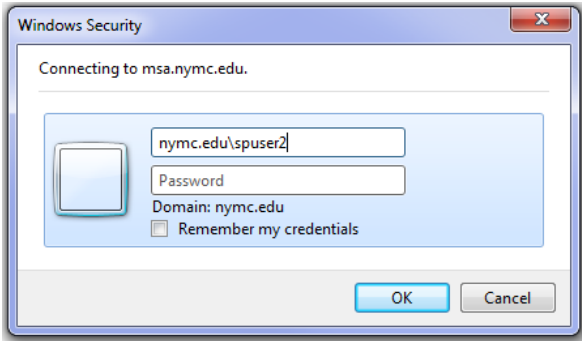


ePortfolio – User manual

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

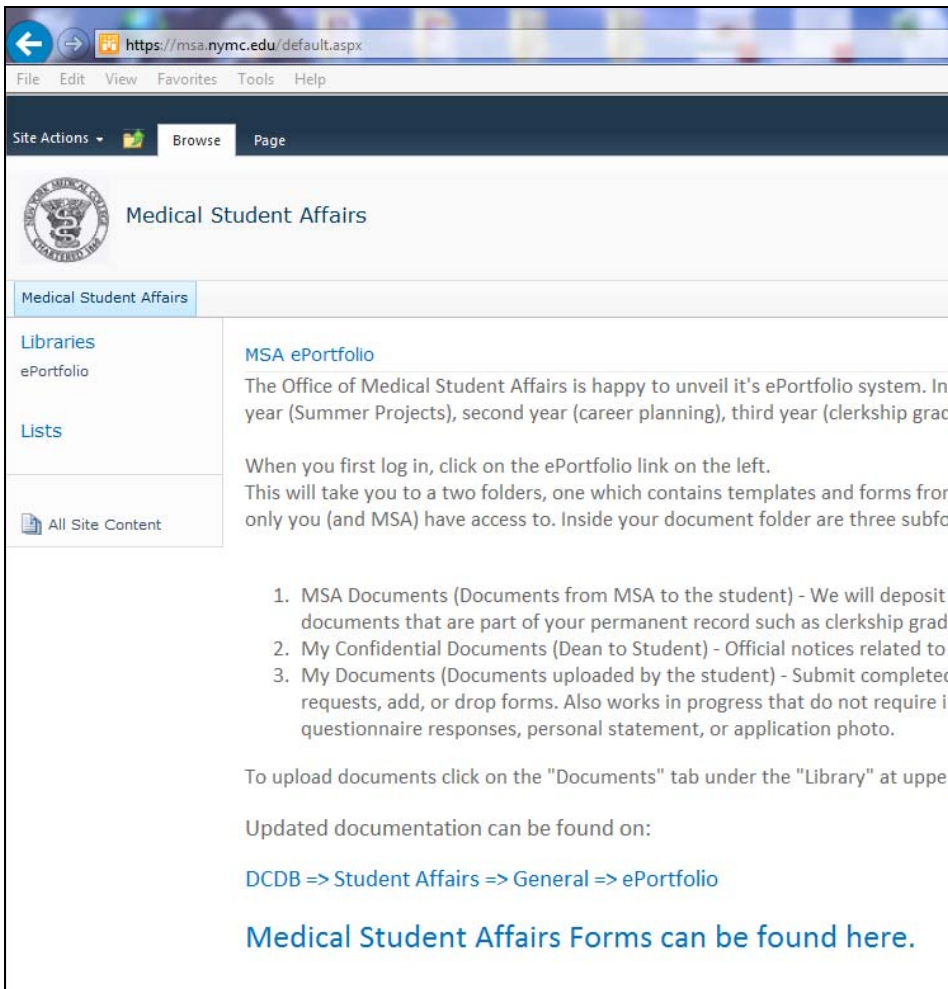
You will be presented with a login page, please preface your Network ID with **nymc.edu**.

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



Use your college password for the password field.


