

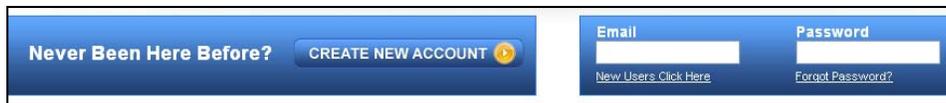
## Career Services Portfolio Training

Log into the Jacket Jobs Student Portal to access *Optimal* under the “Additional Resources” tab

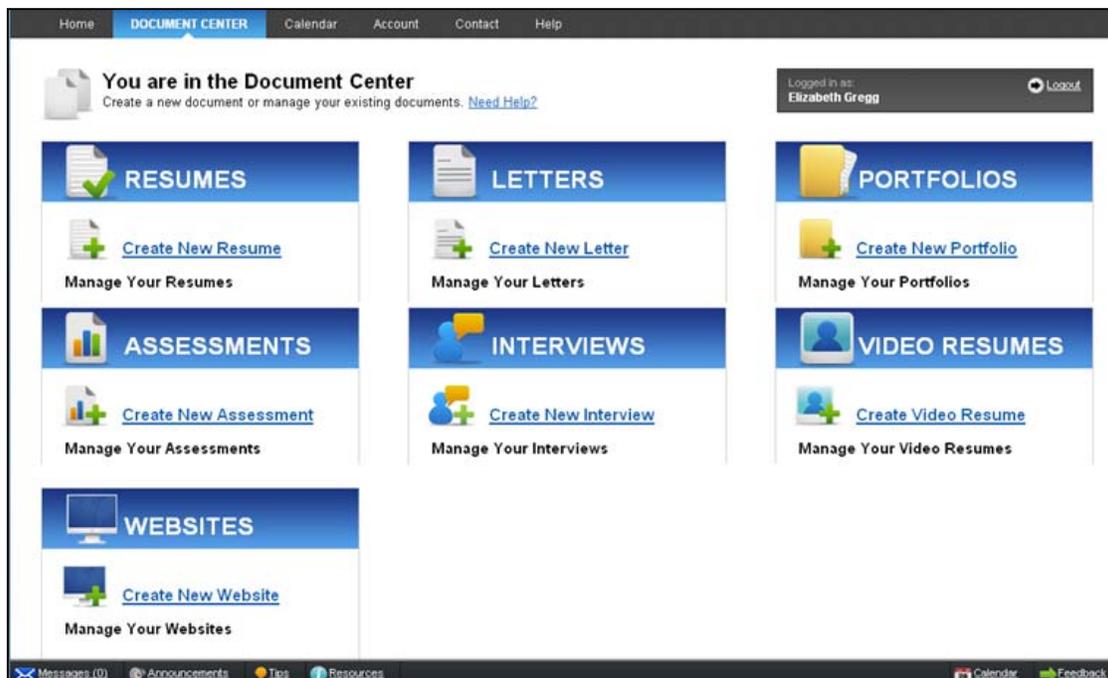


1. If you have not accessed *Optimal* prior, you must click “Create a New Account” found in the Top Left Corner. Otherwise, you can login using your UWS email and chosen password.

