

myPortfolio – First Steps

Note: VPN access necessary!

1. PLEASE NOTE that MyPortfolio will have to be moved to the intranet for a limited period of time at least for this winter semester.

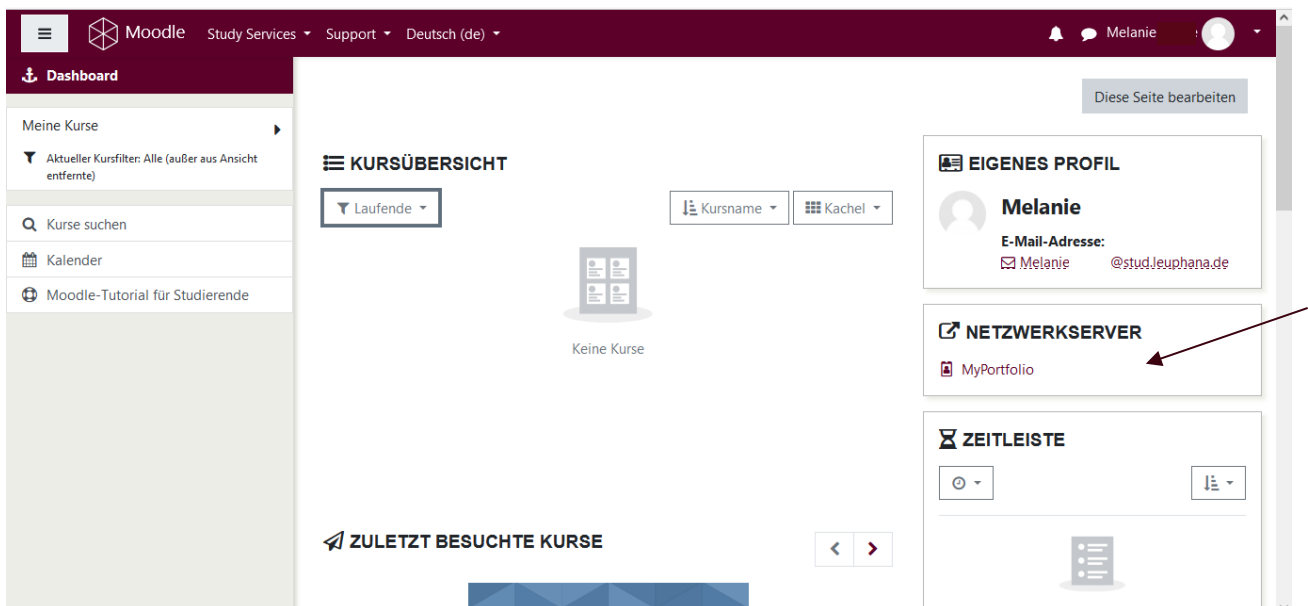
The login for myPortfolio will still take place via Moodle using the myStudy ID. However, all myPortfolio users need a VPN connection if they want to access the system from outside the Leuphana data network.

Therefore, make sure that you are connected to the intranet via VPN. You can find instructions on how to do this on the MIZ page: <https://www.leuphana.de/en/services/miz/it-services/vpn-access.html>

- If you use the normal Leuphana WLAN on campus or are connected via LAN cable, you can still access MyPortfolio as usual.
- If you are in your home office or want to access MyPortfolio while travelling, you will need the VPN connection.

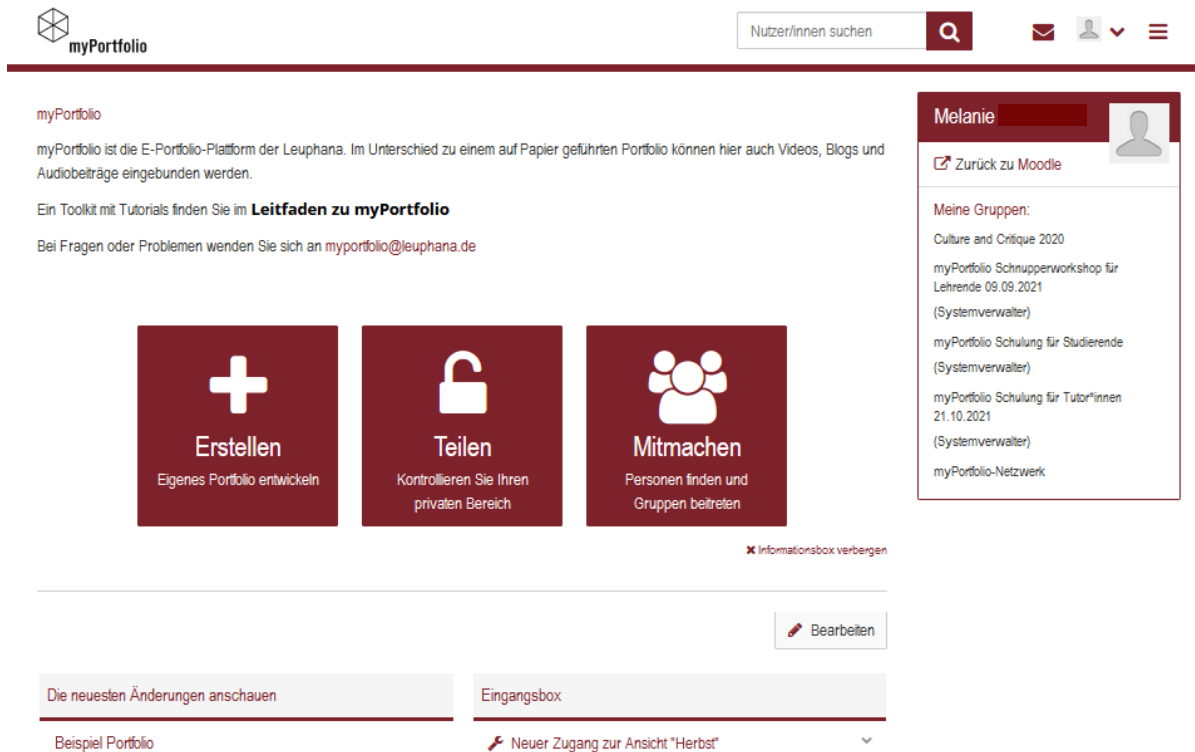
1. You can find myPortfolio via Moodle: <https://moodle.leuphana.de>. Log in here with your myStudy login data / myStudy ID.

