

To Create a Single Portfolio License Registration (before the Blackboard system becomes effective)

1. Request a unique ID from Michael Bollenbach, giving him the student's name, student ID, and email address.
2. When you receive the unique ID from Michael B., go to Foliotek.com.
3. Sign in.
4. Go to "students."
5. Click on "add students."
6. Click on "Email registration to a single student."
7. Click on "Next."
8. On this screen, fill in student's name, email address, and External User ID (the one from MB).
9. Select group "Counseling 2013" from the menu.
10. Select "counseling students beginning 2013" from the menu.
11. Select "3 years" from the menu.
12. Click on the button "Have the student pay online when registering."
13. Click on "Finish." It should send the registration to the student.
14. You might want to check with the student to make sure they receive the email from Foliotek.