

ACPE

The Standard for Spiritual Care & Education

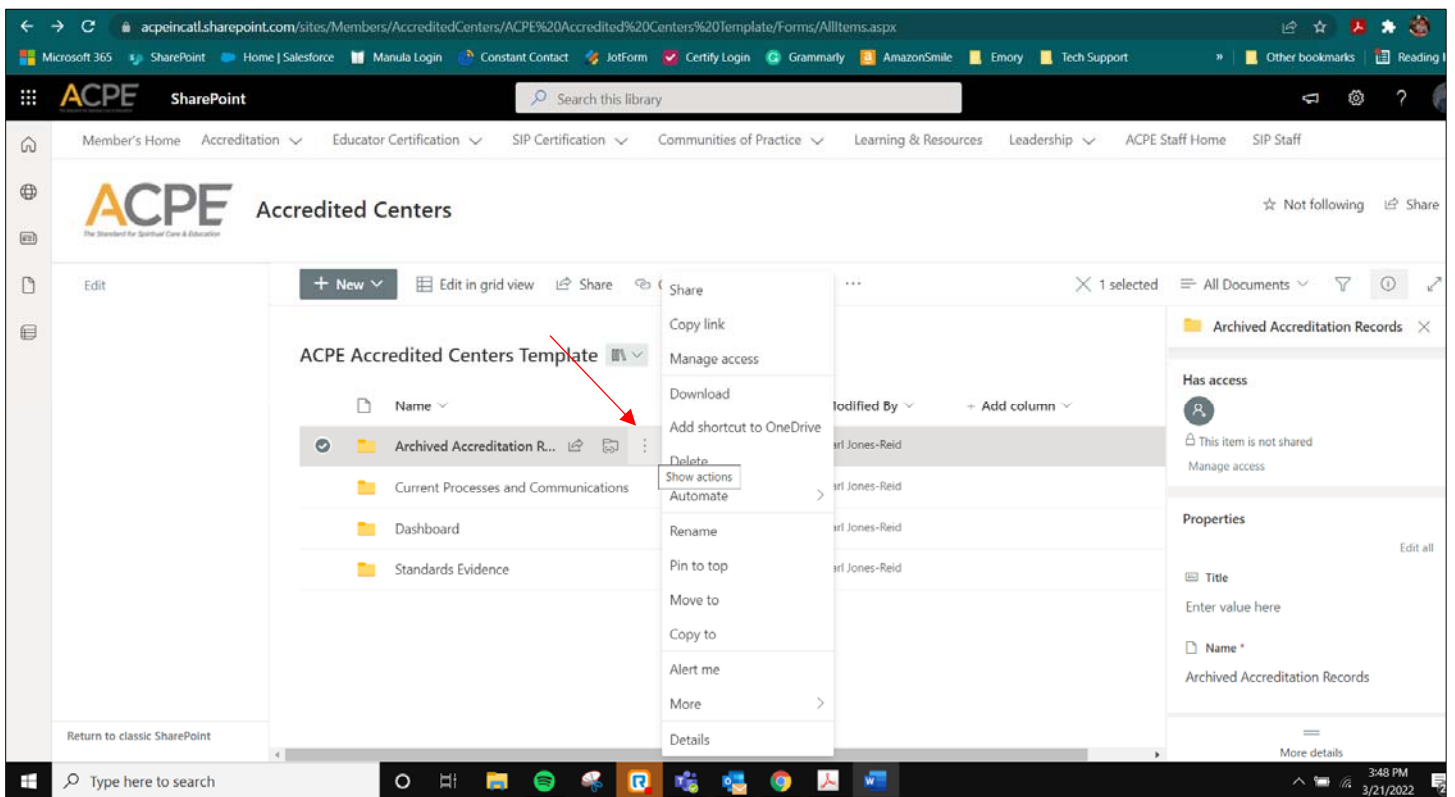
How to share folders or files in your accreditation or certification portfolio

You can share folders or files in your portfolio with other ACPE members with an 'acpe.edu' email address and non-members (admins in your center, PAG members, etc.). Due to online security, sharing permissions expire automatically after 90 days. If you want to continue sharing your portfolio with someone, you must repeat this process every 90 days.

