

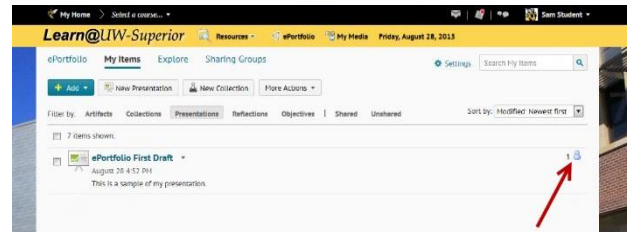
## Removing the Sharing on Your ePortfolio Presentation

After you have shared your ePortfolio Presentation, you may need to remove that access because you have a newer version or the person you shared it with has completed his or her evaluation of it. If you sent an email invitation to the recipients, then they can delete the presentation from their Learn@UWSuperior ePortfolio area. If you didn't send the email invitation to them, you will need to remove their access from your Learn@UWSuperior ePortfolio area.

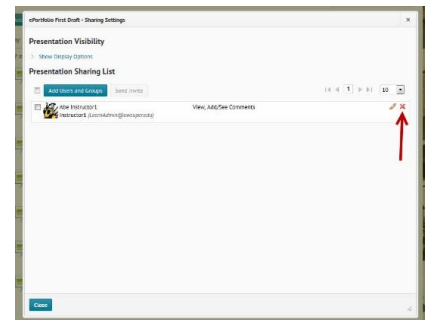
**ePortfolio Invite - My ePortfolio Sample**  
Sam Student [sample@uwsuper.edu]  
Sent: Friday, July 25, 2014 12:01 PM  
To:

Sent By: Sam Student  
Sent: Jul 25, 2014 12:01 PM

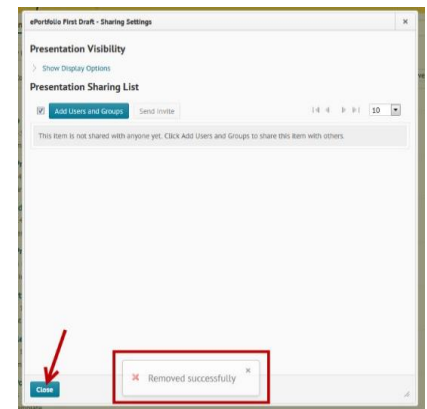
1. On the My Items screen, click the Share (person) icon on the right side of the presentation you shared.



2. In the ePortfolio Sharing Settings window, click the red "X" on the far right side of the person's name to remove the share permissions.  
**Note:** If you have shared this presentation with several people, you will need to click the red "X" for all of them.



3. A "Removed successfully" message will appear.
4. Click the **Close** button.



5. The Share (person) icon has been removed from the My Items screen and from the ePortfolio area of the person you shared your presentation with.

