

Using ifolio

This document covers how to log into ifolio, as well as how to upload and attach artifacts.

Logging into ifolio

1. **Launch** an Internet Browser, and **navigate** to the ifolio URL (<http://ifolio.uiowa.edu>).
 - a. Firefox, Internet Explorer, Chrome, or Safari all work well with ifolio.
2. Once at ifolio.uiowa.edu, **enter** your **HawkID** and **password**, and then **click** the **Login** button.

THE UNIVERSITY OF IOWA
HawkID Tools
Powered By  Shibboleth.

Shibboleth Identity Provider Login

Please sign in using your HawkID and HawkID password.

This login page is part of a suite of HawkID login tools that is available to campus web developers. You are being asked to log in by the web application at the following URL:
<https://ifolio.uiowa.edu/shibboleth>
you provide your correct HawkID and password, your authentication credential will be saved and you will be redirected back to the site you requested.

Important information about signing in:

- This is a secure site. Your HawkID and password are encrypted as they are sent for authentication.

Links to Common Questions

- [Don't know your HawkID?](#)
- [Forgot your password?](#)
- [More HawkID information](#)
- [What is Shibboleth?](#)

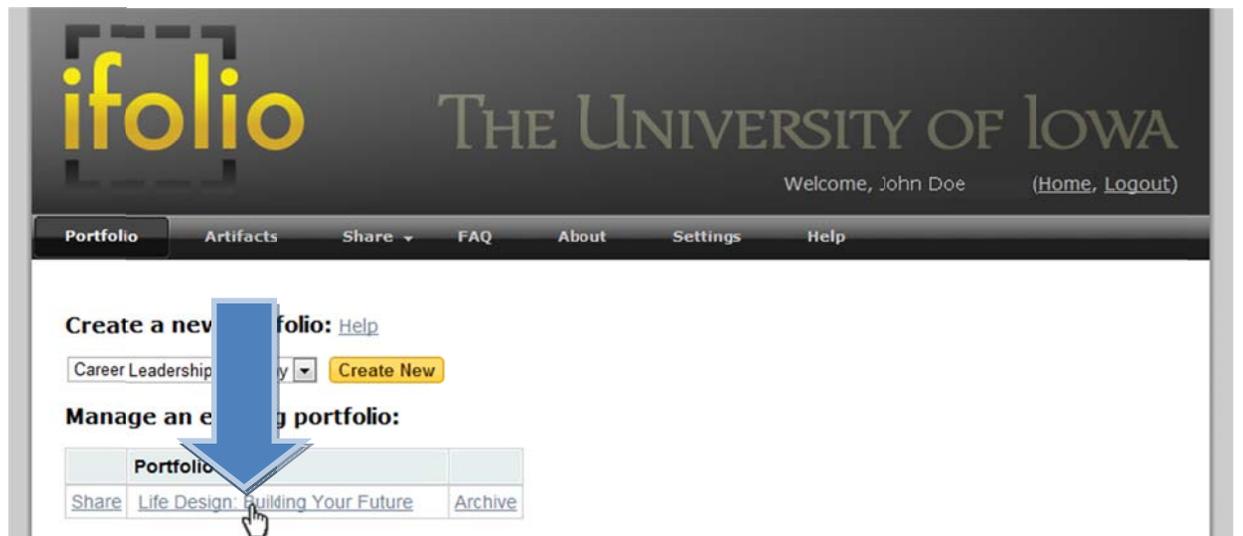
Now that you have logged in to ifolio, the system will either:

- a. **Prompt you** to create your ifolio for the Life Design class if you have not done so already.
- b. **Show you** your existing ifolio.

3. If you have not created your ifolio yet, select **Life Design: Building Your Future** from the dropdown menu and then **click Create New**. When the End License User Agreement appears, **click I Agree**.



If you have created your Life Design ifolio, **click on the Life Design: Building Your Future** link to access your ifolio.



Uploading Artifacts and Attaching Artifacts

Once in the ifolio site for your class, you can upload and then attach artifacts. This process involves two steps. First, you must select the file from your computer to upload to the ifolio site. Second, you must attach the uploaded file to a specific place in the ifolio site.

