

Canvas Student ePortfolios SiteAdmin

You are the chosen one

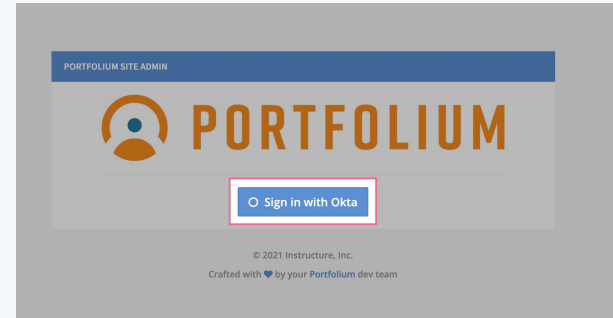
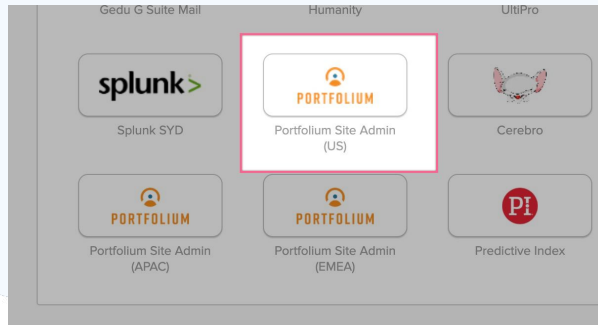


Requesting Access to SiteAdmin

- Not everyone will have SiteAdmin access.
- If you would like to request SiteAdmin access for Canvas Student ePortfolios, please submit an IT Ticket for an Access Request.

How to get to Siteadmin

1. Navigate to your Okta.
2. Select the appropriate Canvas Student ePortfolios (Portfolium) Site Admin applet. This will be based on the region of the school you are helping.
3. If prompted, select “Sign in with Okta”.



How to reset passwords

1. Go to Portfolium.
2. Click users.
3. Search users.
4. Click on the user's name.
5. Scroll until you see there email.
6. Use the drop down on actions and "Send password reset email".

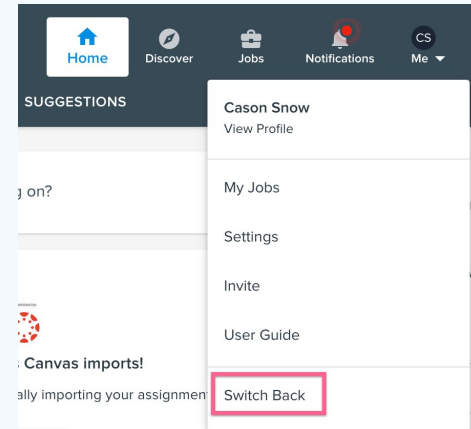
	PRIMARY	KICKBOX VALIDATED	USER VERIFIED	PREPOP	CREATED AT	
w@instructure.com	✓	✓	✓	✗	08/19/2020	Actions ▾ Send password reset email

Act as user

1. Go to Portfolium.
2. Click users and search the user.
3. Click on the user you are wanting.
4. Click "Act As".



1. Go to "Me".
2. Select "Switch Back".



How to get to admin view

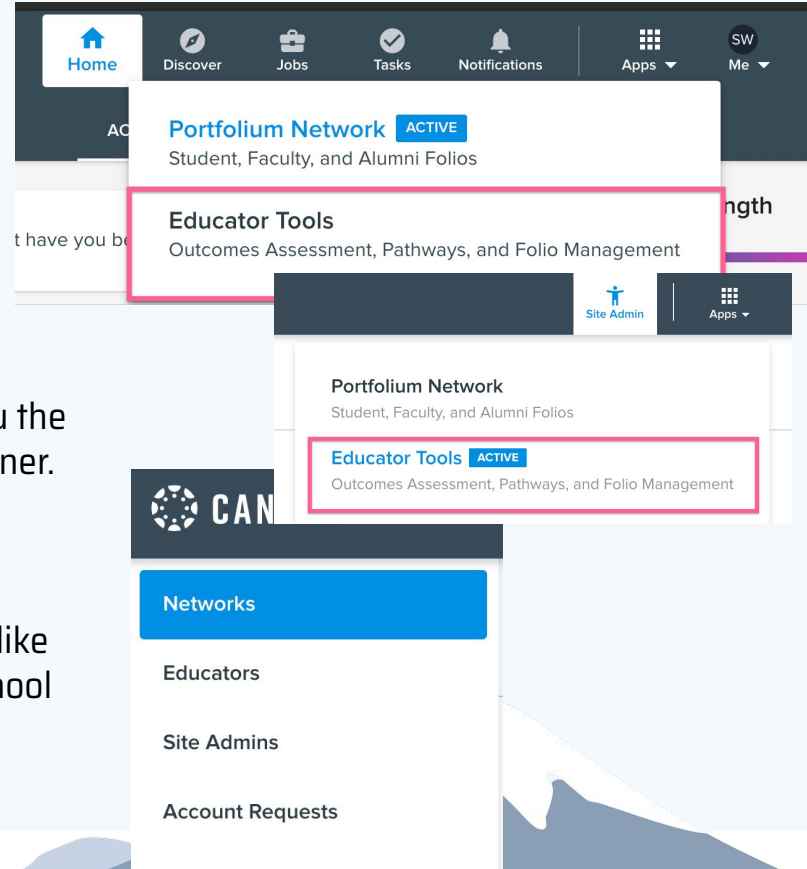
1. Make sure you are already in Canvas Student ePortfolios.
2. Go to apps > Select "**Educators Tools**".
3. To go back to regular view: Go to apps > Select "**Portfolio Network**"

Networks - allows you to see/search the instances.

Educators - will show when you click on a school and show you the roles of site admin, administrator, faculty or instructional designer.

Site Admins - shows you site admins for portfolio.

Account Requests - will show for schools for users who would like a Portfolio account and it will need to be approved by the school (we should not do this).



Conclusion

- **DO NOT** make any changes unless it is sending someone a reset password.
- When in doubt ask in **#support_pathways-eportfolios** before sending up.
- We do support Canvas Student ePortfolios.

A stylized landscape illustration. The background is a light blue sky with several birds flying. In the foreground, there are dark blue mountains and a large, dark blue rock formation on the right. The word "Questions?" is written in a dark blue, cursive font in the center of the image.

Questions?