

## How to Make a Word.doc into an E-Portfolio

You may create your e-portfolio as a website using a web editor, like you did for your WebQuest. Or you can create it in Word.doc, save to pdf, and upload the pdf to your public personal website that Penn State provides.

To request personal Web hosting, please complete the online [Application for a personal Web Space Account](https://www.work.psu.edu/webpace/) at <https://www.work.psu.edu/webpace/>

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# Application for a Web Space Account

Logout You are logged in as: jlf5597

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## Introduction

Step 1

This is an online form for individuals to request a Personal Web space account from [Information Technology Services \(ITS\)](#). Personal Web space enables you to maintain Web pages on the Web server [www.personal.psu.edu](http://www.personal.psu.edu). Information on how to obtain Web space for Penn State colleges, departments, and other official organizations is [here](#).

By accepting your Web account, you are agreeing to abide by [Penn State policies and guidelines](#). You are expected to exercise responsible, ethical behavior when using the University's computers, information, networks or resources. Violation of policies or laws may result in suspension of network access or other information service privileges, disciplinary action, and legal proceedings. Also see references to computer-related [policies, guidelines, and laws](#), and [publishing](#).

You must take a short quiz in order to demonstrate that you possess a minimal understanding of appropriate use of the World Wide Web. In this brief quiz, you will be asked five questions. If you answer four of them correctly, you will be granted a Web account. If you do not pass the quiz, feel free to take it again.

Check out the [Frequently Asked Questions \(FAQ\)](#) list on how to setup and use your Web page before you send mail to the Webmaster.

Take the Quiz

“Take the Quiz,” a few multiple choice questions. Then with successful completion of the quiz you will receive an email that you have a public personal web sites hosted at [www.personal.psu.edu](http://www.personal.psu.edu).

Your URL will be [http://www.personal.psu.edu/\[your PSU ID\]](http://www.personal.psu.edu/[your PSU ID]).  
For example, Jessica Fischer's is <http://www.personal.psu.edu/jlf5597>

Once you have a Penn State public personal website you can access it from anywhere following the directions at <http://its.psu.edu/accounts/pass/connecting-to-pass.html>  
Also, computers in the Penn State computer labs, like 304 Patterson, has an icon on the desktop to access your pass disk space.

Once you open your **Pass Disk**, you can drag your e-portfolio pdf into the **WWW** folder. Your e-portfolio is then live online. The URL will be your URL/name of the pdf.  
For example, [http://www.personal.psu.edu/jlf5597/fischer\\_e-portfolio.pdf](http://www.personal.psu.edu/jlf5597/fischer_e-portfolio.pdf)  
Name your pdf without spaces and lowercase letters. If you need a space use the underscore\_.