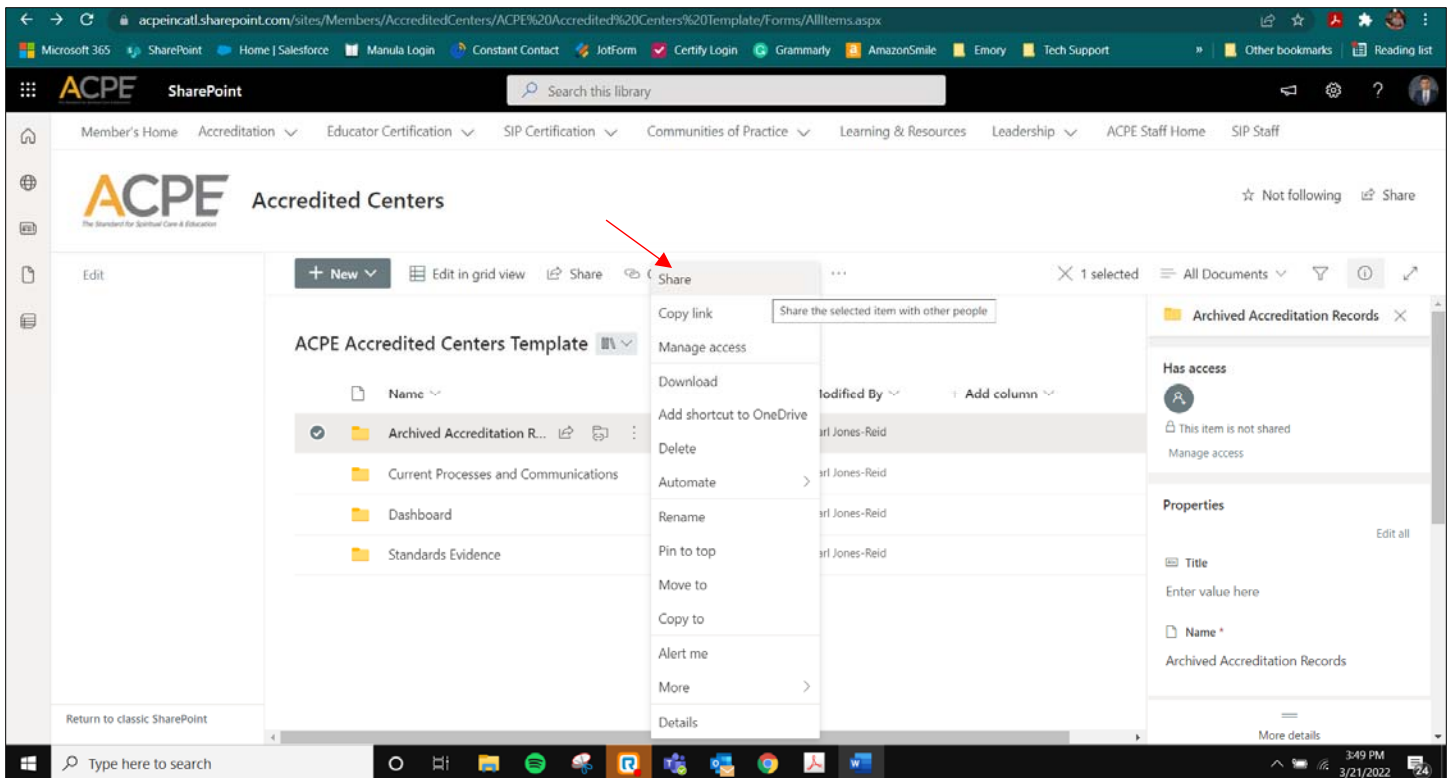
When deciding to share your portfolio, please do so with care and caution and track those you have granted access. While the ACPE staff assists and supports you in your work, sharing your portfolio outside of site visits and peer reviews is the responsibility of the center's ACPE Certified Educator(s). The ACPE office will continue to provide access to portfolios for Accreditation Site Visit Teams and your Peer Review Team members.

