ePortfolio – User manual

To access ePortfolio enter the following URL in your browser: https://msa.nymc.edu

You will be presented with a login page, please preface your Network ID with **nymc.edu**.

For example a student called spuser2 would login as **nymc.edu\spuser2**.

Windows Security	
Connecting to	msa.nymc.edu.
	nymc.edu\spuser2 Password Domain: nymc.edu Remember my credentials
	OK Cancel

Use your college password for the password field.

After login you will be at the ePortfolio home page:

Co 🕞 🔂 https://msa.r	ymc.edu/default.aspx			
File Edit View Favorites	s Tools Help			
Site Artises				
Site Actions 👻 🗾 Brows	e Page			
Medical :	Student Affairs			
Medical Student Affairs				
Libraries	MSA ePortfolio			
ePortfolio Lists	The Office of Medical Student Affairs is happy to unveil it's ePortfolio system. In year (Summer Projects), second year (career planning), third year (clerkship grade			
LISUS	When you first log in, click on the ePortfolio link on the left.			
All Site Content	This will take you to a two folders, one which contains templates and forms from only you (and MSA) have access to. Inside your document folder are three subfol			
	 MSA Documents (Documents from MSA to the student) - We will deposit p documents that are part of your permanent record such as clerkship grade My Confidential Documents (Dean to Student) - Official notices related to I My Documents (Documents uploaded by the student) - Submit completed requests, add, or drop forms. Also works in progress that do not require in questionnaire responses, personal statement, or application photo. 			
	To upload documents click on the "Documents" tab under the "Library" at upper			
	Updated documentation can be found on:			
	DCDB => Student Affairs => General => ePortfolio			
	Medical Student Affairs Forms can be found here.			

Click on the link ePortfolio to access your folders:

Medica	I S	tudent
Medical Student Affairs		
Libraries ePortfolio		MSA e The O

You will be presented with 2 folders:

Student Affairs Information and Forms Your personal folder



Click Student Affairs Information and Forms to get access to forms that are uploaded by Student Affairs:

-	
72	ADVISOR PROFILES-CLASS 2014
1	Background and Unique Characteristics Worksheet 2013
1	CAREER SPECIALTY-ADVISOR SELECTION FORM 2012_distributed
	Example_Curriculum_Vitae

Click on your personal folder to get access to your 3 main folders:

Туре	Name
	MSA Documents (Documents from MSA to the student)
	My Confidential Documents (Dean to Student)
	My Documents (Documents uploaded by the student)

How to navigate folders

1) Click on ePortfolio to get back to your main page or



2) Click on the folder icon with the green arrow located at top left of your screen



Click on Medical Student Affairs to get back to the Home page. Click on ePortfolio to get back to the main page of your site.

How to Upload Documents

- 1) Navigate to the folder where you would like to upload your document.
- 2) Click on Documents



3) Click on Upload Document, Upload Document



4) A dialog box will open up, click on browse to navigate to the folder where you have your document stored.

ePortfolio - Upload Document		
Upload Document Browse to the document you intend to upload.	Name: Upload Multiple Files Overwrite existing files	Browse
	OK	Cancel
ePortfolio - Upload Do	cument	□ ×

Upload Document Browse to the document you intend to upload.	Name:					
	OVerwrite existing files	Cancel				

Then click on Ok to upload your document

You can change the name of your document or you leave it as is, click Save

ePortfolio - De	ecision.pdf			□ ×
Save Cancel	Clipboard	Delete Item Actions	date the properties of the docum	nent.
Name * Title		Decision	.pdf	
Created at 7/14/201	4 3:28 PM by SPUser2 /2014 3:28 PM by SPL		Save	Cancel

Your document has been uploaded.



To download a copy of a file

1. Navigate to the folder where the file is stored that you want a copy of, move your mouse cursor over the filename and the row will be highlighted blue, you will notice a checkbox appear, click on it with the mouse.





With the row selected move your mouse to the right of the file name, you will notice that a caret symbol will appear.



Click on this and a popup menu will appear, goto Send To then Download a Copy

View Properties			
View in Browser			
Send To	•	Other Location	
	6	E-mail a Link	
		Download a Copy	

Depending on your browser you will be given an option to save the file. This is an example of how it looks for Internet Explorer 10.

Do you want to save Example_Curriculum_Vitae.docx from msa.nymc.edu?	Save	-	Cancel	×	
bo you want to save Example_can reason _ rate sock non instanymetedar	Jure		concer	<u>^</u>	

Or another option is to click on the Download a Copy button that appears in the Ribbon bar when you check the checkbox.