2. After logging in to Moodle, scroll down until the field "Network server: myPortfolio" appears in the right-hand column. Click here on "myPortfolio".



The screenshot shows the Moodle dashboard interface. On the left is a sidebar with navigation options like 'Meine Kurse', 'Kurse suchen', 'Kalender', and 'Moodle-Tutorial für Studierende'. The main content area is titled 'KURSÜBERSICHT' and shows 'Keine Kurse' (No courses). On the right side, there are several user profile and utility widgets. The 'EIGENES PROFIL' (My Profile) widget shows the user's name 'Melanie' and email address. Below it is the 'NETZWERKSERVER' (Network Server) widget, which contains a link to 'MyPortfolio'. A red arrow points to this link. Other widgets include 'ZEITLEISTE' (Time Log) and 'ZULETZT BESUCHTE KURSE' (Recently Visited Courses).

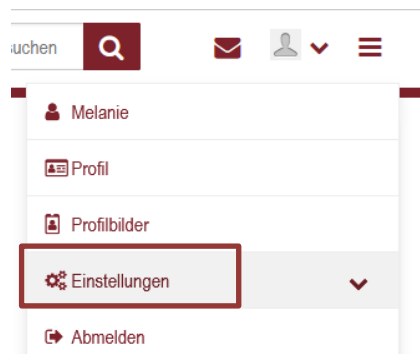
3. The start page of myPortfolio is organised as follows. In the upper part you can see the possible activities of myPortfolio. Detailed information on the points "Create, Share, Participate" can be found on our website. The lower part of the start page contains the dashboard, which can be customised under "Edit".



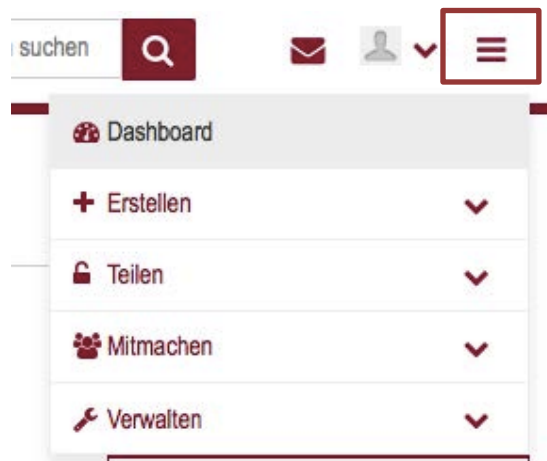
4. At the top right, click on your user icon under your name to find information about your profile and the option to customise it. Alternatively, you can click on your username to go directly to your profile overview.



5. Under Settings you can also make changes to your "General Account Settings".



6. Next to the user icon you will find the main menu, which takes you back to the dashboard, and the activities "Create, Share, Join & Manage", which also appear on the homepage.



Note: Support

- Instructions on how to "Create, Share & Participate" as well as many other tips can be found on the Teaching Services website: <https://www.leuphana.de/en/institutions/leuphana-teaching-service/support-tools/digital-platforms-and-tools/myportfolio.html>
- Contact for teachers with questions and problems: digi-support@leuphana.de
- Contact for students:
 - o Please contact your teacher first.
 - o For technical questions, please contact stud.digi-support@leuphana.de with the name of your teacher.
- For questions regarding VPN access:
 - o Staff members please contact the IT Service and
 - o Students to the IT tutors (It-tutor@leuphana.de)