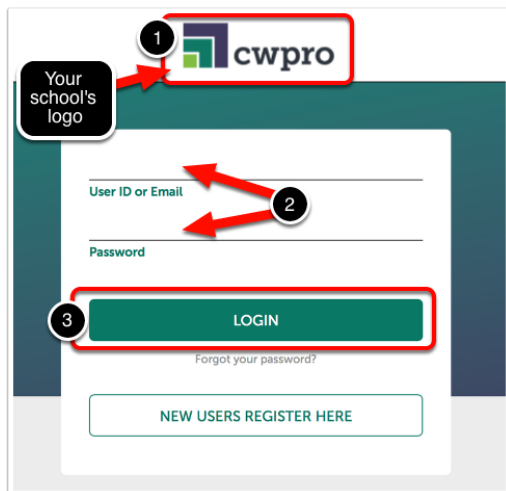


Creating Your Chalk & Wire Portfolio

Step 1: Log into Your Chalk & Wire Account

1. Ensure that you see **Mercer's logo** at the top of the screen. If you do not, please visit ep.chalkandwire.com to search for Mercer's Chalk & Wire site.
2. Enter your **User ID or Email** and **Password**. Your User ID is your MUID. Use your Mercer email.
3. Click **Login**.

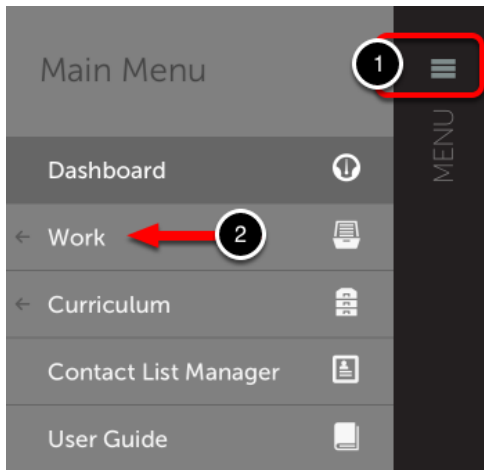
If you have forgotten your Password, click **Forgot your Password?**



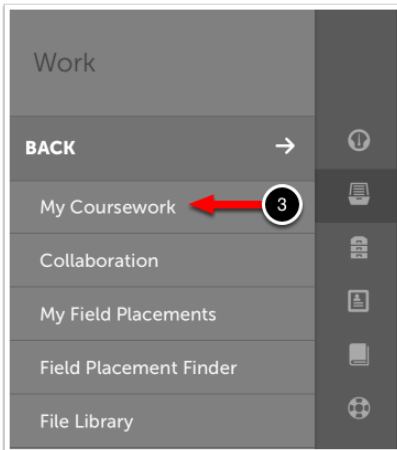
Step 2: Access Coursework

You will need to create a portfolio in order to submit work. To create a portfolio:

1. Select **MENU** on the left.
2. Click **Work**.

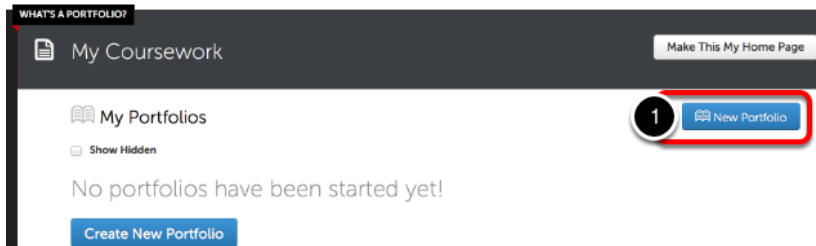


3. Select My Coursework.



Step 3: Create a New Portfolio

1. Click New Portfolio.

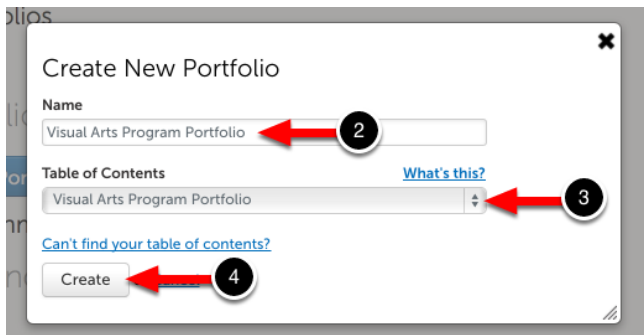


2. Enter a **name** for your portfolio.

Use your first name, last name, and program (for example, **Tara Crane M.Ed. ECE Portfolio**).

3. Select the **Table of Contents** for your program.

4. Click **Create**.



The screenshot shows a 'Create New Portfolio' dialog box with the following elements and callouts:

- Name:** A text input field containing 'Visual Arts Program Portfolio' with a red arrow and a circled '2' pointing to it.
- Table of Contents:** A dropdown menu with 'Visual Arts Program Portfolio' selected, a red arrow and a circled '3' pointing to the dropdown arrow, and a blue link 'What's this?' to its right.
- Can't find your table of contents?:** A blue link below the dropdown menu.
- Create:** A button at the bottom left with a red arrow and a circled '4' pointing to it.

For Chalk & Wire assistance from the Tift College of Education, please email chalkandwirehelp@mercer.edu.

To view the Chalk & Wire Quick Start Guide for Students, paste the following URL into another tab/window of your browser: <http://userguide.chalkandwire.com/m/Student/1/210876-quickstart-guide-for-students>