

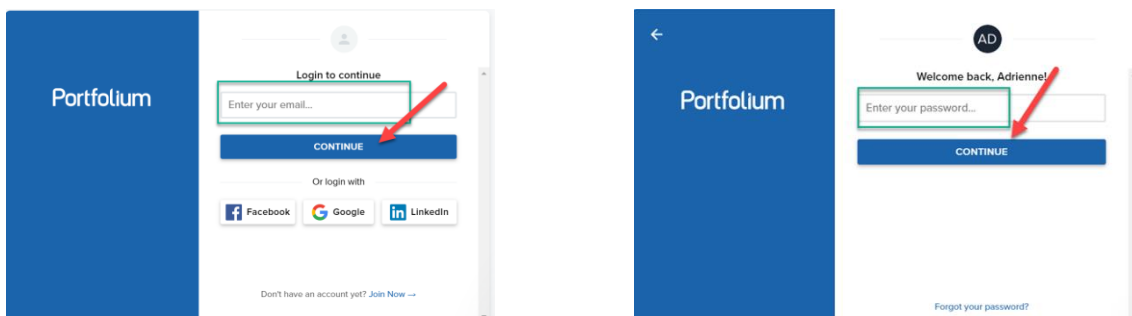


**Definition:** Portfolium is a free digital portfolio tool for students to showcase their academic and professional accomplishments and experiences. Portfolium is your own unique, personal branding tool, integrating a professional profile with social media and job-seeking features.

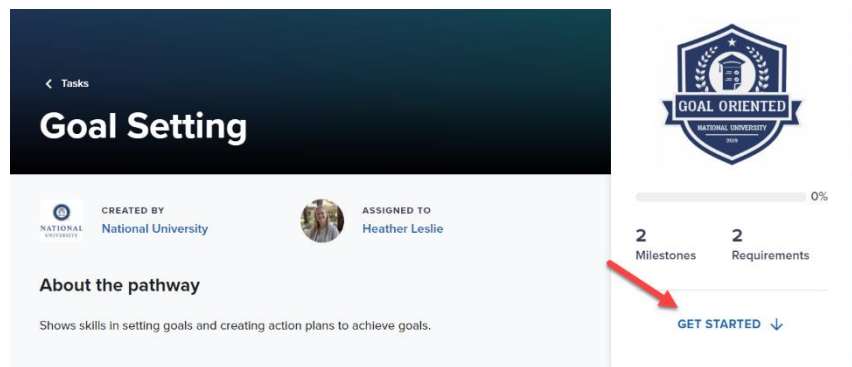
**Job Aid Objective:** This job aid provides students with step-by-step instructions on how to upload their Personal Success Plan to Portfolium.

**Step 1:** Go to <https://portfolium.com/pathway/enroll/288/A5327E3C-7358-8D10-735F-4A7BCE21350F>

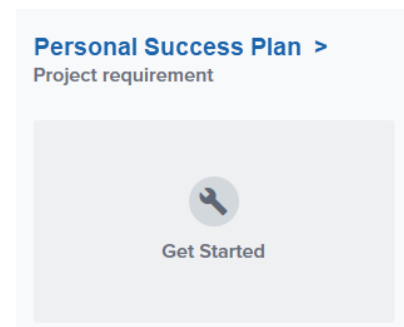
**Step 2:** If you are not already logged in, log in to enter the NU Goal Setting Pathway. Enter your email and password. Then click CONTINUE.



**Step 3:** This opens the Goal Setting Pathway. Click on *GET STARTED*.

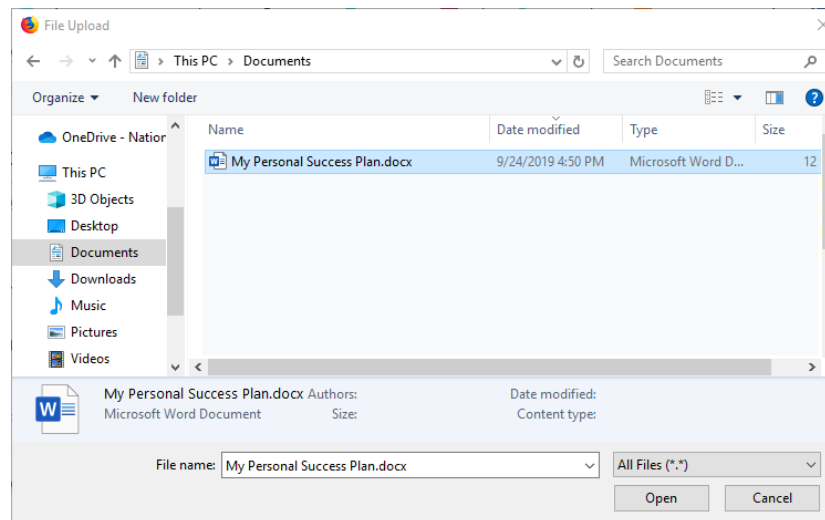
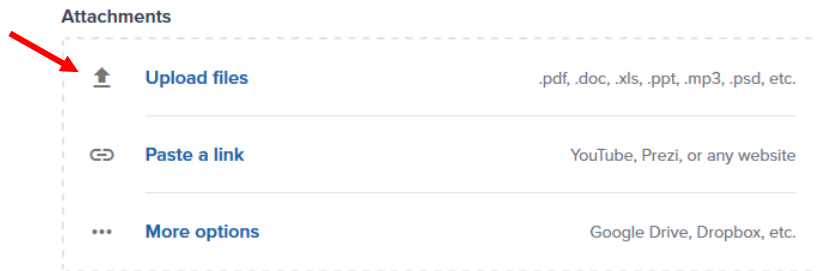


**Step 4:** Scroll down to the Personal Success Plan milestone. Click on *Get Started* in the grey box.



**Step 5:** Click on *Start Requirement*.

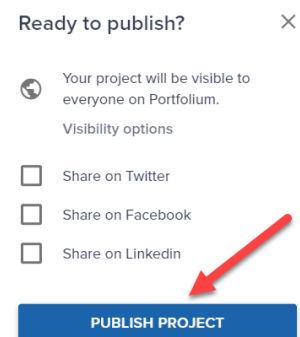
**Step 6:** Click on *Upload Files* and navigate to your saved Personal Success Plan on your computer.



**Step 7:** Scroll down to add the title of your file, a brief description, and category for this project. Feel free to add any skills, tools, or software used.

**Step 8:** Scroll down and click *SUBMIT REQUIREMENT*.

**Step 9:** You can choose to share your project on social media (Twitter, Facebook, or LinkedIn) by checking the boxes. Click *PUBLISH PROJECT*.



**Step 10:** Click *SUBMIT*.