NOTE: This account is different from your Jacket Jobs account

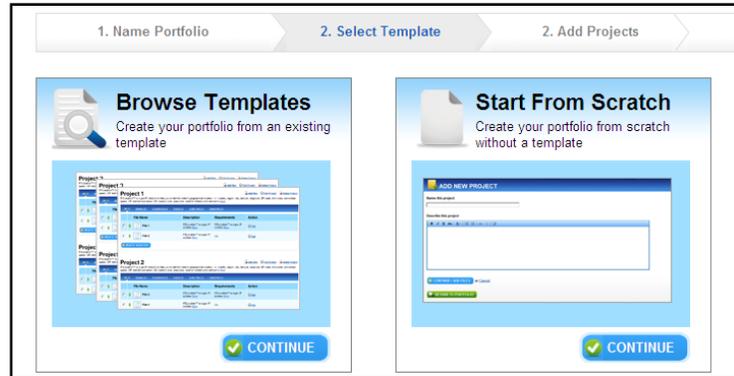


2. After logging in, you will be taken to the “Document Center”

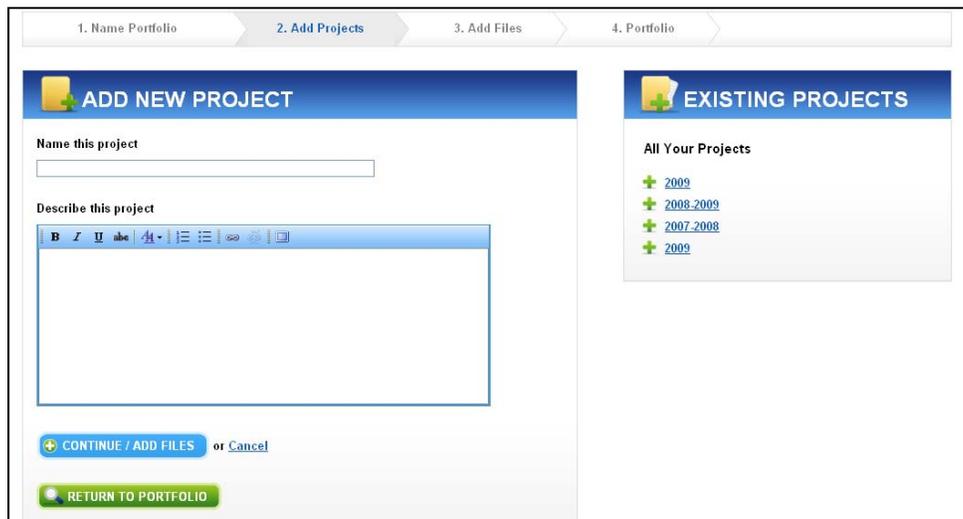


3. To begin a new portfolio, click “Create New Portfolio.” A new page will load and you will be prompted to name your portfolio.  
SUGGESTION: Be sure to be professional and consider including the year and/or month in the title to distinguish from others.

4. Once the portfolio is named, *Optimal* asks if you would like to “Browse Templates” or “Start From Scratch.” If you are creating an education or theatre portfolio, click on browse templates and choose the proper template choice (ex: National Teaching Standards).

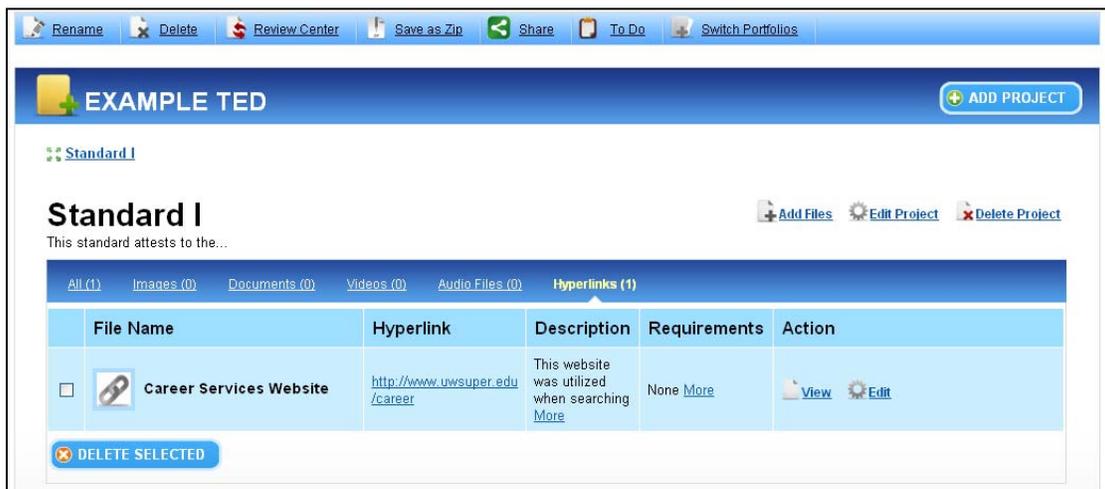


5. When starting from scratch you will “Add a New Project.” These act as a means to organize the information in the portfolio. Possible project organization may be by Year, Month, Medium (ex: drawing, painting, photo), etc. After determining your first project title (ex: Standard I), click “Continue/Add Files.”



6. Adding files allows you to put in your content, describe it, and provide any special viewing requirements if applicable. Files can include word documents, PDFs, photos, websites, video, etc. To submit, click “Save File.”

7. Once content is added, the Portfolio will begin to take shape.



## TOOLBARS, TIPS, and REMINDERS

### MAIN TOOLBAR



- **Document Center**  
Acts as the hub for all your documents once logged in. You can create new documents or edit and update previously created files by clicking on the given name
- **Calendar**  
This tool is not utilized on UW-Superior's *Optimal* as all events can be found on the Career Services Website, Jacket Jobs, and Facebook
- **Account**  
Utilize this area to update contact information or change a password
- **Contact**  
Contact UWS Career Services electronically with any comments, questions, suggestions, or concerns you may have regarding *Optimal*
- **Help**  
Find guides and instructions on the various *Optimal* Builders and troubleshoot common problems, including the Portfolio Builder

### PORTFOLIO TOOLBAR



- **Rename**  
Change the name of your portfolio at any time
- **Delete**  
Delete the entire portfolio
- **Review Center**  
Send the portfolio to a career counselor -Select a counselor from the drop-down menu, and include a message if desired
- **Save as Zip**  
Download submitted content onto your computer for local storage at anytime
- **Share**  
Share a portfolio on multiple platforms including, but not limited to, Google, Twitter, Facebook, LinkedIn, email and print
- **To Do List**  
Keep track of what needs to be done, by creating To Do Lists per portfolio
- **Switch Portfolios**  
Work on multiple portfolios within the builder by simply switching between them

### REMINDERS

- **Auto Save**  
*Optimal* continually saves information to a server, meaning you can stop working on the portfolio builder at any time and all your submitted work will be stored
- **Preview your Work**  
Check what your portfolio will look like by clicking the link under the Share button at anytime to open up a new window
- **Continuous Edit Option**  
*Optimal* allows you to edit portfolios at anytime by simply clicking on the portfolio title. Changes will be uploaded automatically to the shared link and/or website