How to Create Your MPH Portfolio

The purpose of this document is to give you step-by-step instructions on how to design your Portfolio in the OptimalResume system.

If at any time you have difficulties creating your Portfolio, contact the Career Services team at careerservices@mail.waldenu.edu and put Portfolio in the subject line. If you have any content-related questions about what should be included in your Portfolio, please email the MPH Field Experience team at MPHfield@mail.waldenu.edu and put Portfolio in the subject line.

If you are unable to sign into OptimalResume account using your Walden University credentials, please contact Student Support at 1-800-925-3368 or Support@mail.waldenu.edu. Please do not contact Student Support for any Portfolio issues other than login credentials – it will cause delays!

Step 1: Enter OptimalResume to Create an MPH Portfolio

a. Go to https://waldenu.optimalresume.com

b. If you are already registered on OptimalResume, log in using your Walden username and password and then SKIP TO STEP 3.

c. If you are not registered, PROCEED TO STEP 2.

Step 2: Complete Your OptimalResume Registration

a. Click on New User/Create Account.
b. Sign in using your Walden email address and password.

c. Complete all required fields, then select the *Terms and Conditions* agreement, and click on *Create Profile*. 
d. Complete the Education Information, Career Preferences, and Additional Information sections and click on *Save and Continue* after each section.

Congratulations! You are now ready to start creating your Portfolio!
Step 3: Create Your MPH Portfolio in OptimalResume

Reminder: If you need assistance on accessing or building your portfolio please ONLY contact Career Services at careerservices@mail.waldenu.edu. For content questions contact MPHfield@mail.waldenu.edu. In either case, be sure to put Portfolio in the subject line and allow 24 hours for a response Monday through Friday.

a. Log into your OptimalResume account:
   - Go to https://waldenu.optimalresume.com
   - Log in with your Walden email and password

b. Navigate to the PORTFOLIOS module and click on Create New Portfolio.

c. Name your Portfolio
   - Type in the name of your Portfolio. The name should be: MPH Practicum Portfolio [Your First Name] [Your Last Name].
   - Click Start Portfolio.
d. Navigate to Browse Templates and click *Continue*.

![Screenshot of Browse Templates and Select Template options]

- **Browser Templates**: Create your portfolio from an existing template.
- **Start From Scratch**: Create your portfolio from scratch without a template.

![Screenshot of Browse Portfolio Templates]

- **BROWSE PORTFOLIO TEMPLATES**: Your portfolio should be organized into logical sections. On this screen you may browse different portfolio templates. You can edit the portfolio projects and files later.

- **Portfolio Templates**:
  - Admissions Portfolio
  - Chronological Portfolio
  - Creative Portfolio
  - File Cabinet Portfolio
  - Functional Portfolio
  - Professional Portfolio
  - Qualifications Portfolio
  - MPH Practicum Portfolio
  - Senior Faculty Portfolio
  - SoC Professional Practice Portfolio

e. Select the *MPH Practicum Portfolio* template:
f. Click on the *Use This Template* button:

Congratulations! You are now ready to complete your Portfolio sections. Note: Portfolio sections are called “Projects” in OptimalResume.

Step 4: Use the Editing Feature to Add Notes and Descriptions to Your Portfolio Sections

a. Click on *Edit Project* to add content to a section of your Portfolio:

b. After adding your content, click on *Update Project*. When you are finished, click on *Return to Portfolio* to return to the main Portfolio page.
Step 5: Upload Files to Your Portfolio Sections

a. Click Add Files.

b. Check Upload File. Click the Choose File button to upload a document. Name your file. Click on Save File to save your document. Note: Repeat this process to upload multiple documents.
After you edit and add files to all of your Portfolio sections, it is time to Share your document with your preceptor, your instructor, and potential employers!

Step 6: Share Your Portfolio with Your Preceptor, Instructor, and Potential Employers

a. Go to the top of your Portfolio and click *Share*. You will see a link to your Portfolio.

b. Copy and paste the link into your Blackboard classroom to share your Portfolio with your instructor.
Note: This is a public link which you can share with anyone, including those who do not have an OptimalResume account. You are able to copy the link into an email and send it to your preceptor or a potential employer.

Congratulations! You have completed your Portfolio!

Note: After your graduation from Walden University, you will continue to have access to your Portfolio using your Walden email address.