On any given page, you may or may not have the option to upload artifacts. If you do have the option to upload artifacts, you will see a link that says “attach a new artifact.”

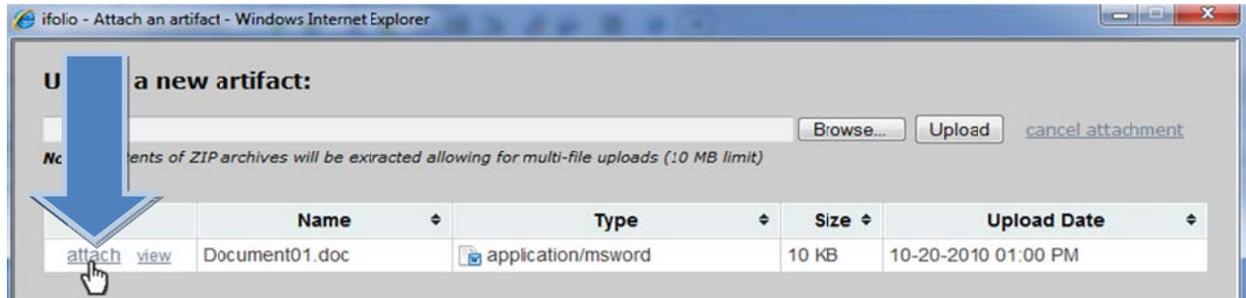
1. To upload an artifact, click on **attach a new artifact**.



2. In the new window, click on **Browse** to find the artifact on your local computer, and then click **Upload**. You can upload several artifacts at this point, and they will be available to attach throughout your entire ifolio.



- When the file has been uploaded to the system, the next step is to attach it to the page. Click on **attach** next to the artifact you'd like to attach.



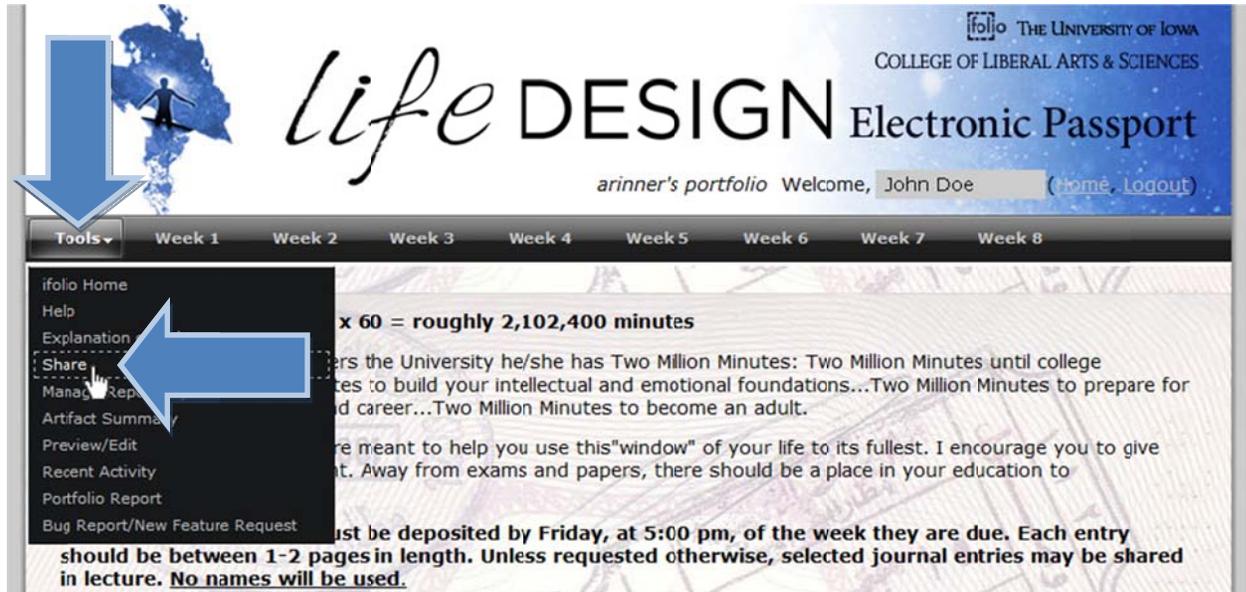
- Once the artifact has been attached your ifolio, the system will show you that the file is now attached, as well as information about the file type, size, and date attached.