After login you will be at the ePortfolio home page:



https://msa.nymc.edu/default.aspx

File Edit View Favorites Tools Help

Site Actions Browse Page

 Medical Student Affairs

Medical Student Affairs

Libraries
ePortfolio

Lists

All Site Content

MSA ePortfolio

The Office of Medical Student Affairs is happy to unveil it's ePortfolio system. In your first year (Summer Projects), second year (career planning), third year (clerkship grade)

When you first log in, click on the ePortfolio link on the left. 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 subfolders:

1. MSA Documents (Documents from MSA to the student) - We will deposit your documents that are part of your permanent record such as clerkship grade
2. My Confidential Documents (Dean to Student) - Official notices related to
3. 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.

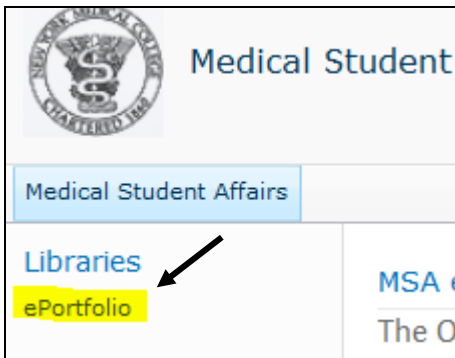
To upload documents click on the "Documents" tab under the "Library" at upper

Updated documentation can be found on:

[DCDB => Student Affairs => General => ePortfolio](#)

[Medical Student Affairs Forms can be found here.](#)

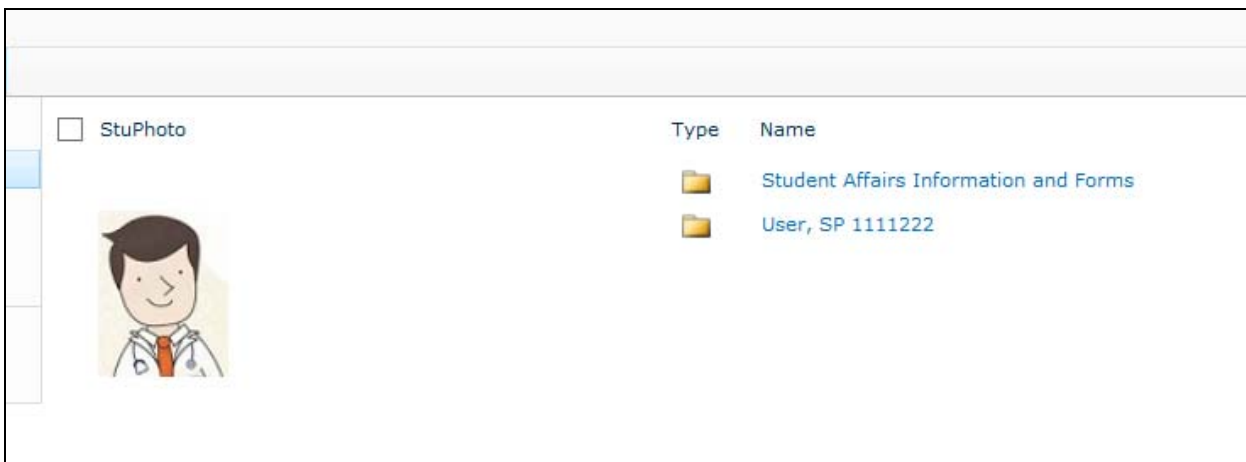
Click on the link ePortfolio to access your folders:



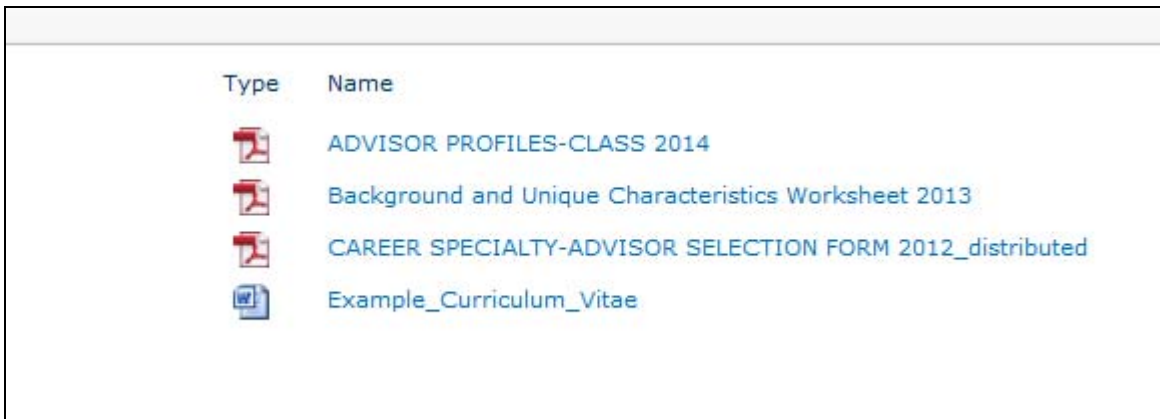
You will be presented with 2 folders:

