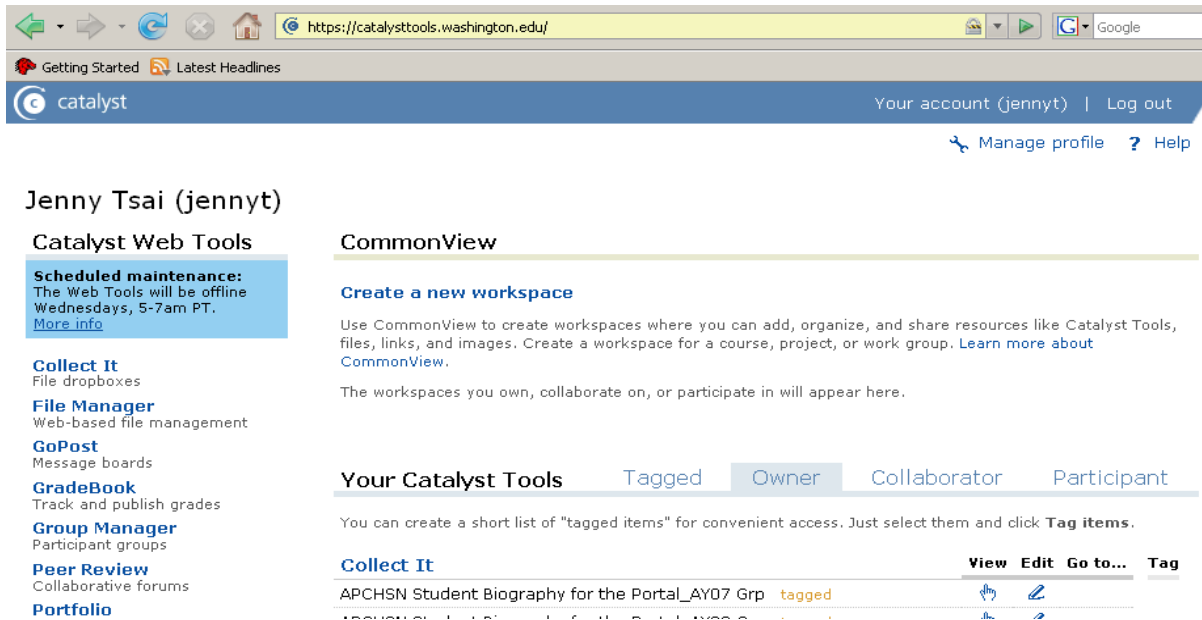


How to accept e-Portfolio in Catalyst?

1. Go to UW Catalyst website (<http://catalyst.washington.edu/>) and click on “Web Tools Login” on the top of the page. Follow the instructions to get to your Catalyst account. When you complete, you should see a page similar to the image below. (For Catalyst new users, you will be prompted to create your account first. Just follow its instructions.)



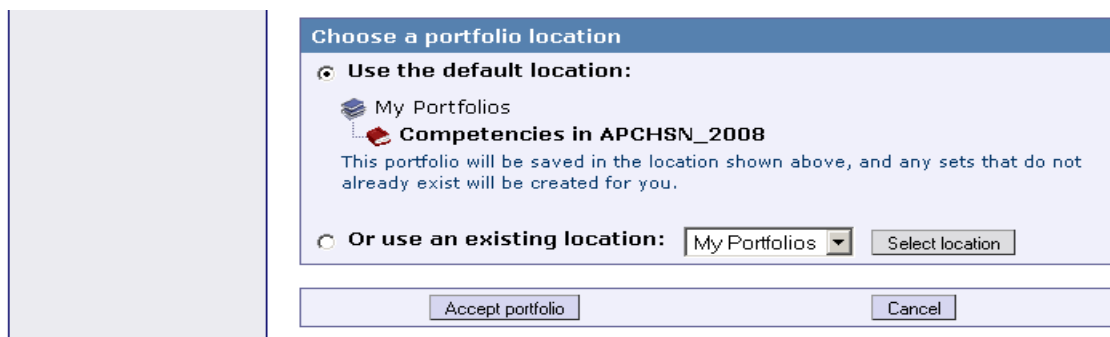
2. Click on “Portfolio” in the left column and enter your NetID and password as instructed for login. You will be directed to a page similar to the image below. Click on “Competencies in APCHSN_2008” in the New portfolio invitations box.



- You are now being directed to "Accept a portfolio."



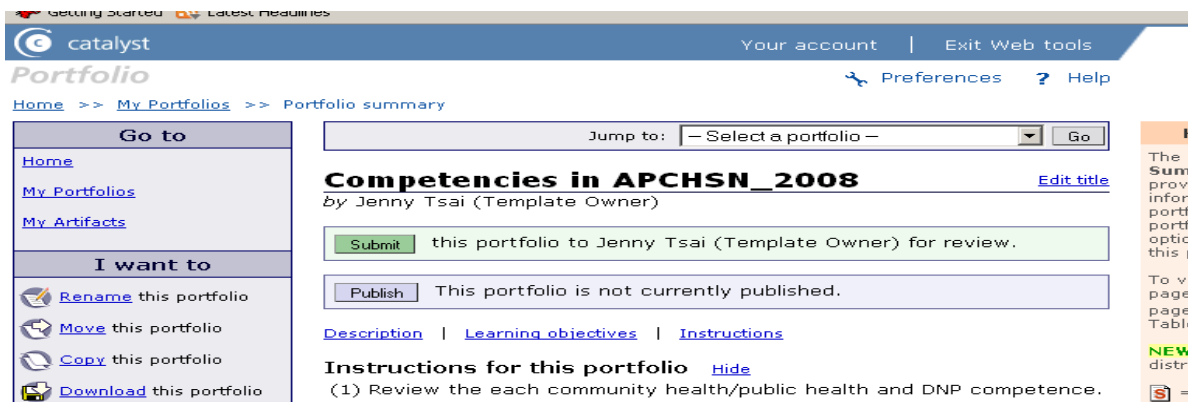
Scroll down to find "Choose the default location" and click on "Accept portfolio" button at the bottom of the page. **Make sure "Use the default location" is checked.**



- Now you have successfully accepted the template. You should see this dialogue box in the middle of your screen. Click on OK.



- What you will see next is the ePortfolio page itself like the image below.



6. Now you can use the instructions on the APCHSN portal to attach your artifacts. You can find it under Competencies, next to ePortfolio.

IMPORTANT TO REMEMBER:

In the future, your portfolio will be listed under “My Recent Activity” box. Click on Competencies in APCHSN_2008 and it will take to your portfolio first page.

Do NOT use any functions under “I want to” in the left column while you’re in the program. There will be other functions that you might want to consider to use right before you graduate from the program or publish the portfolio to the web. Meanwhile, don’t play with them!

