



# UWindsor ePortfolio registration

To register for your UWindsor Wordpress ePortfolio, please complete the following steps:

1. Using any browser of your choice, navigate to <http://icampus21.com/uwindsor/wordpress/> and carefully read through the instruction list on the home page, it will give you an overview of things to consider while you register.
2. You will be brought to a UWindsor branded registration portal, where you will enter a **Username** (consider using your first and last name, no spaces, or perhaps your UWinID), and an **email address** (please enter your UWindsor email address). Leave the “Gimme a site!” option selected and hit Next.
3. You will be asked then to enter a **Site Name** and a **Site Title**. Your site name becomes part of your URL and can contain no spaces. Please enter any chosen combination of your first name or initial and your last name. These sites will be used to promote yourself online, and will be included in Google search results. *\*Please note!* The Site Name cannot change, as it will become the end of your URL. The Site Title can change over time, to begin the process you can put your first and last name as the Site Title. When these fields have been filled in, select Signup.
4. You will be sent a final confirmation email to your UWindsor email address you filled out on the first page of the portal, log in to your email and follow the confirmation link to complete your registration. (These emails may end up in your spam folder.) The email will also contain your password, copy this and paste it into the password field when you click on the registration link. Your username will be the username you chose on the first page of the registration portal.
5. Once log in is complete, you’ll be in your Wordpress Dashboard. Congratulations, you have an ePortfolio!

To log in to your Dashboard to continue working on your site after today, you can navigate to *your site (copy and paste your URL or save it as a bookmark!)*, find the Meta section on your site and select Log In. OR, you can add /wp-admin to the end of your URL and it will lead you to the log in page.

If you have any issues with registration and log in, please do not hesitate to contact Alicia Higgison in the Office of Open Learning ([higgison@uwindsor.ca](mailto:higgison@uwindsor.ca)) and she will look into the issue.