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:

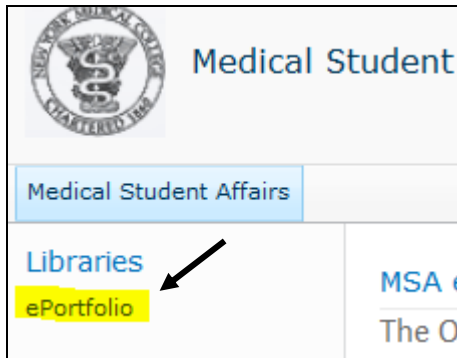


Click on your personal folder to get access to your 3 main folders:

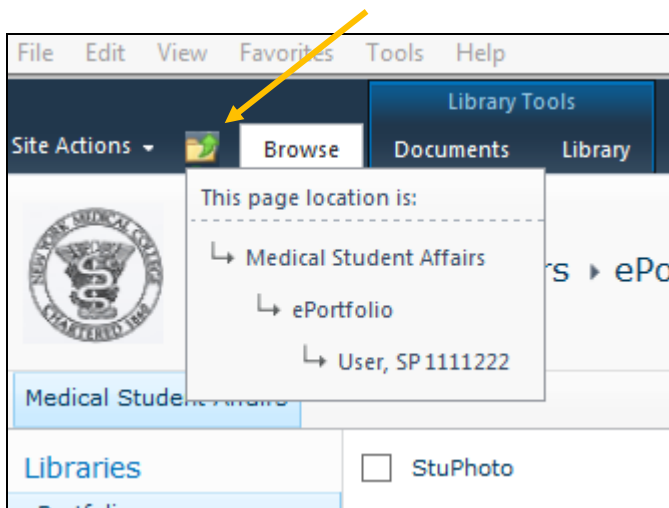
Type	Name
	MSA Documents (Documents from MSA to the student)
	My Confidential Documents (Dean to Student)
	My Documents (Documents uploaded by the student)

How to navigate folders

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



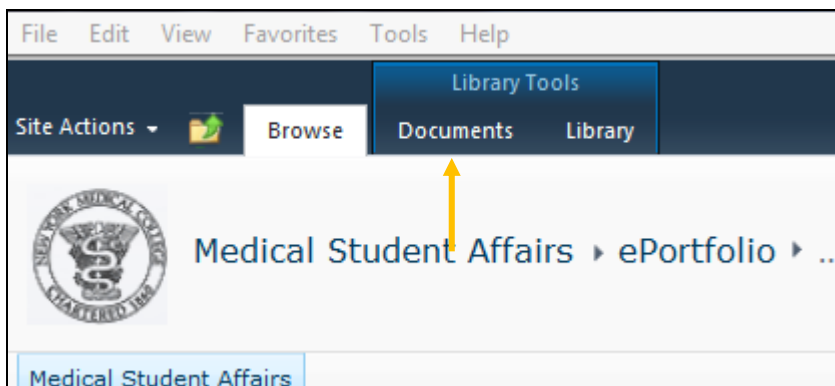
- 2) Click on the folder icon with the green arrow located at top left of your screen



