





Getting Started with eFolio Minnesota

April 23, 2009 MSU STC Workshop

Create an Account

1. Navigate to www.efoliominnesota.com
2. On the right menu, click **Sign Up**
3. Click the blue button in the middle of the left section that says **Sign Me Up**
4. Click 
5. After reading the Terms of Use Agreement, click the square next to the words in red
6. Click 
7. Click the Student option and click **Yes** if you are over 18.
8. Click 
9. Enter your name, email address, requested username and password
10. Click 

Note: An email will be sent to you, click on the link in the email and log in with your user name and password

Update Your Portfolio (from the eFolio email)

1. **Select a design for your site.** Click on "Site Management," select "Design Center," view the options, follow the instructions and choose a design.
2. **Enter your name into the banner** by filling in the boxes that appear when you choose your design in "Site Management." Click the green "Finish" button to save your work.
3. **Place welcome information on your home page** by clicking on "Content Tools," then "Home." You now will be able to add text, images, documents and other elements to your page.
4. **Begin building other sections of your site.** Click on "Content Tools" to work on each section.
5. **Preview your site anytime** by clicking on the "Live Site" tab that is on the top right side of the screen.
6. **Check out the help tools including "Quick Tips" and the "Help Site."** You can get to the "Help Site" by clicking on the "Help" tab on the top right side of the screen. You also can contact the Help Desk toll-free at 1-800-456-8519.

To view your live site, go to <http://yournamehere.efoliomn.com>