do not have that program, click **HERE** to download a free copy of WinZip and after you have installed the software, begin Step 1 all over again.

Click **HERE** to download files.

WinZip will automatically open and you will see an option to "Extract" the files. Click on Extract to extract the files.

On the second screen it is asking you where you want to put the files. Click on the browse button, select the Desktop and extract the files. Two folders titled "Interface" and "Portfolio" will automatically be uncompressed and added to the other files and folders on your desktop.

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**Step 2** - In order to access your personal web space provided by ECU, you will open a logon box and enter your PiratID and password. If you are not a current ECU student or employee, you will need to obtain website hosting and a domain registration from an outside vendor.

Now click [HERE](#) to access your personal web space.

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**Step 3** - Copy the two folders (labeled "Portfolio" and "Interface" from your desktop to your personal space and go to step 4.

If you do not know how to do that, follow these steps.

The easiest way to end up with a copy of the Portfolio and Interface files in your personal space is to copy them. In the upper right-hand corner of your screen you will see three icons, a minus sign, a square (or two squares one on top of the other), and an X. Click on the minus symbol to minimize the screen. Do that with every screen open on your computer until you can see only the desktop. Find the folder labeled Interface. Right click on that folder which will open a menu. Click Copy.

Click on the button at the bottom of your screen that says ftp"//personal.ecu.edu..." and go to Edit (at the top of your screen) and "paste". This should create a copy of the Interface folder into your personal space. Repeat the procedure with the Portfolio folder - go to your desktop, right click on the Portfolio folder, copy, go to your personal space, click on edit and paste.

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**Step 4** - Now you need to put a copy of any information that you want to be a part of your ePortfolio into one of the three folders (Resume, Interview, or

Other) in the Portfolio folder on your personal web space. This information could include videos, photographs, PowerPoint presentations, MSWord documents (like a resume or cover letter), anything. You can either copy the folder and paste it into the Interface folder or drag and drop it, whichever process is easier for you.

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**Step 5** - Test it yourself to make sure it works. Open Internet Explorer. In the address line at the top, enter the correct web address:  
www.personal.ecu.edu/YOUR\_PIRATEID\_USERNAME/Interface/

(Where YOUR\_PIRATEID\_USERNAME stands for your ECU initials and birth date that you typically use as a logon to the system).

Remember, the quality of your portfolio is a direct reflection of you as a job candidate. Make sure that what you include in your portfolio is the best you can provide.

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**Step 6** - Updating your ePortfolio. At some point in the future you will want to update your portfolio. You might graduate and no longer have access to the web hosting space. You might move and need to change your contact information. Whatever the reason, you need to know how to change the information you have uploaded. All you have to do is to modify the original documents (like your resume, your Powerpoint, whatever you have uploaded) and then you can either copy the files and paste them into the Portfolio folder on your Piratedrive website (www.personal.ecu.edu/YOUR\_PIRATEID\_USERNAME/Interface/) or drag and drop them, whichever process is easier for you.

Click **HERE** to go to your personal space on the ECU hard drive.