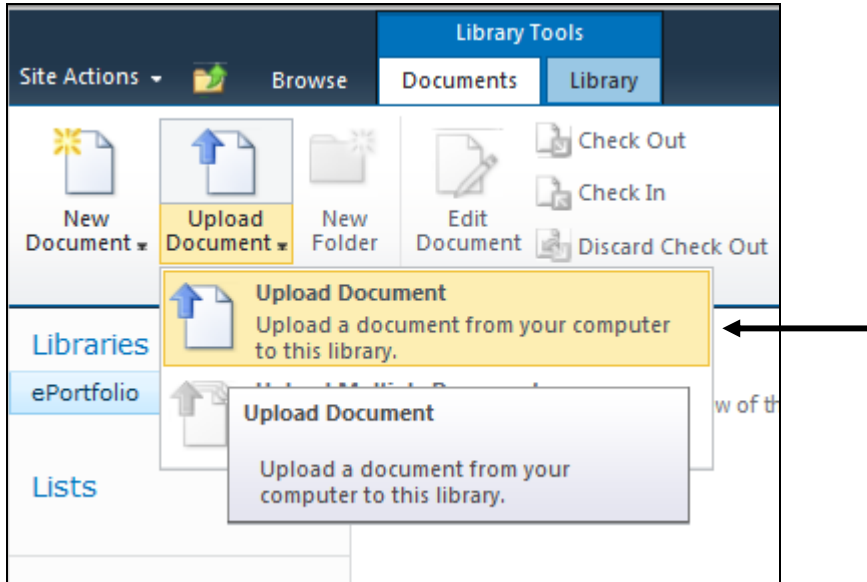
Click on Medical Student Affairs to get back to the Home page.
Click on ePortfolio to get back to the main page of your site.

How to Upload Documents

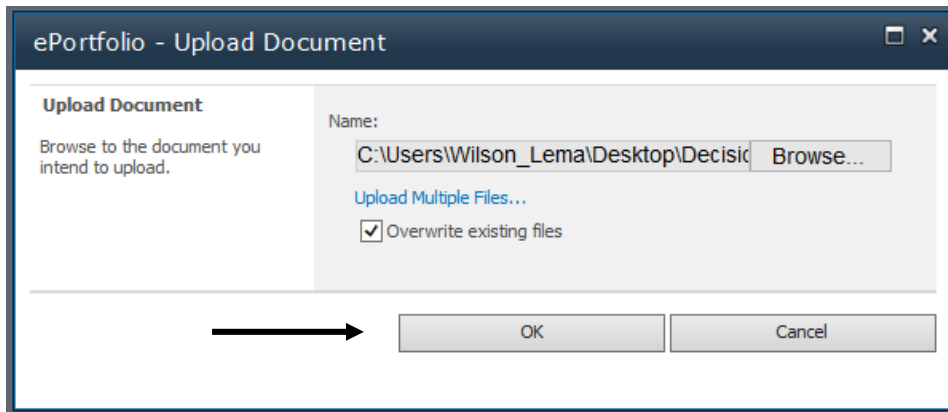
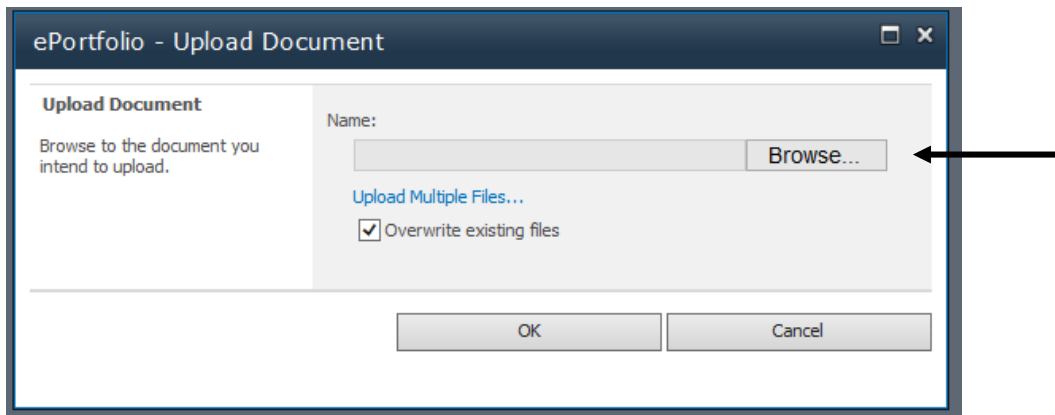
- 1) Navigate to the folder where you would like to upload your document.
- 2) Click on Documents



