Some of you have asked if you can share your electronic portfolio with potential employers either through EdJoin or through your application process. The answer is Yes! You can create a URL to your portfolio on Taskstream. This URL can be copied and pasted onto your resume or job application.

**Steps for creating your URL:**

1. Sign in to Taskstream as an Author
2. Select DRF Program (e.g., Ed Specialist Preliminary, Clear)
3. On the top right side of the page select the tab Options.
4. On the next page you will see the item below. Select the highlighted box with “Publish.”

**Publishing and Sharing Options**

| Change Visual Style | Create a Printable PDF Email this DRF |

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**Publishing to the Web**

*Publishing to the Web enables anyone to access your work from the Internet using the web address that you create. You may choose to limit access by creating a password. You can unpublish your work at any time.*

**Note:** *Any future changes will be automatically reflected in your published work.*

**Current Status:** *Unpublished*

5. Under publish options you can select to have your URL accessible with or without a password. See below

**Publish Options**

Create a Customized Web Address:  

https://www.taskstream.com/ts/haymes1/  

(Only numbers, letters, and dashes "-" are allowed; no spaces or slashes.)

A suggestion has
been provided, you may change it if you wish

**Create a password:** No password needed

A password limits access to this web address

Require password:

(Use a minimum of 4 characters - only numbers and letters allowed, no spaces.)

6) Once you have created a password or chosen to not use a password select “publish.”

7) You now have the URL which you can copy and paste into documents and emails.

8) Under options you can change the visual style of the portfolio. You can change the color scheme and placement of items.

9) At any time you can choose to un-publish your portfolio and you can change your password.

10) Your URL will be available even if you do not renew your Taskstream account after graduation from Touro. However, without an active account with Taskstream you will not be able to modify your portfolio.