Creating Your Portfolio

Please use your ETSU Student Picture ID “E#” (i.e. E12345678) to register if you are a current ETSU Student.

www.CollegeCentral.com/ETSU
Fill in your information and use your **Goldmail Account** as your email address.

When completed, submit the information. You will get a confirmation like the image below.
Go to “My Home Page” and select “My Career Portfolio”.
East Tennessee State University

Dashboard

Career Portfolio

Build, edit, and maintain a comprehensive online career portfolio in CCN's Career Portfolio Central to promote your talent to employers and network with your school's mentors.

Create a Career Portfolio

1. My Career Portfolio
2. Create a Career Portfolio
Create a Lifelong Career Portfolio

Mouse over each portfolio icon below for more information and then select the portfolio type that is most appropriate to your major by clicking on the icon.

NOTE: All information uploaded to your career portfolio is private and managed solely by you. Additionally, only you have the ability to grant access of your career portfolio to employers.

You may choose to retain access to your Career Portfolio indefinitely after graduation. Simply update your registration information every 18 months when prompted to do so on your user account homepage.

Select the Standard Career Portfolio.
“Add” content to sections at the left side. Use right side areas if desired. Unwanted areas will not show in the final version of your portfolio.
Each added section needs a Title and a Description.
We suggest uploading PDF documents. Create them from Microsoft Word using the “Save As” option to produce the file.

PDF documents work best!
This final draft method should keep your file size under 500 kb as a PDF document.
In our tests, we used a 450-page text document, when double-spaced, font size 12, standard margins of 1”, and using Times New Roman font. Otherwise, the .DOCX format will allow up to 12,500 pages as a text document, when double-spaced, font size 12, standard margins of 1”, and using Times New Roman font. All imported graphics or pictures should be prepared for web use to allow the smallest final document size.

When ready, go to “Home” and select “Forward My Portfolio”.

1. “Forward My Portfolio” to your email account to review how it works when received by email.

2. Login to your email and Copy the secured hyperlink to the portfolio.

3. Paste the hyperlink in a word document for uploading to your instructor’s Drop Box.

4. We also suggest using “Forward My Portfolio” to send your work to your Instructor’s email account.

For a different style of portfolio, delete your current portfolio and select a different template as seen on page 5 of this guide.

Below is an image of a standard template portfolio.
Portfolio of Bucky Student - CASE Advisement

**Overview**
- Degree: Bachelors
- Major:
- Graduation: December 2035
- Phone: 423-439-5602
- Email: Email

**Personal Website**
View more of my work on [my website].

**Personal Statement**
This portfolio documents my personal development plan that includes academic, career, and personal goals. It shares how I propose to reach those goals including my need for education, assessment, evaluation, readings, research and more. In this portfolio, I share my proposed timeline for completion of each area. My estimate of potential roadblocks and ways to address those concerns are documented. Please note that assignments from the course were used to build my Personal Development Plan.

**Educational, Career and Personal Goals**
- Review my educational, career and personal goals reflection paper.
- Review my current issue assignment.
- Review my diversity reflection paper.
- Review my final exam reflection paper.
- Review my results from Career Inventory and Jung Typology tests.
- Review my 4-year academic plan.
- Review my Major Course Advisement Sheets.
- Review my General Education Requirements.
- Review my Unofficial Transcript.
- Review my research on two undergraduate majors of interest and my research on careers of interest based on these academic majors.
- Review my choice of two professional schools of interest and my determination of required and recommended prerequisites.
- Review the makeup of the entrance exam for my professional school of choice, my available test preparation resources, and my application deadlines including discovered tips for entrance exam success.
- View my practical experience summary.
- View my volunteer experience summary.
Creating a report that includes your CCN Portfolio Link
East Tennessee State University
ETSU Career Services  (423) 439-4450  Email

Dashboard

Career Portfolio
Build, edit, and maintain a comprehensive online portfolio of your experiences.

- Update My Portfolio
- Preview My Portfolio
- Forward My Portfolio
- Delete My Portfolio
Send it to your email

Click then check your email
After selecting SEND EMAIL, obtain the link from your email account.

Use Microsoft Word or your document software to create a report that shares your link.
Copy and paste the message and link from your email into your document.