The steps below include screenshots from ACPE's SharePoint. For more detailed information and Microsoft 365 tutorials, please visit: <https://support.microsoft.com/en-us/office/microsoft-365-basics-video-training>.

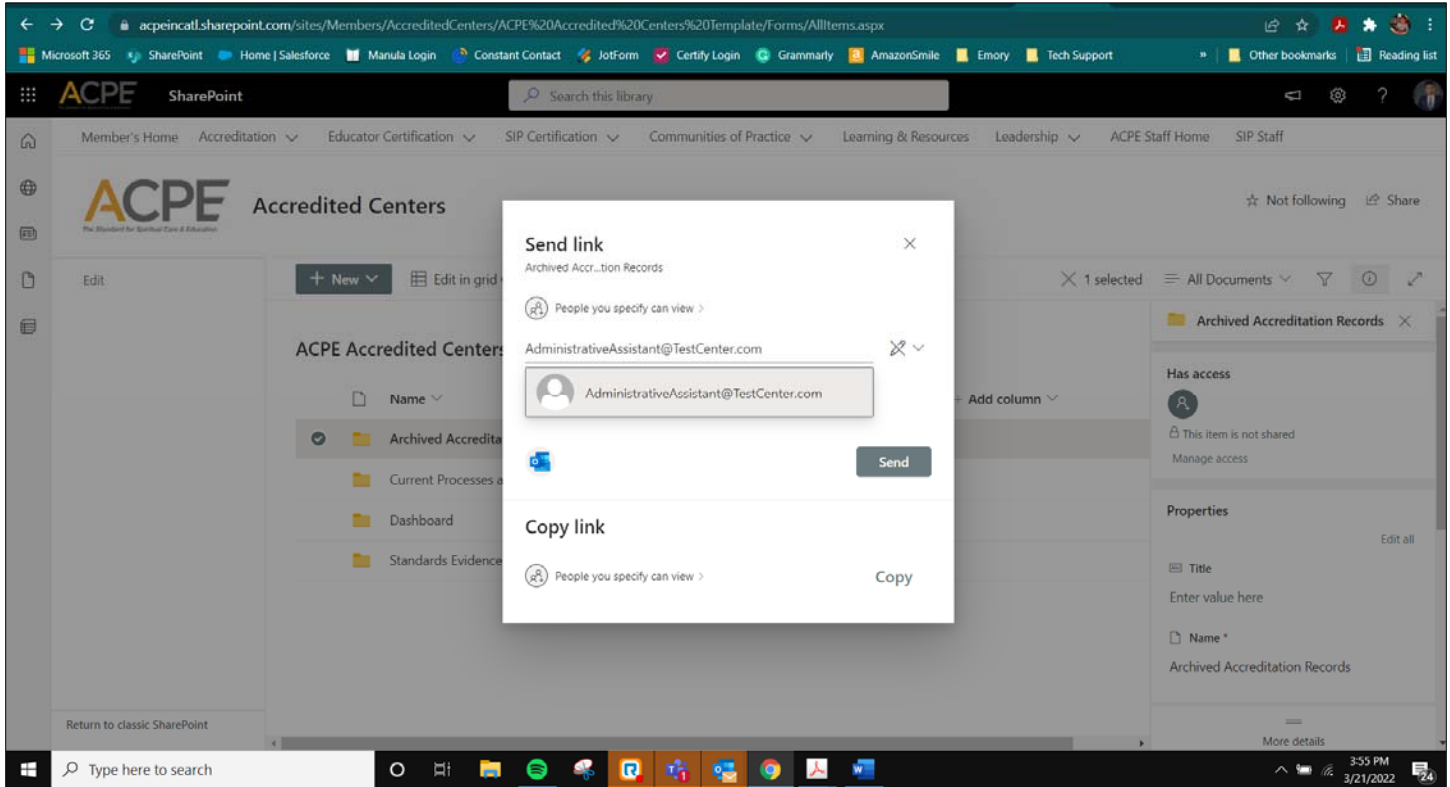
1. Log in to [ACPE's SharePoint](#), and navigate to your accreditation or certification portfolio.
2. Click on the Ellipses button (three dots) next to a folder or file name that you want to share to show more actions.



