How to Access and Register for iWebfolio (the software that houses your University Writing Portfolio)

**Please note that iWebfolio is not compatible with Internet Explorer; be sure you are using another browser (such as Firefox, Chrome, Safari etc.).

1) ACCESSING iWebfolio through Pirate Port

1) Go to [www.ecu.edu](http://www.ecu.edu) and scroll down to the “Quick Links” section which will be on the right. Click on the link for “Pirate Port”

![Image of Pirate Port]

2) Fill in your Pirate ID and Password and click on the “Log In” button in the upper right corner.

![Image of Log In button]
3) You will then see your Pirate Port main page. Click on the “Tools” button at the top of the screen.

4) Click on the “Student Portfolio” link beneath the “Academic Affairs” heading. Note that your list of tools may look different than this one based on your university status (faculty, undergraduate student, graduate student, etc.). There should, however, be a link like the one below to “student portfolio.”
5) The following page will appear. Click on the “Continue to iWebfolio” button.

At this point, you have completed the access process through Pirate Port. In the next section, you will learn how to REGISTER your account.
2) REGISTERING for iWebfolio

NOTE: You will only need to register for iWebfolio the first time you use it. After the first time, clicking on the "Continue to iWebfolio" link will take you directly to your iWebfolio home page.

1) After you have clicked "Continue to iWebfolio," a pop-up window will appear that asks you to check the box on the left to confirm that you have read the licensing agreement. Read the agreement, then check the box, and click “Accept” to register a new account.

2) Fill out the form with your information using your ECU Student email, Pirate ID, and password (recommended), and click “next.”
3) Click the “finish” button, note that the services for iWebfolio are included in your ECU tuition fees 😊

4) You will be shown a confirmation number. You may click the “go to iWebfolio” button to continue into iWebfolio.
5) Once the registration process is complete, iWebfolio will appear as pictured below the first time you log in.

**NEXT STEP:** Now that you have registered your iWebfolio account, you are ready to set up your University Writing Portfolio. For detailed instructions, please visit [www.ecu.edu/QEP](http://www.ecu.edu/QEP) and click on the video or PDF instructions for "Setting Up Your UWPort."