

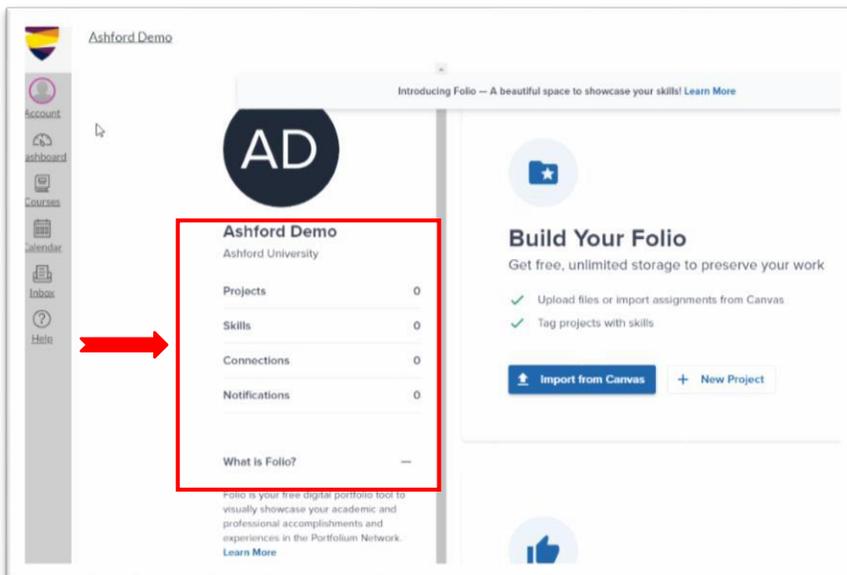
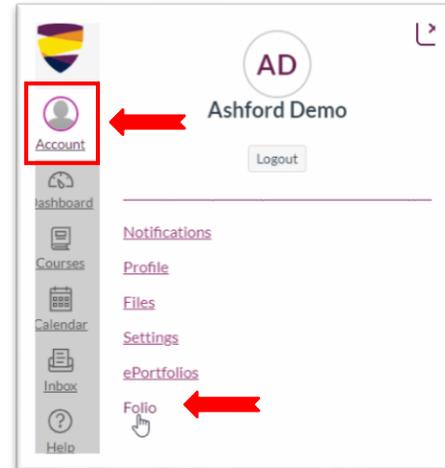
## Folio Quick Start Guide

### What is Folio?

Folio is the ePortfolio tool that Ashford University uses. As an Ashford student, not only will you have access to Folio during your time at Ashford, but you will retain lifetime unlimited access after leaving the university. Your ePortfolio will help you track your academic and professional progress as well as demonstrate your skills and competencies to potential employers.

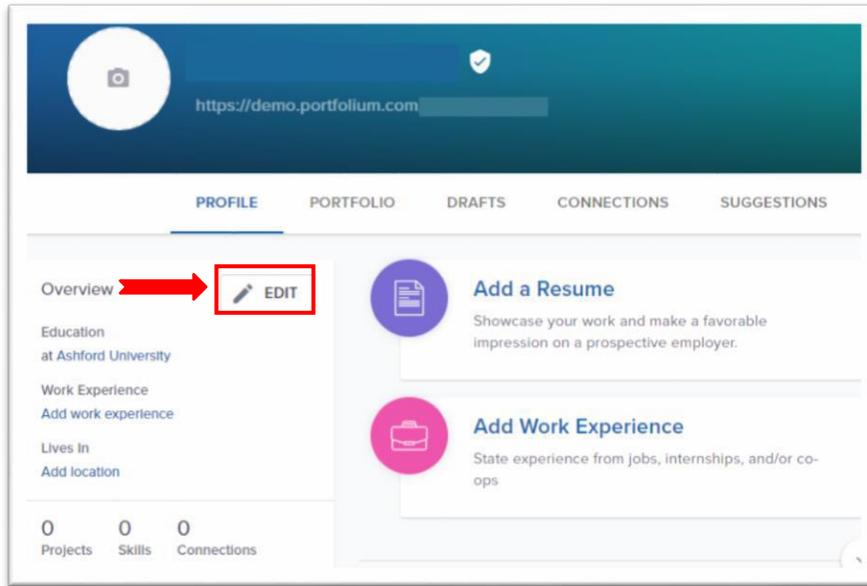
### Getting Started in Folio

1. To access Folio, go to Account on your Canvas Dashboard page.
2. Click on Folio in the drop-down menu.
3. On the Folio landing page in Canvas, click on your name or any other link listed on the left side of the Folio landing page in Canvas. You will be taken to your Folio account home page.



**Note:** If you do not have a Folio account setup, you will be prompted to create a password. Your password will give you access to your lifelong Folio account after graduation. This password is separate from your institution's official login credentials.

4. On the Folio home page for your account, click on the Edit button to build your Profile as instructed below.



## Profile Settings

Complete the following:

- Avatar (can be a picture or other avatar to represent you)
- Background Photo
- Tagline
- Current Position (optional)
- Location (optional)
- Introduction: Write a brief introduction. This should be a representation of you that is appropriate to share with colleagues and other professionals.

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## Folio Best Practices and Resources

It is important to keep in mind that your ePortfolio is intended for future employers to evaluate your knowledge, skills, abilities, and professionalism. For helpful tips in making sure that your ePortfolio presents you well, see the [Folio Best Practices Guide](#).

For additional resources such as help guides and tutorials, access the [Folio Network – Table of Contents](#). You can also find helpful information about Folio, on the Folio landing page in Canvas.

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