

# Sharing Your Placement Documents Page with the Group WU Faculty

For the faculty to see your placement documents, you will need to share it with the group WU Faculty. You will only need to do this once.

1. Click on Share under Portfolio

2. Click on the Edit Access button next to your Placement Documents

## Edit Access

By default, only you can see your Pages. You can share pages with others by adding access rules. Once you are d

3. Click on Share with other users and groups

Continued on next page

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### Collections

☒ My Portfolio

### Pages All None

☐ About Me

☐ Academic Timeline

☐ Phase 3

### Share with

Add Public

Add Logged In Users

Add Friends

### Share with My Groups

Add All My Groups

Add foliofor.me Community

### ▼ Share with other users and groups

Search Groups



1 2 3 4 5 ... > >

Add Marcia Inacio

Add Tamara Kemmer

4. Choose Groups

5. Type in WU Faculty

6. Click Search

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Search Groups



Add WU Faculty -

Everyone in Group

7. Check to make sure it found the correct group

8. Click Add

9. Click the Save button