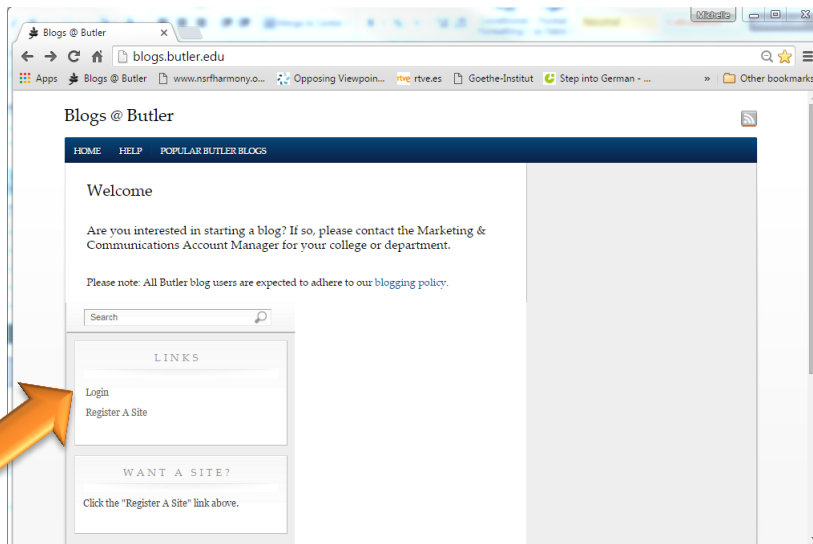
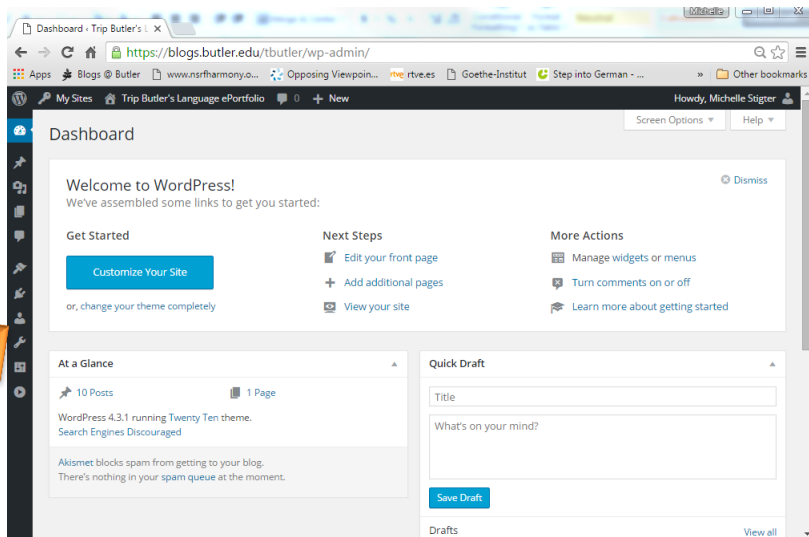


