

The BMCC OpenLab | How to Create your Portfolio Profile and Site

General Info

- All members of the OpenLab—students, staff, and faculty—have one designated portfolio that you have to create.
- A link to the portfolio will appear on your OpenLab member profile.
- If you want to create additional websites to showcase more work separately, you can create unlimited Communities and Projects
openlab.bmcc.cuny.edu/blog/help/how-to-create-a-community-or-project.

How to create your Portfolio

1. Log in to [the OpenLab](#).
2. Go to My Profile > + Create Portfolio.
3. **Name (required)**. Keep or change the auto-filled Name field (title of your Portfolio). This can be changed later.
4. **URL (required)**. Click inside this field, and it automatically generates a web address for your Portfolio profile based on the name (title) you made. Keep or personalize this URL.
URLs cannot be changed later.
5. **Upload Avatar**. You can do this later in My Profile > Portfolio Home > Settings > Portfolio Profile > Settings > **Upload Avatar** > Save Changes.. It helps differentiate your portfolio profile from others when visitors view all Portfolios together in the OpenLab directory openlab.bmcc.cuny.edu/groups/type/portfolio. Click Select your File and choose an image from your computer, like attaching a file to an email.
6. **Description (required)**. You can change this later in My Profile > Portfolio Home > Settings > **Description** > Save Changes.
7. **Academic Units**. Optional.
8. **Portfolio Contact**. Ignore.
9. **Privacy Settings**. This is for the **membership** of your **Portfolio profile**—the directory listing that appears on the OpenLab.
 - a. **Public** means that your Portfolio profile's name and all info can be viewed online, even without being logged in to the OpenLab. It also means that logged-in

OpenLab members can join your Portfolio by clicking “Join” under your Portfolio profile avatar without your permission.

- b. **Private (recommended)** means that your Portfolio profile’s name and info can only be viewed by logged-in OpenLab members. It also means that logged-in members see an option to “Request Membership” from you under the profile avatar, so you choose whom to accept.
- c. **Hidden** means that no one can search for or see your Portfolio profile except you, plus anyone you add as an administrator (not recommended). It also means that members/administrators can be added by invitation only.

You can change this profile privacy setting any time by going to My Profile > Portfolio Home > Settings > [scroll all the way down to] **Privacy Settings** > Save Changes.

10. Create and Continue

11. **Associated Site Details > Create a New Site.** This step is where you can approve or change the URL for a WordPress website that will be attached to your Portfolio profile. The website is where you put the collection of your work. You already chose your Portfolio Profile URL in the last screen, so the same URL for the attached site will be filled in here for you. At this stage, you can still edit the new-site URL, but **you will not be able to change this URL later.**

If you have created a website somewhere else on the Openlab, you can choose to attach that existing site to your Portfolio profile. Instructions are at the end of openlab.bmcc.cuny.edu/blog/help/how-to-delete-a-course-project-or-community-profile-and-its-site/, or [contact us](#) for help with attaching an existing site.

12. Associated Site Template.

- Skip this step to use the default site template, which is the least complicated to set up and personalize.
- If you are an ECE major, choose the Early Childhood Ed template. More info at <https://openlab.bmcc.cuny.edu/blog/help/how-to-create-your-early-childhood-ed-required-portfolio-ece-majors-only/>.
- Your Portfolio site is fully customizable after you create it, no matter what template is used. **However, once you create the site, you can’t apply a different template to it later, but you can unlink the site and create a new portfolio site with a new URL to change the template.** [Contact us](#) if you need help with the template chooser.

13. Associated Site Privacy Settings.

This is for the **visibility** of your attached Portfolio website.

- a. **Public** means your Portfolio site will be **visible to anyone in the world.** You choose if it’s searchable by Google or not.

- b. **Private** requires people to be **logged in to the OpenLab to view** your Portfolio site. You choose to allow anyone with an OpenLab account or only members of your Portfolio profile.
- c. **Hidden** means **no one can see** your Portfolio site except you and logged-in administrators that you have added to the Portfolio profile.

You may wish to make your Portfolio site private while you set it up, and then change this status when the site is ready, by going to Portfolio Profile > Settings > Site > **Associated Site Privacy Settings** > Save Changes.

14. **Member Role Settings.** Ignore.

15. **Add to My Portfolio.** Keeping this box checked allows you to easily copy posts that you write on other OpenLab sites straight to your portfolio. For example, you could put a post you wrote on an Openlab course site into your portfolio site.

16. **Next Step.** Don't worry if this takes a minute or two.

17. **Invite OpenLab Members to Portfolio.** Skip.

- Visit [Managing Membership](#) for info.
- You can invite members to join any time later.
- Portfolio profile membership is not required for your Portfolio site to be visible to others.

18. **Finish**

Your Portfolio profile and site are created! Now what? The site is a shell, ready to be customized.

Click Visit Portfolio Site. To toggle back to the profile from the site, click [Portfolio Profile] from the site menu.

For **help with setting up the site**, browse our **WordPress** site help section at <https://openlab.bmcc.cuny.edu/blog/help/help-category/open-lab-word-press-site-help/>

NEED MORE HELP?

Go to openlab.bmcc.cuny.edu/help

Contact us at openlab.bmcc.cuny.edu/blog/help/need-more-help

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