

ePortfolio Quick Reference Guide

To access the ePortfolio login page:

Go to <https://gsu-csm.symphlicity.com/students/>

Enter your campus ID and password to login to Panther Career Net (same ID & password as GoSolar). Once on the PCN homepage, click on the ePortfolio link under “Jump to”

To keep track of your skills/experience:

Click on box # 1 entitled Create Content.

Click on the Skills Outline tab. There are 8 skills listed that have been identified as skills employers look for in possible employees:

Critical Thinking/Analytical
Interpersonal/Intercultural
Leadership

Life Management-examples include but are not limited to:

- School/work/life balance
- Managing time & priorities
- Flexibility/Adaptability
- Organizational skills
- Ethics/Integrity
- Money/Budget

Oral & Written Communication

Professional Competency-examples include but are not limited to:

- Relevant coursework/projects/research (not to exceed 60% of all items listed)
- Internships/ Career-related employment or volunteer experience
- Informational interviews/Job shadowing
- Career Workshops/ Fairs/ Events

Teamwork

Technical

Click on the “Add New” link under the appropriate section to add an experience, fill out the form, and click “Save” to match the experience with the skill.

You can edit/add/color-code your skills by clicking on the Add/Edit Skills button.

To edit the experience itself, click on the “Edit” icon, which is to the left of the title of the experience in the Skills Outline tab.

To view all of the experiences listed under a certain category (e.g. Jobs/Internships, Courses, Service/Volunteerism, etc.) click on the name of the category on the left side of the screen under “Skill Matrix.”

To view your skill development progress:

Click on the **Skills Matrix** link. This section allows you to track the number of items you have created corresponding to each skill and graphs your progress to attaining the number recommended by University Career Services.

To keep track of references:

Click on the References link on the left side of the page. Enter the information as prompted and save the reference.