Sharing your ifolio

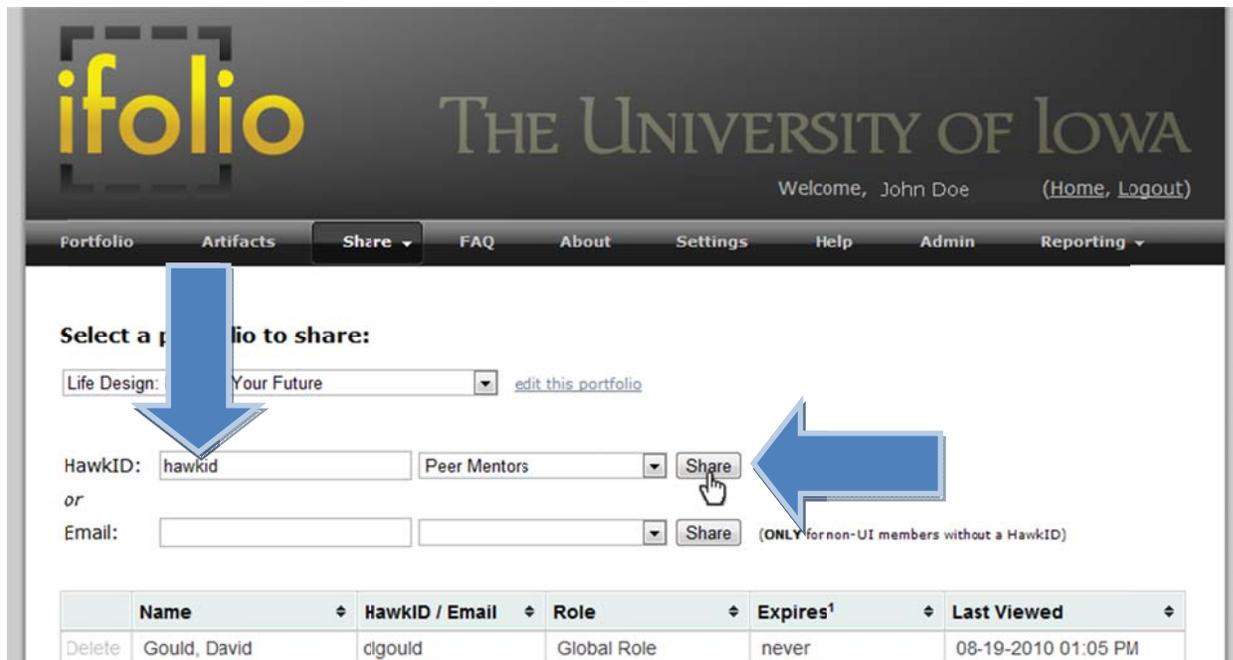
In order to allow your peer mentor to access your ifolio, you must share your ifolio with them.

1. To share your portfolio, click **Tools**, then select **share**.



The screenshot shows the 'life DESIGN Electronic Passport' interface. The user is logged in as 'John Doe'. The 'Tools' menu is open, and the 'Share' option is highlighted with a blue arrow. The main content area displays a journal entry about 'Two Million Minutes'.

2. In the next window, **enter** the **HawkID** of your **peer mentor**, then **click Share**.



The screenshot shows the 'Share' interface. The user is prompted to 'Select a portfolio to share:' and has selected 'Life Design: Your Future'. The 'HawkID' field is filled with 'hawkid', and the 'Peer Mentors' dropdown is set to 'Peer Mentors'. The 'Share' button is highlighted with a blue arrow. Below the form is a table of existing peer mentors.

	Name	HawkID / Email	Role	Expires ¹	Last Viewed
Delete	Gould, David	dlgould	Global Role	never	08-19-2010 01:05 PM

3. **Repeat** step 2 to add all of your peer mentors to your ifolio.