**iWebfolio: How do I submit my portfolio for evaluation?**

Once inside of your account, click on Portfolios located at the top of the screen.

1. Click on the name of the portfolio you need to add files.
2. Once there, look to the bottom left of the screen to find these icons. Click on the key icon and go to Permissions.
3. On the right hand side of the screen, look for this listing. Click on Institution Reviews.

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[iWebfolio Help?](#)  
Email: sansonj@nsula.edu  
http://ensu.nsula.edu
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- **Institution Reviewers**
  - Henry, Carl
  - nsula1, nsula1
  - nsula2, nsula2
  - nsula3, nsula3
  - Sanson, Jarrod

The option will expand giving you a listing. Take your mouse and drag the evaluator needed and place at the top of the listing.

- **Current Permissions (1)**
  - Search "All Permissions"
  - nsula2, nsula2 (0)

Once dragged, the option will show under Current Permissions.