

## Getting Started with UNSW's [myEducation Portfolio](https://myeducationportfolio.unsw.edu.au)

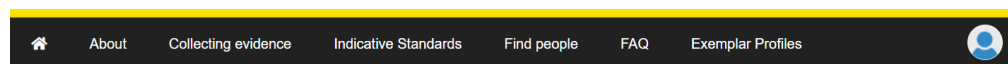
myEducation Portfolio is the place to showcase your educational achievements and to reflect on, grow and inspire education practice for academic staff throughout UNSW. For more information, please visit the FAQs on the myEducation Portfolio website at: <https://myeducationportfolio.unsw.edu.au/faq>

### Create your profile

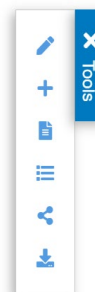
1. Go to <https://myeducationportfolio.unsw.edu.au/> and log in with your zID.
2. Following login, you will be prompted to enter a brief bio (50 words maximum) as well as your teaching and learning philosophy. You can also add a profile photo, links to your Research Gateway profile, LinkedIn and other social media accounts.
3. Once your profile is created, you can add evidence.

### Edit your profile

1. Click your profile picture on the right of the main screen.



2. Click on the tools button on the far right of the screen to see the editing toolbar (*shown at right*).
3. Select the pencil icon to edit your profile. Then make edits and select Save as draft or Publish.



### Add evidence to build your portfolio

1. Click your profile picture on the right of the main screen.
2. Click on the tools button on the far right of the screen to see the editing toolbar and select the '+' icon to add evidence.
3. Give the piece of evidence a title.
4. Add content by selecting the content buttons:

Content \*

Please add content to your evidence, by selecting the buttons below



5. Tag your evidence by selecting a dimension from the dropdown list.
6. Then select relevant criterion or criteria within the appropriate dimension(s).
7. If you would like to tag the evidence with criteria from more than one dimension, select 'Add another tag'.
8. Select Save as draft or Publish.
9. Utilize the 'my Cases' feature in the toolbar to build, preview and export an education case for academic promotion, teaching awards or fellowships (see [video on myCases](#)).

The creation of this guide is an initiative of the Evaluation of Teaching and e-Portfolio Community of Practice. If you're interested in learning more about the community, [click here](#).