

Working with your Portfolio Site

Log into your Portfolio Site

1. With a web browser app (such as Chrome, Firefox, or Safari) visit <https://portfolio.jccc.edu>
2. Click the “Log in” link (top left corner)
3. Enter JCCC credentials (username and password)
4. Click “Login” button
5. Click “My Sites” link (top left corner)
6. Click “Visit” link

The above steps will get you to the “homepage” for your portfolio site.

- If you bookmark the homepage, you can avoid having to repeat the above steps to get back to your portfolio site.
- If you start from step 1 (above) while already logged in, the portfolio platform will skip steps 2-4 for you.
- If you lose access to the “Customize” and “Edit Page” tools (see below) you can always repeat the above steps to log back in.

Edit a Page in Your Portfolio Site

1. Use the site menu to visit a given page within your portfolio
(By default, the menu runs horizontally beneath the header at the top of each page)
2. Click “Edit Page” link (top — above the page header — toward the right)
3. Make changes
(Documentation for using the content editor can be found [here](#))
4. Click “Update” button (to the right)
5. Click “View Page” link (top — above the page header — toward the right)

Change Overall Site Appearance

1. Click the “Customize” link (top — above the page header — 4th item)
2. Use the menu which slides out from the left to customize site features