RMIT Student Guide – Folio by Portfolium

Folio is a digital space where students can curate their achievements, projects and competencies, and showcase them to potential employees, peers and other Folio users.

From September 2021, all RMIT students will be able to access Folio by Portfolium through their Canvas account. Access to Folio by Portfolium is free for life for students, so you can continue to access and build your Folio, even after graduation.

To set up your Folio by Portfolium, sign into your Canvas account and then follow the *'1. Accessing Folio for the first time from Canvas'* instructions below.

To log into your Folio by Portfolium account from outside of Canvas, follow the *'2. Accessing Folio again from outside of Canvas'* instructions.

To view Folio-related resources, please visit Instructure's [Portfolium FAQ page](#).

# 1. Accessing Folio for the first time from Canvas

1. Once you are logged into [Canvas](#), select the 'Account' link, located in the global navigation bar on the left side of the page. From the dropdown menu, select 'Folio'.

   Note: If third-party cookies in your browser's settings are blocked or if you are using an incognito window, Folio will not load properly, and you will receive an error message.
   Ensure that you have allowed all cookies and avoid browsing in incognito mode.
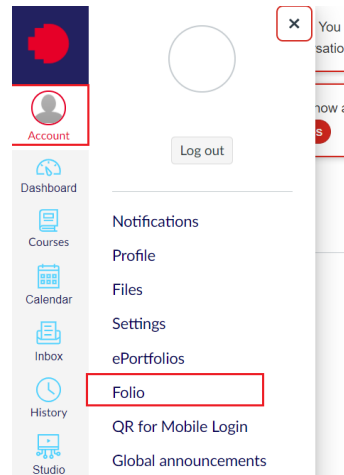
2. From the Folio dashboard, select either the round profile picture box or your name.
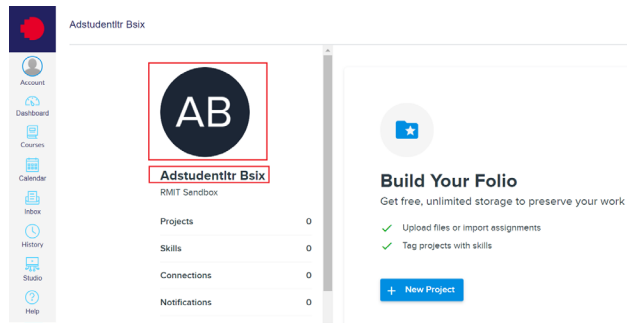
3. If you haven't access Folio before, you will need to complete the registration page. Complete the registration page with the required information and then select 'Continue':

   - Create a password, so you can access your lifelong Folio account after graduation.
   - Select the account type that best suits you.
   - Select your birthdate, to ensure age-appropriate access to content.
   - Review and accept Instructure's policies:
     - [Terms of Service](#)
     - [Privacy Policy](#)

4. An account based on your Canvas email address has now been set up.

   You will be directed to your Folio profile.
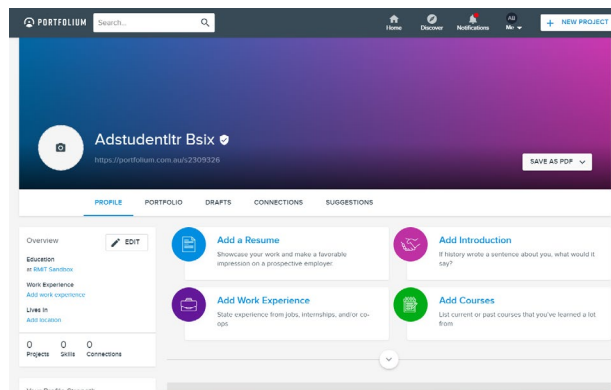
5. It is recommended that you add a secondary email address to your account, at time of account creation.

   To add and verify a secondary email address:
   - Select the icon with your initials from the banner of your Folio profile;
   - Select the 'Settings' link from the dropdown menu;
   - Select the 'Email' link from the Settings menu;
   - Select 'Add New Email';
   - Enter a second email address (i.e. not the one that you log into Canvas with);
   - Select 'Add';
   - Next to the secondary email address, select 'Verify Email' from the options list;
   - In your email inbox, access the confirmation email sent from support@portfolium.com. Within the email, select 'Confirm Now' button.
   - The secondary email will now be verified.
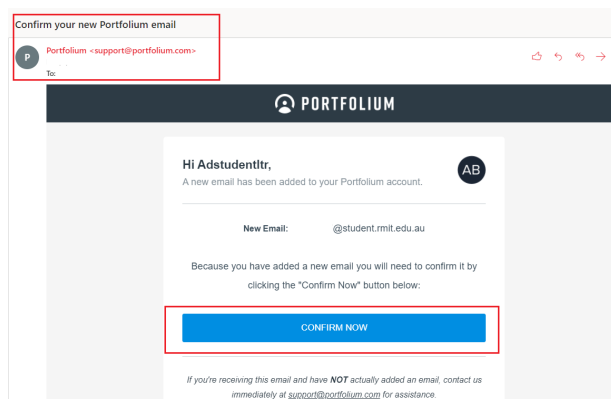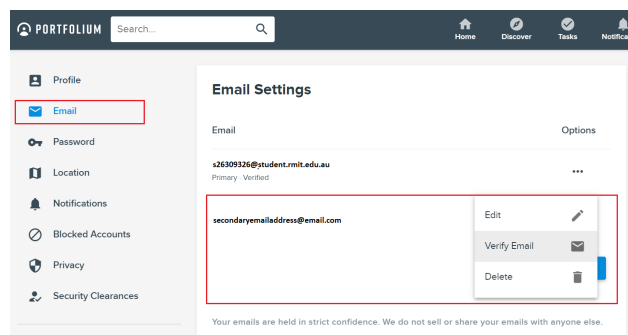
Additional notes

- To close Folio, simply close the browser tab.
- To access Folio again from Canvas, repeat steps 1 and 2.
  Note: After you have completed the registration page, you will not be required to complete it again.
- To customise your Folio, visit Instructure's Portfolium FAQ page for instructions.

