

# How to use My Portfolio

via General Catalog

# The Purpose of My Portfolio

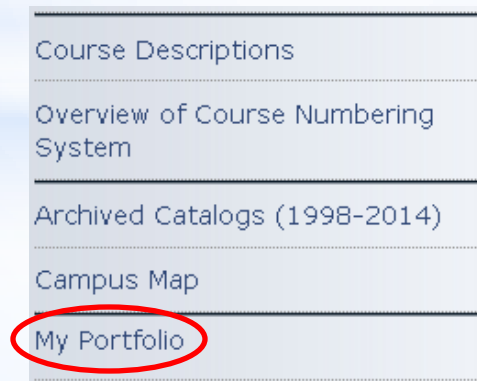
- My Portfolio allows you to save information from the general catalog for later viewing
- When searching the general catalog, every page will give you the option to save it to your portfolio
- In order to see what you have saved later, you will need to set up an account

# How to set up an account

Step 1 You will need to start by going to [catalog.usu.edu](http://catalog.usu.edu)



Step 2 Scroll down and on the left hand side click on the My Portfolio link



### Step 3 Click on the “Create an Account” link

2013-2014 General Catalog (Spring 2014) HELP

## My Portfolio

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If you have a login account, you can retrieve everything in your Portfolio from a previous visit by logging in below.

If you are a new user, you can [create an account](#), which will allow you to save your Portfolio and access it later.

If you forgot your password, enter your e-mail address only and click *Reset Password*.

**E-mail Address:**  **Password:**

### Step 4 Fill in the required fields, and then click “Create Account”

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## My Portfolio

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You can save your Portfolio to retrieve during a later visit by creating a simple login account. If you do not create a login account, everything in your Portfolio will be discarded when you close your browser. To save your Portfolio, simply provide an e-mail address and password below, and you may then retrieve your Portfolio whenever you like.

You must complete **\* required** fields

→ **\* E-mail Address:** → **\* Password:** → **\* Confirm Password:**

# How to save pages to your Portfolio and view them later

On the top of every page there is a link that say “Add to Portfolio.” Click this link to add that specific page to your Portfolio

2013-2014 General Catalog (Spring 2014)

## Introduction to Utah State University

[Add to Portfolio](#) [HELP](#)

[f](#) [t](#) [Print-Friendly Page](#)

- [Mission and Role Statement](#)
- [Administration](#)
- [Quick Phone Directory](#)
- [University Terminology and Definitions](#)

### Utah State University

The academic advantages of a large university, together with the friendliness of a small college, are offered at Utah State University. With a student body of more than 25,000, USU recognizes that the needs of the individual are of major importance, and many programs have been established to give the student optimal individual attention.

With 42 departments in eight academic colleges, more than 200 undergraduate options, a School of Graduate Studies, a system of Regional Campuses and Distance Education, University Extension, and several research programs, Utah State University offers an excellent opportunity for students to study a wide range of subjects.

New programs offered through Regional Campuses and Distance Education have dramatically increased. More than 26 bachelor's degrees and 18 graduate degrees are currently available through USU's regional campuses in Brigham City, Tooele, and the Uintah Basin. USU-Eastern has strengthened higher education

When you click the “Add to my Portfolio” link, it will bring up another window that contains everything you have saved to My Portfolio

Course Name	Remove
BIOL 1610 - Biology I [2013-2014 General Catalog (Spring 2014)]	<input type="checkbox"/> <a href="#">Remove</a>
The following programs have been added to your Portfolio:	
Program Name	Remove
Landscape Architecture - BLA [2013-2014 General Catalog (Spring 2014)]	<input type="checkbox"/> <a href="#">Remove</a>
The following navigation links have been added to your Portfolio:	
Navigation Link Name	Remove
Introduction to Utah State University [2013-2014 General Catalog (Spring 2014)]	<input type="checkbox"/> <a href="#">Remove</a>
The following divisions have been added to your Portfolio:	
There are currently no divisions in your Portfolio.	
The following saved searches have been added to your Portfolio:	
There are currently no saved searches in your Portfolio.	
<a href="#">Print this page.</a>	
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If you wish to remove something from your Portfolio, check the box next to the item you want to remove, then click “Remove” beneath it

Course Name	Remove
BIOL 1610 - Biology I [2013-2014 General Catalog (Spring 2014)]	<input type="checkbox"/> <a href="#">Remove</a>
The following programs have been added to your Portfolio:	
Program Name	Remove
Landscape Architecture - BLA [2013-2014 General Catalog (Spring 2014)]	<input checked="" type="checkbox"/> <a href="#">Remove</a>

You can also access your My Portfolio by scrolling down and clicking “My Portfolio” on the left hand navigation bar

If you have any questions about any of these processes, please contact the Registrar’s Office at 435-797-1116 or [Registrar@usu.edu](mailto:Registrar@usu.edu)