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
    - lju1@butler.edu
  - French
    - esureau@butler.edu
    - svanbael@butler.edu
    - lriggs@butler.edu
  - German
    - mstigter@butler.edu
    - spainitz@butler.edu
    - metzler@butler.edu
  - Spanish
    - tcarney@butler.edu
    - lwillem@butler.edu
    - lgoens@butler.edu
    - jprodrig@butler.edu
    - gmuniz@butler.edu
    - igabiola@butler.edu
    - aquintan@butler.edu
    - llucchic@butler.edu
    - ashabani@butler.edu