3) Click on Upload Document, Upload Document

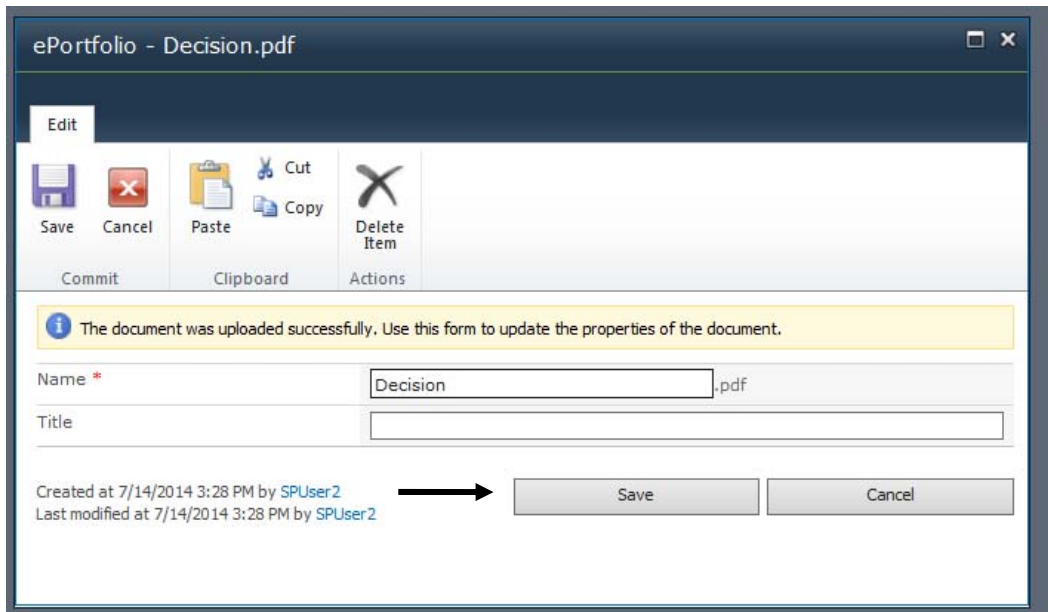


4) A dialog box will open up, click on browse to navigate to the folder where you have your document stored.

