

Informational Resource: Inviting a Parent to View Your Portfolio



Overview of Handout

Students are encouraged, but not required, to invite a parent/guardian to view their online portfolios. As students save information to their portfolios, parents/guardians with account access, can view students' progress. Parents cannot change anything in a student's portfolio. Parents must have a valid email address to be invited.

In order to invite a parent to view a student portfolio, students must do the following:

Step 1: Go to www.californiacolleges.edu and sign in.

Step 2: Click on **Your Portfolio**.

Step 3: Scroll down the page and click on **Invite a parent or guardian to connect to your portfolio** on the right side of the page.

Step 4: Click on **Invite a parent or guardian to connect to your portfolio** in the new page.

Step 5: Complete the required information.

Step 6: Decide whether to send the invitation email in English or Spanish; select the appropriate language.

Step 7: Click on **Invite**.

Step 8: The parent or guardian will now receive an email with instructions on how to view **Your Portfolio**.

Below is an example of the email parents will receive once they have been invited by their student:

You have been invited to help Maribel with his/her career and college planning by connecting to and viewing his/her portfolio.

Maribel is using an innovative career and college planning system to create a plan for the future and would like to share it with you. By following the steps below, you can view your student's work and participate in the planning process.

- Click this link : http://secure.californiacolleges.edu/Home/Create_an_Account/Create_an_Account.aspx?invite=MU5H9MX85DJ2XAP2BPAXgGjRp6TJQXAP3DPAXAP3DPAX
- The account creation page will be displayed, you will be prompted to provide basic account information and answer a security question that your student has set up to establish a connection to his/her portfolio.
(If you are prompted for a System Key, please contact your student's school to obtain the Key.)
- Once signed in, you will land on the Parent home page.
- On the home page, you will see an Access to Your Student's Portfolio panel on the right side.
- Click View Student's Portfolio to view Maribel's portfolio.

Save this link: <http://secure.californiacolleges.edu> to your favorites for return visits to California Colleges.

To view your student's portfolio at any time, click your student's name in the Access to Your Student's Portfolio panel on the right side of the home page or on your own portfolio index page. If you notice that your student's name has disappeared from the panel, or you create another account and want it to access your student's portfolio, ask your student to invite you again.

You cannot make changes to your student's portfolio, but you may add comments by clicking Add Comments in sections of the portfolio.

At any time, you may leave your student's portfolio and return to your own account by clicking any of the tabs at the top of the page.

After establishing a connection to your student's portfolio, you can access it again at any time using the "Access to Your Student's Portfolio" panel on the portfolio index page. Just click his/her name to view his/her portfolio-you won't need the access code. If

you notice that your student's name has disappeared from the panel or you create another account and would like it to access your student's portfolio, ask your student to invite you again.