Creating a Portfolio Account

Click the links below to navigate this Guide.

Creating an Account
Creating a Profile

Creating an Account

1. Click the Portfolium link in a Canvas course and choose update profile or navigate to

2. If your UAB email is not already in the email address field, type your UAB Email (A) and set a Password (B).

   NOTE: Users set this password so that they have lifelong access to their account that is not reliant on their
   BlazerID and Strong Password. Users can log in using these credentials or by using SSO (BlazerID info).

3. Agree to the Terms of Service and Privacy Policy (C). Then click Continue with Email (D).
Editing your Profile
Portfolium walks users through the process of getting the basic information needed for their profile. The progress bar at the bottom will show how close you are to completing the basic information. These steps can be completed at another time if desired by clicking Skip to Profile.

1. Input your Major (A) and click next.

2. Select your expected Year of Graduation (B) and click next.

3. Select or add any Proven Skills (C) you may have and then click next.
4. Add any **Friends, Teammates and Classmates** (D) you would like to connect with. They will receive an email letting them know you would like to connect with them on Portfolium.

5. The option to **Upload Your Resume** (E) and **Show** (F) it to all visitor or just potential employers is available.

6. Click next to complete the basic set-up of your profile. Users can edit and add additional details at any time.