2. Accessing Folio from outside of Canvas

Folio by Portfolium is free for life for students, so you can continue to build your Folio, even after graduation. After you have set up your Folio account in Canvas, you can access Folio from either Canvas or via the Portfolium website.

1. Navigate to the Portfolium website.
   https://portfolium.com.au/login

   Note: Ensure that you have already set up a Folio account via Canvas. See the '1. Accessing Folio for the first time from Canvas' instructions. To log in outside of Canvas, ensure that you always visit the AU Portfolium site.
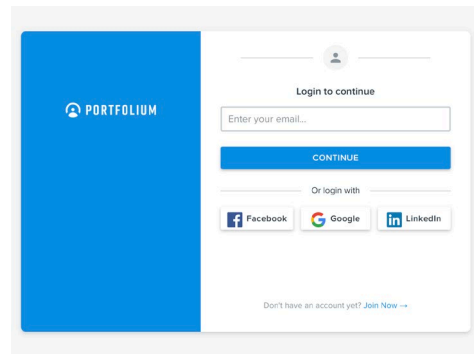
2. Enter either your primary email address (the one that you log into Canvas with) or your secondary email address. Select 'Continue', enter the password that you set up during registration, and then select 'Continue'.

   Note: Before you can log in using a secondary email address, you must add the email address to your Folio account and then verify it. See step 5 of the '1. Accessing Folio for the first time from Canvas' instructions.
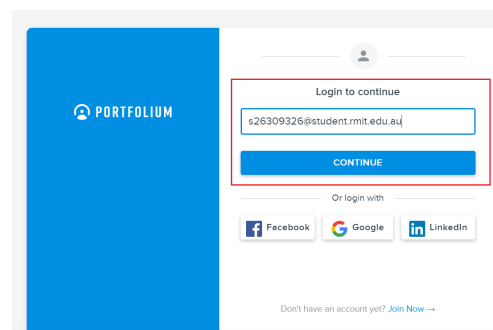
3. Once you have logged in, navigate to the main Folio profile page by selecting the icon with your initials from the banner and then selecting 'View Profile'.
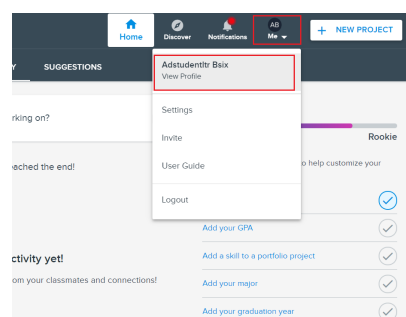
Additional notes

- To log out, select the icon with your initials again and then select 'Logout'.
- To access Folio again via https://portfolium.com.au/login, repeat steps 1 and 2.
- After graduation from RMIT, you may no longer access your Canvas account or the email that you use to log into Canvas. You can continue to access your Folio by logging in using your secondary email address at https://portfolium.com.au/login.

3. Community Guidelines

To help maintain the quality of the Folio community, please review Portfolium's Community Guidelines and follow these guidelines when posting and sharing your work:

1. Only upload your own work, skills and projects
2. Consider setting the visibility of projects to "Only My Connections"
3. Respect intellectual property rights
4. Respect the privacy of others
5. Do not engage in automated or scripted behaviour
6. Only create a team or company page if you are authorised to do so.

If you come across content that violates the community guidelines, please advise Instructure by clicking the 'Report Abuse' link that you'll find at the bottom of every portfolio artefact. For more information relating to reporting abuse, please view the How do I report article.

If you'd like to learn more about what is and isn't allowed on Folio by Portfolium, please view Portfolium's Terms of Use.

4. Getting help for Folio

1. **Instructure's [Portfolium FAQ page](#)** offers a variety of resources to help you get the most out of Folio.

2. **Canvas Help**, including live chat and Canvas student guides, is available via the 'Help' icon in the Canvas global navigation bar.
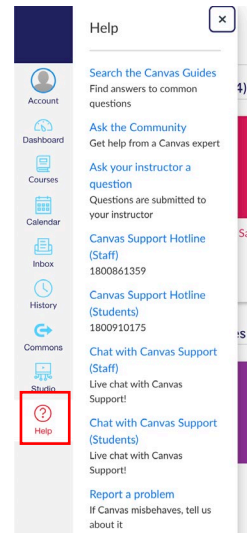
3. **RMIT's [Service and Support Centre](#)** assists staff and students with technical issues relating to Canvas.
    1. For critical issues relating to Folio in Canvas, please call +61 3 9925 8888.
    2. For non-urgent requests and queries, please send a request via the [Service and Support Centre page.](#)