Canvas Student ePortfolios SiteAdmin

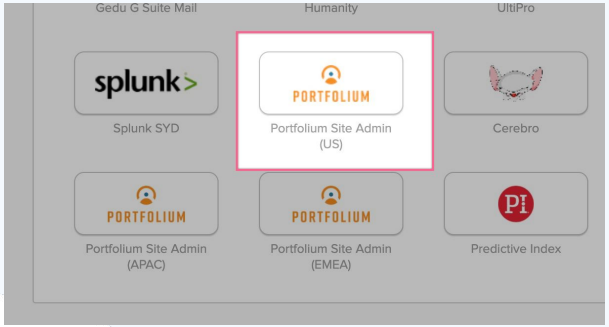
You are the chosen one

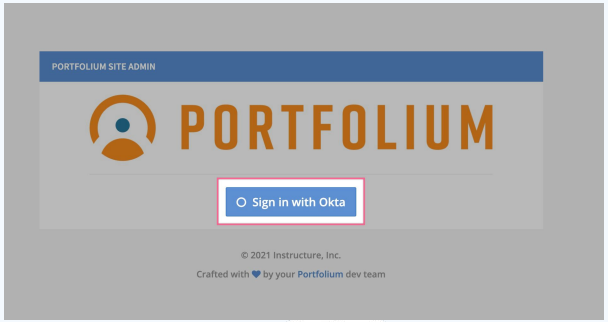
Requesting Access to SiteAdmin

- 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

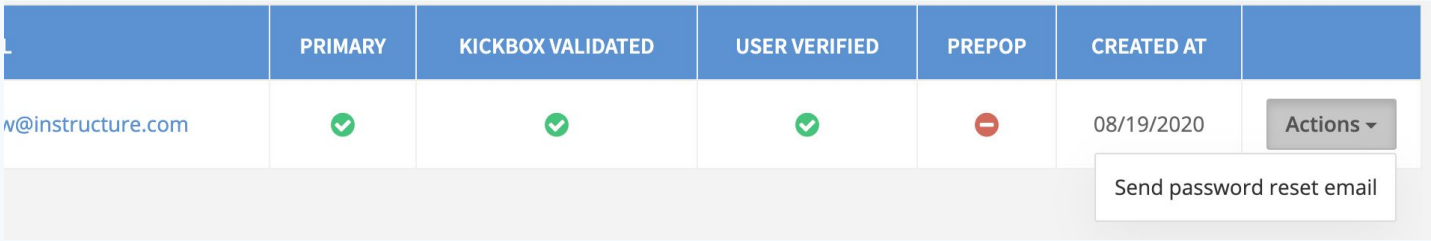
1. Navigate to your Okta.
2. Select the appropriate Canvas Student ePortfolios (Portfolium) Site Admin applet. This will be based on the region of the school you are helping.
3. If prompted, select “Sign in with Okta”.





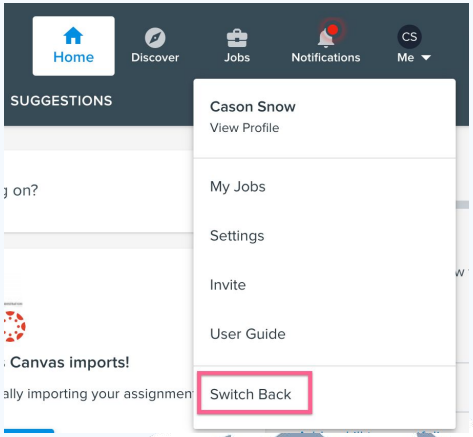
How to reset passwords

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".



Act as user

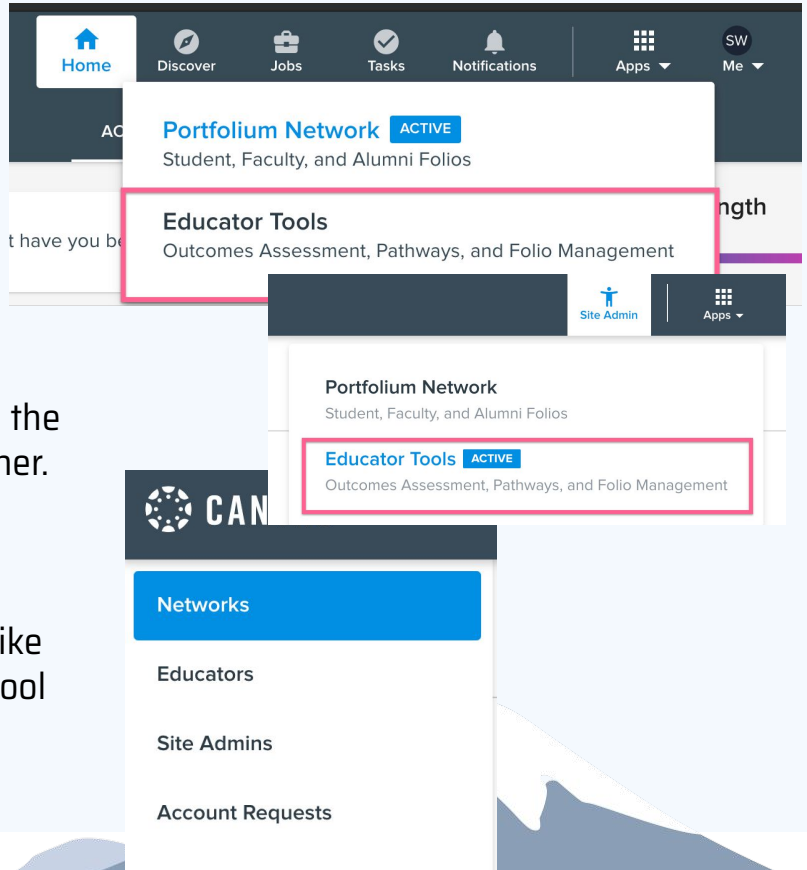
1. Go to Portfolium.
2. Click users and search the user.
3. Click on the user you are wanting.
4. Click “Act As”.



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 "**Portfolium 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 portfolium.

Account Requests - will show for schools for users who would like a Portfolium 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.

Questions?