

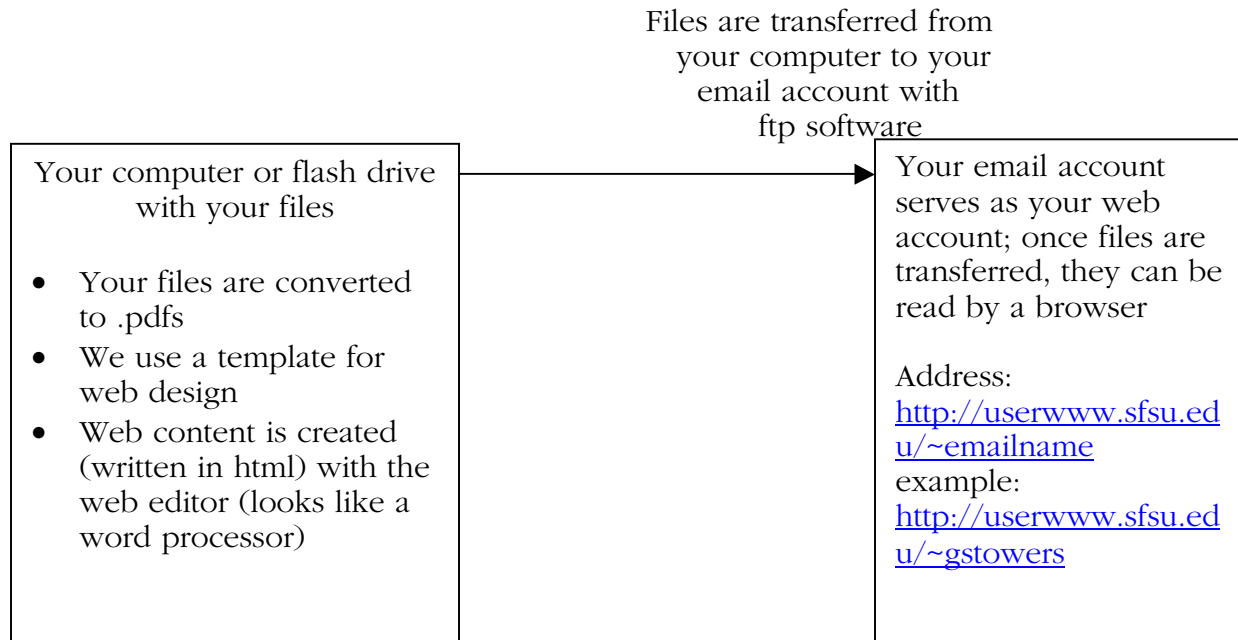
**Department of Public Administration**  
**Completing Your Eportfolio**  
**Overview of the Process**

**What you need to begin:**

1. SFSU email account
2. Must have password for that SFSU email account
3. Flash drive
4. Files of your MPA student work, completed over the course of the degree program
5. Access to the following software (available in our computer lab and in the PA office)
  - a. Web editing software (we use Microsoft Sharepoint Designer
  - b. File transfer protocol software (WS-FTP in the lab)
  - c. Various kinds of web browsers (Internet Explorer, Firefox, etc.)

**Overall Process**

Creating the eportfolio is basically a process of creating a web site. To do that, a user moves files from their own computer onto their web account; once a web address is available, a web browser then reads the files.



Another look (and in reality, the user goes back and forth between these):

