How to Create Your DBA Capstone 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 contact your instructor.

If you are unable to sign into your 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. Note: OptimalResume works best with the Chrome browser.

Step 1: Enter OptimalResume to Create a DBA Capstone 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 DBA Capstone Portfolio in OptimalResume

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

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: DBA Capstone Portfolio [Your First Name] [Your Last Name].
   - Click Start Portfolio.
d. Navigate to Browse Templates and click *Continue*.

e. Select the *DBA Capstone Portfolio* template:
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 your Portfolio sections, it is time to Share your document with your instructor!

**Step 6: Share Your Portfolio with Your Instructor**

a. Go to the top of your Portfolio and click *Share*.

b. Copy and paste the link into an email and send to your instructor.
c. **IMPORTANT: Do not share** your portfolio link with employers or other stakeholders until the Chief Academic Officer approves your final study. After you receive approval, you can share your product.

![Portfolio Share Instructions](https://waldenu.optimalresume.com/previewDoc.php?tkn=36d2e66e2558945080bd4d56494ae331-p1042697)

**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.