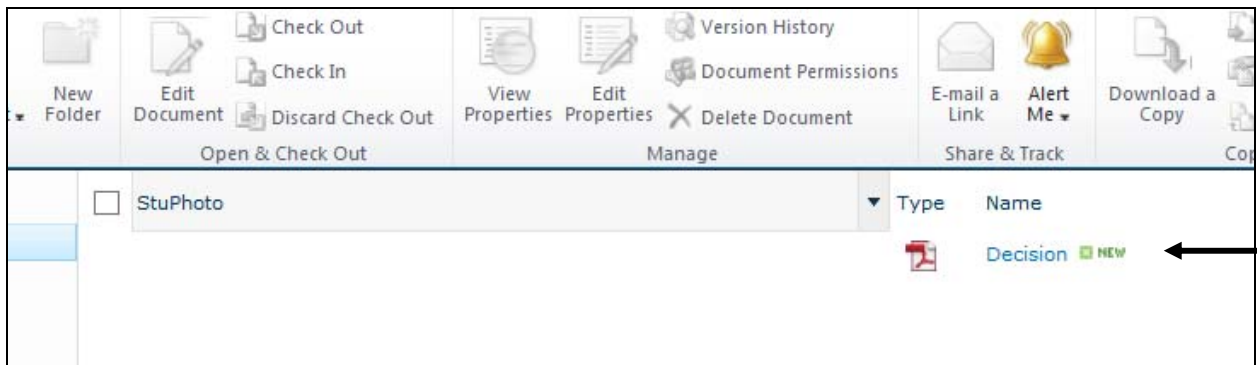


Then click on Ok to upload your document

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

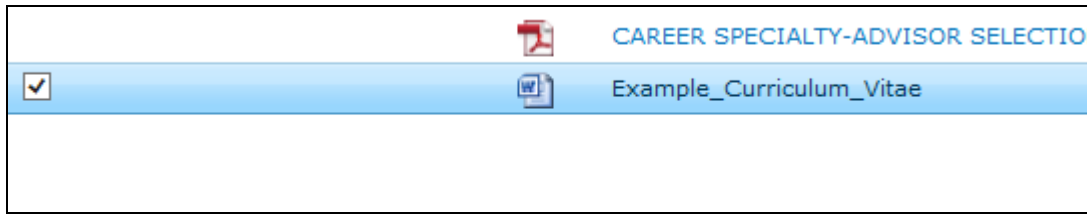
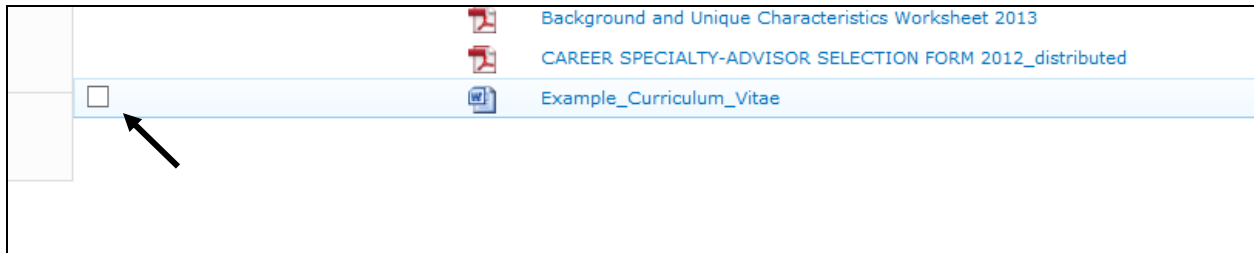


Your document has been uploaded.

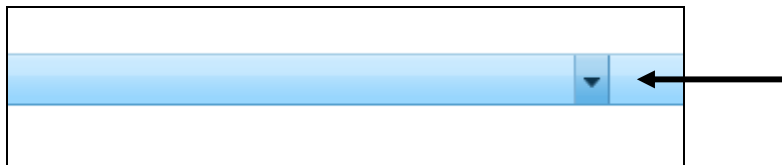


To download a copy of a file

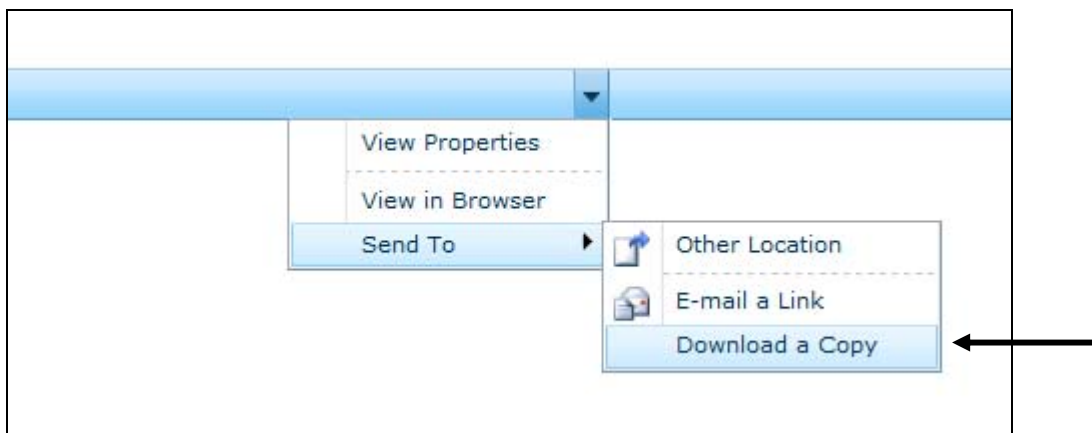
1. Navigate to the folder where the file is stored that you want a copy of, move your mouse cursor over the filename and the row will be highlighted blue, you will notice a checkbox appear, click on it with the mouse.



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



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.



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

story
Permissions
Document

E-mail a Link
Alert Me
Share & Track

Download a Copy

Send To
Manage Copies
Go To Source
Copies

Workflows

CLASS 2014