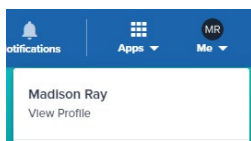


House Point Submission Instructions

1. Make a Portfolium account using your @eagle.fgcu email
2. Click on “Tasks” (checkmark icon) in the upper blue menu bar (in between jobs and notifications)
 - a. This is where you will access your House “Pathway” to submit for points
3. To submit for points, click "get started" on whichever category you are submitting for
 - a. There are 8 different categories, some with sub-categories
 - b. There is no minimum or maximum requirement to how many categories you submit to for points
4. Next, read all instructions and click "start requirement"
5. Once you submit the requirement a reviewer will review your submission and will either accept the submission or ask for revisions
 - a. When the submission has been reviewed successfully a green check will appear in your pathway awarding you the amount of points related to the category of submission.

Notes:

- All point submission is from August 19, 2019
 - No retroactive points will be awarded for projects, etc. completed in the past
- Once you submit in a certain category you can later go back in and either edit or add to that same category



- Click “view profile” under your icon menu
- Click “portfolio”
- Click on whichever submission you would like to edit
- A summary of your submission will appear with a blue “edit project” button in the top right
- Once you edit your submission it will go through the review process again
- This edit screen is also where you can change the view setting to private
 - Hit the gear icon next to “preview” in the “Edit Project” window
 - Here you can change the visibility to public, private, etc.
 - Remember, Portfolium is a public-access, social media style website to be used professionally and as a way to supplement your resume with projects and experiential learning experiences, so be cautious with what you make public
 - Additionally, certain activities that allow you to obtain House points, like attending events, may not be very important for future employers to know about