Accessing MyFolio, Uploading a Document, and Granting Mentor Supervision in E*Value
1. Login in and click my My Profile

2. Click “MyFolio”
1. Click View “MyFolio”

***NOTE*** Your “MyFolio” will pop up in a new window. Make sure you have pop-up blockers turned on or it will open a blank page. Mac/Safari users: this can be done by going to Safari>preferences>security> and unchecking block pop-ups
UPLOADING A DOCUMENT
1. Select PPE folder

2. Click settings, update table row
1. Date that you upload the document
2. Document type
3. Name document
4. Upload document
5. Click save the grid row
1. Select settings
2. Add table row
GRANTING SUPERVISION
Click on “PPE”

1. Click on “PPE”

2. Click on settings

3. Click on “Manage supervision”

***NOTE*** EVERY DOCUMENT THAT YOU UPLOAD NEEDS YOU TO ADD/REMOVE SUPERVISORS IN ORDER FOR YOUR MENTORS TO VERIFY!
1. Select “all users group”
2. Type in your mentor’s last name
3. Select your mentor’s name
4. Click “Apply”
5. Your mentor’s name will appear on the current supervisor assignments