

Setting up your profile and managing your CV in MyFolio

MyFolio is an e-portfolio system whose features can help you improve your learning, plan for the future and, eventually, gain employment. MyFolio can help you record and reflect upon your current academic, professional or personal practice, using Journals. You can also use MyFolio to create presentations, 'Pages', and share them with friends, colleagues, teachers or prospective employers.

This introductory guide explains how to begin navigating MyFolio, how to update your profile information and how to manage your CV.

Accessing MyFolio

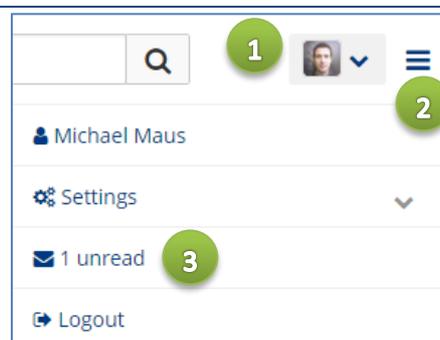
To get to MyFolio, select the address bar in any web browser and type myfolio.kent.ac.uk. Click the 'Login' button. You will be taken to the University's *single sign-on* page where you will need to enter your University of Kent username and password.

Finding your way around

You'll now see the MyFolio Dashboard; this acts as a springboard to all of the features and tools within MyFolio. This page contains some useful information about MyFolio, as well as information about your content and the activity of your friends or groups.

Clicking on your **profile icon** (1) on the top right of the page displays a dropdown menu with links to your user profile, messages and display settings.

Clicking on the '**hamburger**' menu (2) displays a further dropdown menu offering links to your content area, your portfolio and group pages, as well as a link back to the MyFolio dashboard.



Setting your preferences

MyFolio has a number of settings that determine how other users can interact with you and in what measure. To get to your settings page, choose '**Settings**' from the profile dropdown menu (step 1, above).

On the page that follows, you'll see options relating to whether users can add you as a friend and whether users can send you messages. Select your preferences as desired and then click '**Save**' at the bottom of the page.

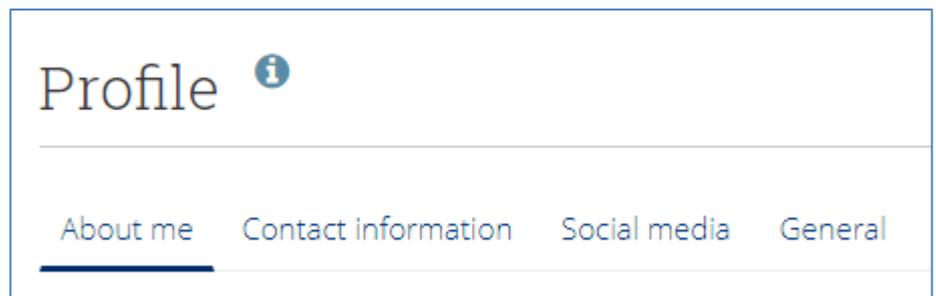
In addition to this, you can also specify whether or not to receive MyFolio-related notifications and how these notifications will appear. To set your notification preferences, follow step 1 (above) and choose '**Notifications**' from the Settings menu.

On the page that follows, a number of elements will be listed, along with the default option for how you receive notifications for that element. You can choose between email, email digest, inbox or no notifications for each element.

Note: Email digest notifications are sent as a single email once per day. Inbox notifications appear as messages in the profile menu, above (3).

Updating your profile

The first step of using MyFolio is to add some information about yourself. To update your personal profile on MyFolio, click on the 'hamburger' menu in the top right and choose '**Content**'.



The page that follows is split into four tabs; About Me, Contact Information, Social Media and General.

About me

Clicking on the **profile picture** icon enables you to upload a profile picture from your computer. You can upload up to five profile pictures and can choose which of the five is displayed by default on your profile.



Your first name and last name are automatically populated based on your University of Kent user profile, however, if you want to display your name differently, please use the '**Display Name**' field.

The '**Introduction**' field can be used to write something about yourself. For example, you may choose to write about what you are studying and what your plans are after graduating. Note that it is also possible to format the text, add images and embed hyperlinks.



Note: Any information included in the Introduction field is visible to other MyFolio users when they search for you.

Click '**Save Profile**' at the bottom of the page when you're done.

Contact information

The fields in this section are useful when you come to share a page with a prospective employer. You can add other web and blog addresses in this section, which may be useful depending upon the audience of a page (creating and sharing pages is covered [here](#)).

Social Media

In this section you can add your account name for many of the popular instant messaging services.

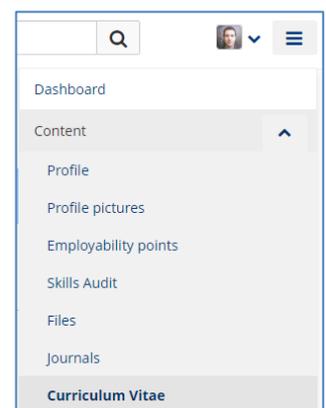
Your CV

MyFolio contains its own CV (Curriculum Vitae) tool, offering an easy and convenient way of keeping your educational and employment history, achievements and goals up-to-date. You can add and remove entries to your CV whenever you like.

Accessing your CV

To access your CV, click on the 'hamburger' menu in the top right and choose '**Curriculum Vitae**' from the '**Content**' dropdown menu.

On the page that follows, your CV will be split across five tabs; Introduction, Education and Employment, Achievements, Goals and Skills and Interests.



Updating your CV

Education and employment | Curriculum Vitae i

Education history i

QUALIFICATION	ATTACHMENTS
4 ↓ Sociology (BA Hons) at University of Kent Sept 2010 - July 2013	0 2 3
↑ ↓ Sociology, Psychology, Maths, Biology (A Level) at Sir John Steed's Sixth Form College Sept 2008 - July 2010	0
↑ Maths, English, Science, Music, Geography, Information Technology, Religious Education, Design Technology (GCSE) at Kentwood Secondary School Sept 2003 - June 2008	0

1 Add ▾

To add a new entry to your CV, navigate to relevant section (i.e. education and employment) and click on **Add** (1).

To update any existing entries, click on the **pencil** icon (2) next to that entry.

To permanently delete an entry, click on the **trash** icon (3) next to that entry.

You can use the **up and down arrows** (4) to change the order in which the entries appear.

Note: Your CV is only visible to you until you choose to share it with others on a page. Creating and sharing pages is covered [here](#).