# Adding Viewers to your ePortfolio

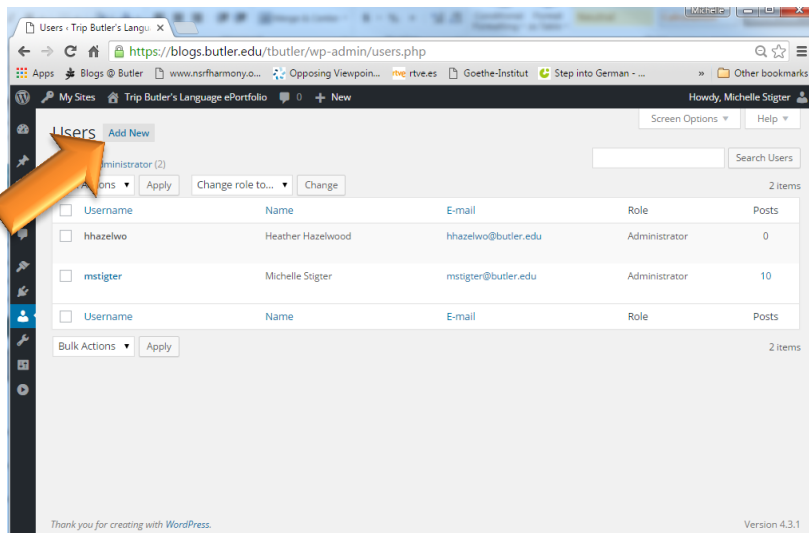
## 1. Log into your ePortfolio



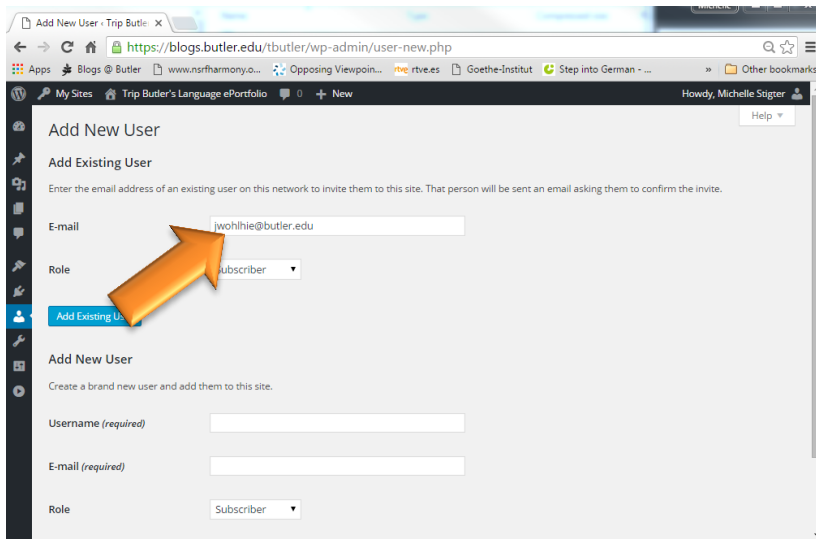
## 2. From your dashboard, click on users (the little person icon):



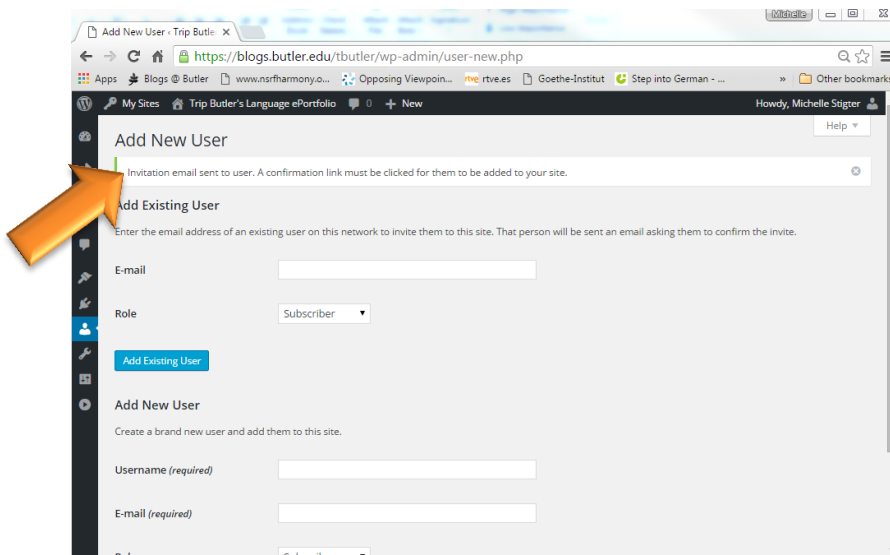
## 3. On the users page, click on "new."



#### 4. Add a new user by typing in his/her Butler email address.



#### 5. An email is then sent to the person you invited. They must follow the link in order to be added to your ePortfolio as a viewer.



#### Who should you add?

**You should always add your instructor to your ePortfolio. This gives her/him the ability to see your ePortfolio.**

- **If you are a language major (primary or secondary), you should add the faculty for your language:**

- **Chinese**

- [xliu@butler.edu](mailto:xliu@butler.edu)
- [Jyu I@butler.edu](mailto:Jyu I@butler.edu)

- **French**

- [esureau@butler.edu](mailto:esureau@butler.edu)
- [svanbael@butler.edu](mailto:svanbael@butler.edu)
- [Iriggs@butler.edu](mailto:Iriggs@butler.edu)

- **German**

- [mstigter@butler.edu](mailto:mstigter@butler.edu)
- [spainitz@butler.edu](mailto:spainitz@butler.edu)
- [metzler@butler.edu](mailto:metzler@butler.edu)

- **Spanish**

- [tcarney@butler.edu](mailto:tcarney@butler.edu)
- [lwillem@butler.edu](mailto:lwillem@butler.edu)
- [lgoens@butler.edu](mailto:lgoens@butler.edu)
- [jprodrig@butler.edu](mailto:jprodrig@butler.edu)
- [gmuniz@butler.edu](mailto:gmuniz@butler.edu)
- [igabiola@butler.edu](mailto:igabiola@butler.edu)
- [aquintan@butler.edu](mailto:aquintan@butler.edu)
- [llucchic@butler.edu](mailto:llucchic@butler.edu)
- [ashabani@butler.edu](mailto:ashabani@butler.edu)