

Create Secret URL for External Reviewers

1. From the dashboard, click the *Sharing settings for ePortfolio pages* link.
2. Select the SECRET URLs world icon to the right of the ePortfolio.

The screenshot shows the 'Faculty Personnel Portfolios' dashboard. At the top, there is a navigation bar with the NYIT logo, a search bar, and utility icons. The main content area includes a user profile for Noreen O'Brien, a browser compatibility warning, and a link to 'Sharing settings for ePortfolio pages' highlighted with a yellow box and a '1' in a circle. Below this is an 'Edit dashboard' button. The 'My portfolios' section lists 'Dolly R. Parton 2022-23 Personnel Portfolio' in the Music Department. The 'Inbox' section contains a link for 'Institution membership confirmation'. A modal window titled 'Shared by me' is open, showing a table of shared pages. The table has columns for 'PAGE TITLE' and 'ACCESS LIST'. The first row is 'Dolly R. Parton 2022-23 Personnel Portfolio' with a lock icon and a world icon. The second row is 'Profile page' with a lock icon and a world icon. A yellow arrow points to the world icon in the first row, which is also marked with a '2' in a circle.

NEW YORK TECH

Search for people

Faculty Personnel Portfolios

If you are using either Firefox or Internet Explorer, certain features of the site may not work properly. Log out and use a different browser (Safari or [Chrome](#)) instead.

Need help? Consult the documentation:

- [All Faculty and Staff](#) (except NYITCOM)
- NYITCOM Faculty instructions [[PDF v2022.5](#), [Video](#)]

Sharing settings for ePortfolio pages: <https://eportfolios.nyit.edu/view/share.php>

Edit dashboard

My portfolios

[Dolly R. Parton 2022-23 Personnel Portfolio](#)
Music Department

Inbox

[Institution membership confirmation](#)

Shared by me

PAGE TITLE	ACCESS LIST
Dolly R. Parton 2022-23 Personnel Portfolio	🔒 1 🌐
Profile page	🔒 🌐

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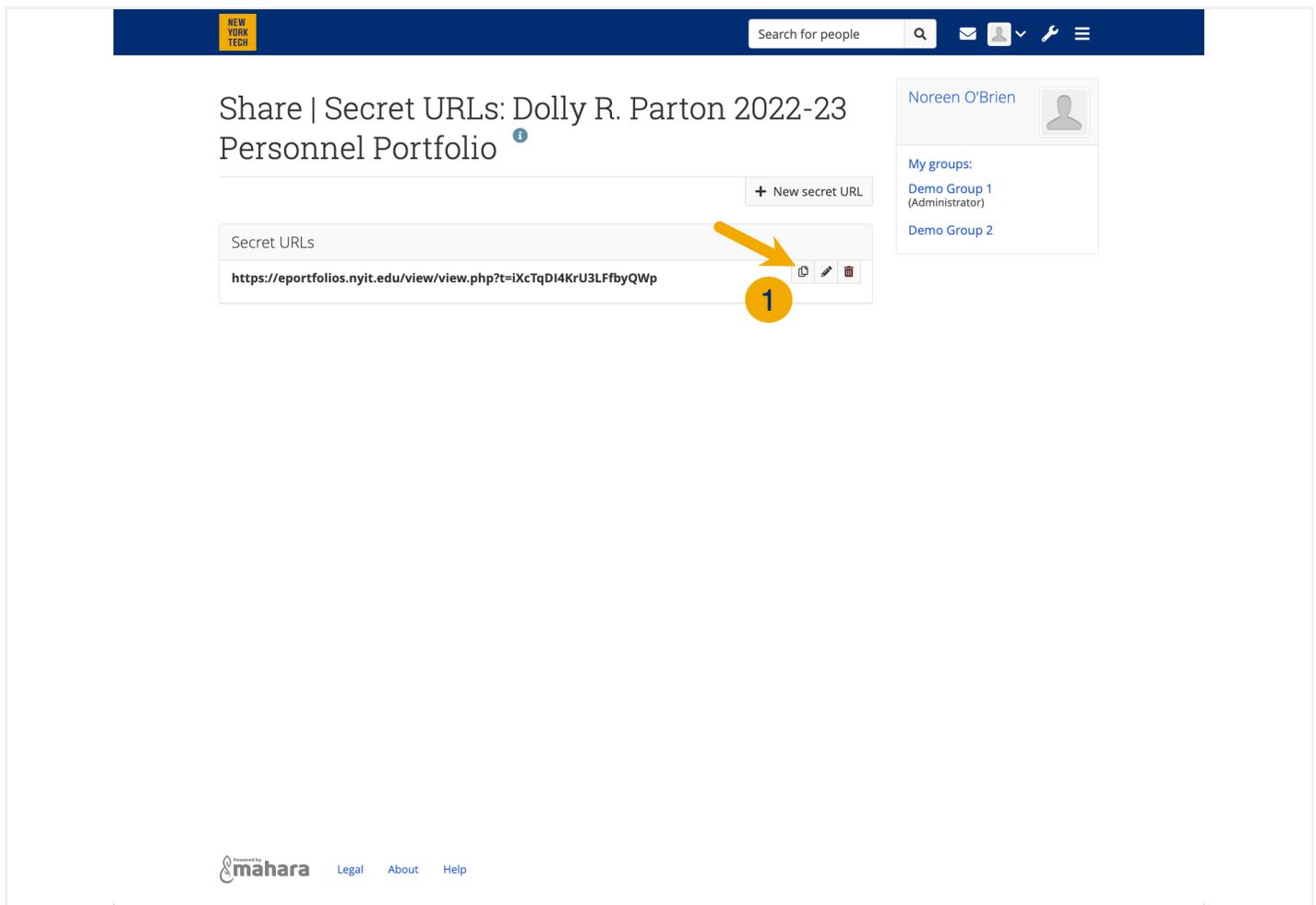
1. Click + *New secret URL*.

