TOPICS ADDRESSED:
- How do I log in to Digication?
- How do I create my own e-Portfolio?
- How do I set permissions on my e-Portfolio?

HOW DO I LOG IN TO DIGICATION?

1. Access the Digication website for Saint Francis University is located at [https://francis.digication.com](https://francis.digication.com).
2. Enter your Saint Francis University username and the initial SFU password you were assigned. Your initial password was formed by the first two letters of your last name, followed by the first two letters of your first name, followed by the two digit month and two digit day of your birth.

   For example, if your name is Angela Brown and your birthday is June 24, your password would be bran0624. After logging in you can change your password. The only requirements are that it be a minimum of 8 characters long and contain at least one number.

3. Click Log In

   ![Login Screen](image)

Note: The first time you login to Digication, you will be prompted to accept the End User License Agreement.

   1. You can read the agreement by clicking the link provided.
   2. Click the acceptance checkbox to accept the Terms and Conditions.
   3. Click the I Agree button to accept and continue.
**HOW DO I CREATE MY OWN e-PORTFOLIO?**

1. In the e-Portfolio tool, click **Create**.

2. Enter the **Title** for your e-Portfolio. For your wellness e-Portfolio, please use the form shown below. Use the underscore character ( _ ) in place of a space.

   Form: Firstname_Lastname_Wellness

   Ex: John_Smith_Wellness
   Angela_Brown_Wellness

   The title you choose here will appear in the SFU e-Portfolio directory and will become part of your e-Portfolio’s web address. This is the address you will share with anyone you wish to invite to visit your e-Portfolio.

   Ex: [https://francis.digication.com/John_Smith_Wellness](https://francis.digication.com/John_Smith_Wellness)

3. **Choose a Template** by clicking on one of the icons in the list. You may choose an SFU Wellness template (there are two to select from) or Create from Scratch.

4. Select **“Use selected template’s theme.”**

5. Set **Permissions** to control will be able to see your e-Portfolio. You will need to set your permissions to *Private with Saint Francis University* in order for the reviewers and instructor to view your work. See the helpsheet entitled *Digication – Controlling Access* for more information on setting permissions.

6. Set Tagging to **Do not allow tags**.

7. Click **Create New e-Portfolio**.

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**Note:** Your Digication account can be used to create multiple e-Portfolios, so you can build other e-Portfolios for different purposes: personal, professional, educational, etc.

You have to choose to publish information that you place in your e-Portfolio before it can be viewed by an outside audience, so you can build pages and experiment without worrying about others seeing your work until you are ready.