Step 1: Create an Account

Go to [GSU.Portfolium.com](http://GSU.Portfolium.com) and enter your Campus ID and password or click CAMPUS ID LOGIN.
Step 2: Build Your Profile

To begin building your Portfolium profile,

1. Click **Me** in the top-right corner of the page.

2. Select **View Profile**.
Step 3: Add Projects

1. Click on each “Add” section to complete your profile.

Strengthen Your Profile Using the Profile Meter

Your Profile Strength

CHAMP

Profile Strength Tips:
Add another school
Step 3: Add Projects (cont.)

2. Click **Add Project** in the top-right corner of the page. Include work experience, courses, clubs, etc. that will enhance your profile and show off your skills.

The projects you add to your profile can be anything you want to show employers.

The projects can range from assignments you have completed for class to pictures of you volunteering in the community.

Step 4: Describe Your Work

1. **Project Title** – name your project.

2. **Upload Files** – Attach relevant materials as tangible evidence of your skills or materials that you want to display including files, links, videos, etc.

3. **Category** – the field of study that your entry is related to.

4. **Description** – explain what your entry is about.

**TIP:** Be sure to include information about the actual project/experience/event as well as a summary of what you learned throughout the process.

5. **Add skills, tools & software** – list and showcase the specific skills and programs you used in your experience.

6. **Tag teammates** – add collaborators that you worked on your project with.

7. **Tag your entry** – add hashtags as keywords to describe your portfolio entry.

8. **Visibility Settings** – Before publishing your project, click the gear icon at the top-right corner to edit your project’s visibility.

**Options:** Public for anyone, only users you are connected to, or only you can view.
Additional Tips

Use your Portfolium account in every way possible!

Need Ideas?
Projects you add can be related to your work, experience, courses that you have taken, awards you have received, and extracurricular activities.

Bring your resume to life with Portfolium!

Questions/Comments
University Career Services
Student Center West Room 270
career.gsu.edu
(404)-413-1820