The screenshot shows a web interface for a faculty e-portfolio. At the top, there is a dark blue navigation bar with the 'NEW YORK TECH' logo on the left, a search bar labeled 'Search for people', and several utility icons (mail, user profile, tools, and a menu). Below the navigation bar, the main content area displays the text 'Share | Secret URLs: Dolly R. Parton 2022-23 Personnel Portfolio' with a small information icon. A button labeled '+ New secret URL' is positioned below the text. A yellow arrow points to this button, and a yellow circle with the number '1' is placed next to it. To the right of the main content, there is a sidebar with a user profile picture and a section titled 'My groups:'. At the bottom of the page, there is a footer with the 'mahara' logo and links for 'Legal', 'About', and 'Help'.

Create Secret URL for External Reviewers

1. Click the *Copy* icon to the right of the new secret URL..

The ePortfolio platform produces a long URL. To reduce the chance of errors, you need to convert the address to a shortened URL.



The screenshot displays the ePortfolio interface. At the top, there is a dark blue navigation bar with the New York Tech logo, a search bar, and user profile icons. The main content area shows a page titled "Share | Secret URLs: Dolly R. Parton 2022-23 Personnel Portfolio". Below the title, there is a "New secret URL" button. A list of secret URLs is shown, with the first one being "https://eportfolios.nyit.edu/view/view.php?t=iXcTqDI4KrU3LFfbyQWp". To the right of this URL are three icons: a copy icon, an edit icon, and a delete icon. A yellow arrow points to the copy icon, and a yellow circle with the number "1" is placed below it. On the right side of the page, there is a user profile for "Noreen O'Brien" and a list of groups: "Demo Group 1 (Administrator)" and "Demo Group 2". At the bottom of the page, there is a footer with the Mahara logo and links for "Legal", "About", and "Help".

Create Secret URL for External Reviewers

Make a shortened URL

1. Go to *nyit.edu/u* (login required)
2. Paste your long URL into the *Destination URL* text box.
3. Click *Submit*.

The screenshot shows a web browser at the URL nyit.edu/u. The page header includes the New York Institute of Technology logo and navigation links: PROSPECTIVE STUDENTS, CURRENT STUDENTS, FACULTY & STAFF, ALUMNI, and a GIVE button. A main navigation bar contains ABOUT, ACADEMICS, ADMISSIONS, CAMPUS LIFE, and a search icon. The main content area features a form with a 'DESTINATION URL*' label, a text input field, and a 'SUBMIT' button. Three numbered callouts are present: '1' points to the browser's address bar, '2' points to the text input field with an arrow, and '3' points to the 'SUBMIT' button.

Create Secret URL for External Reviewers

1. Copy the new short URL
2. Email the URL to yourself **immediately** (for your records)
3. Email the link to your department chair for use by your external reviewers

