

Submitting the Entry Level Assessment Paper in ePortfolio

Logging In

1. Open an Internet browser, and go to <http://eportfolio.oru.edu>.
2. Click on the "LOG-IN" link on the sidebar.
3. Type your user id and your password and then click on the "ENTER" button. *If you have never had an ePortfolio account through ORU, your user id is your **Z-number** and your password is **neptune**. If you had an ePortfolio account during your undergraduate experience at ORU, you will use the same user id and password that you had previously. If you do not know your password, find the "Forgotten your password?" section and click on the link to have it sent to your ORU email address.*
4. If this is your first time to log in, you will need to acknowledge your acceptance of the terms of use before you can proceed.

Initial Grad Theology ePortfolio Setup

1. Click on "WORK," then select "MY PORTFOLIOS."
2. Click on the "MAKE THIS MY HOMEPAGE" button.
3. Click the button to "CREATE NEW PORTFOLIO."
4. Type your name in the NAME field.
5. Click on the "CAN'T FIND YOUR TABLE OF CONTENTS?" link.
6. Under SELECT DEPARTMENT, select "GRADUATE THEOLOGY."
7. Under SELECT TABLE OF CONTENTS, select "GRADUATE SCHOOL OF THEOLOGY AND MINISTRY."
8. Click on the "CREATE" button. After the page processes, you will be inside your portfolio.

Submitting the Artifact through your ePortfolio

Pay careful attention to where the artifact belongs. For example, the Self-Reflection Paper for Entry Level Assessment is listed under the degree that you're pursuing, then "Core Outcomes," then "Self-Reflection Paper – Entry Level Assessment PRF 056."

1. Find the name of your DEGREE. This is the main level where your artifact belongs.
2. Find "CORE OUTCOMES." This is the sublevel where your artifact belongs.
3. Find and click on the link for "SELF REFLECTION PAPER - ENTRY LEVEL ASSESSMENT PRF 056." This is the page where your artifact belongs.
4. Scroll to the top of the page, and click "UPLOAD NEW ARTIFACT."
5. Give your paper a name, then click "UPLOAD FILE."
6. Click on the "BROWSE" button ("CHOOSE FILE" in Safari). A dialog box will open. Find the item you want to upload and select it by double-clicking on it or by clicking on it once and choosing OPEN in the dialog box.

7. Your paper will load and save automatically. When it finishes, click "CLOSE."
8. **Make sure that your paper appears on the ePortfolio page and that you can open it.**
9. Click on the "SUBMIT" button to submit the page to your advisor.
10. In the box, begin typing the name of your advisor. *(If you are submitting a test paper at the time of this training session, please submit it to Marlene Mankins. Your real paper will go to your advisor.)*
11. Click on the correct name of your advisor.
12. Click the "SUBMIT" button.
13. You should see a message verifying that your artifact was submitted successfully.

*Note: If you need to submit an artifact for an elective course that is not listed under your degree program, you can find the artifact assignment under the relevant degree program (for example, if you took GBIB 517 Paul: Mission and Message for an MDV elective, you would find the artifact rubric under the M.A. Biblical Literature degree program). [Click here](#) for a list of degree programs and artifacts.