# CREATING YOUR FIRST OPTIMALRESUME PORTFOLIO

1. Login to your OptimalResume account.

2. Locate the section named **Portfolios**.

## CREATE YOUR PORTFOLIO

1. Click on **Create New Portfolio**.

2. Name your Portfolio and click the **Start Portfolio** button.

## CREATE A PROJECT

Portfolios are arranged by **Projects**. You can setup your projects any way you want.
*Tip: For each class you take, create a new project. This will help you stay organized.*

1. Give your first project a name and add a description. Then click **Continue/Add Files**.

## ADD YOUR FILES

1. Click the **Browse** button and locate the file you want to add.

2. Give the file a name. This name will appear on your portfolio list.

3. Optional: Add a description to tell viewers what your file is.

4. Optional: Add information to tell viewers which program to use to open your file. Examples: Word, PowerPoint, Excel.

5. Click **Save File** and your file will be added to your portfolio.

6. Optimal will now show you a list of the files in your current project. To add more files, Click on the **Add Files** button above the list of files.
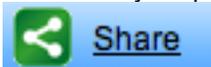
*Tip: You can also add more projects or classes by using the **Add Project** button.*

## SHARE YOUR PORTFOLIO

1. Make sure your portfolio is open and locate the **Share** button near the top of your screen.

2. Follow the directions on the screen. You'll get a link that you can send to someone via email OR you can even share your link via Facebook, Twitter, LinkedIN, or MySpace.

Tip: Return to your OptimalResume homepage at any time by clicking on the **Document Center** link at the top of your page.

# TRACKING YOUR SKILLS IN OPTIMALRESUME

1. Login to your OptimalResume account.

2. Locate the section named **Assessments**. ASSESSMENTS

## CREATE YOUR NEW ASSESSMENT

1. Click on **Create New Assessment**. Create New Assessment

2. To track the skills you learn in classes, jobs, etc. choose **Skills Inventory**

3. Name your inventory. Anyone you share your inventory with will see this name.

4. Click **Begin Assessment**.

## ADD YOUR SKILLS
In your skills inventory, you can track any skills you learn in classes, jobs, internships, volunteer work, clubs, and more.  Your skills inventory also helps you keep track of your abilities.

*Tip: Use your course syllabi to help you determine which skills you learned in each class.*
*Tip: You can learn many sklls in each class. Don't forget to enter*

1. Browse the list of **skills** (left-hand column) and **experiences** (top row) on this page and choose a skill/experience to add.

2. Click the **Add** link for the skill/experience you want to enter.

3. Enter information on how you learned that skill.
   *Tip: Be thorough! Make sure to record when you earned that skill and how you did it. For example. If you're entering a class, list the course name, when you took the course, and the activities you completed to help you learn that skill.*

   *If you learned the same skill in another class, just hit Enter a few times and enter the new class below the first one you added. You can add more classes, jobs, etc. at any time.*
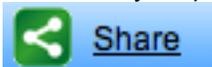
4. When you're finished adding your skill and experience, click the **Save** button.

## ADD OTHER SKILLS & EXPERIENCES
Just use the **Add More** buttons to add skills and experiences you don't see.

## SHARE YOUR SKILLS INVENTORY
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   Share

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