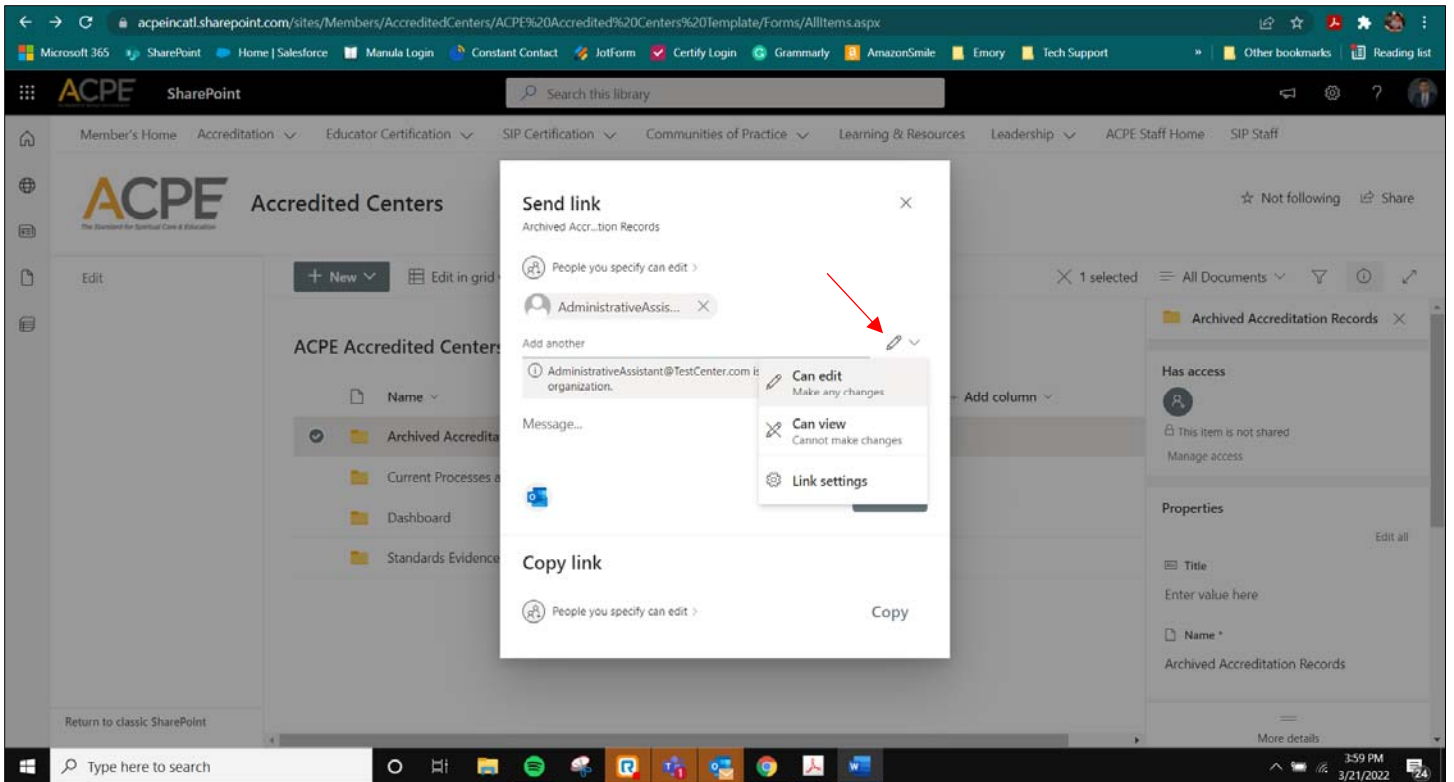
3. Select "Share" from the menu options.



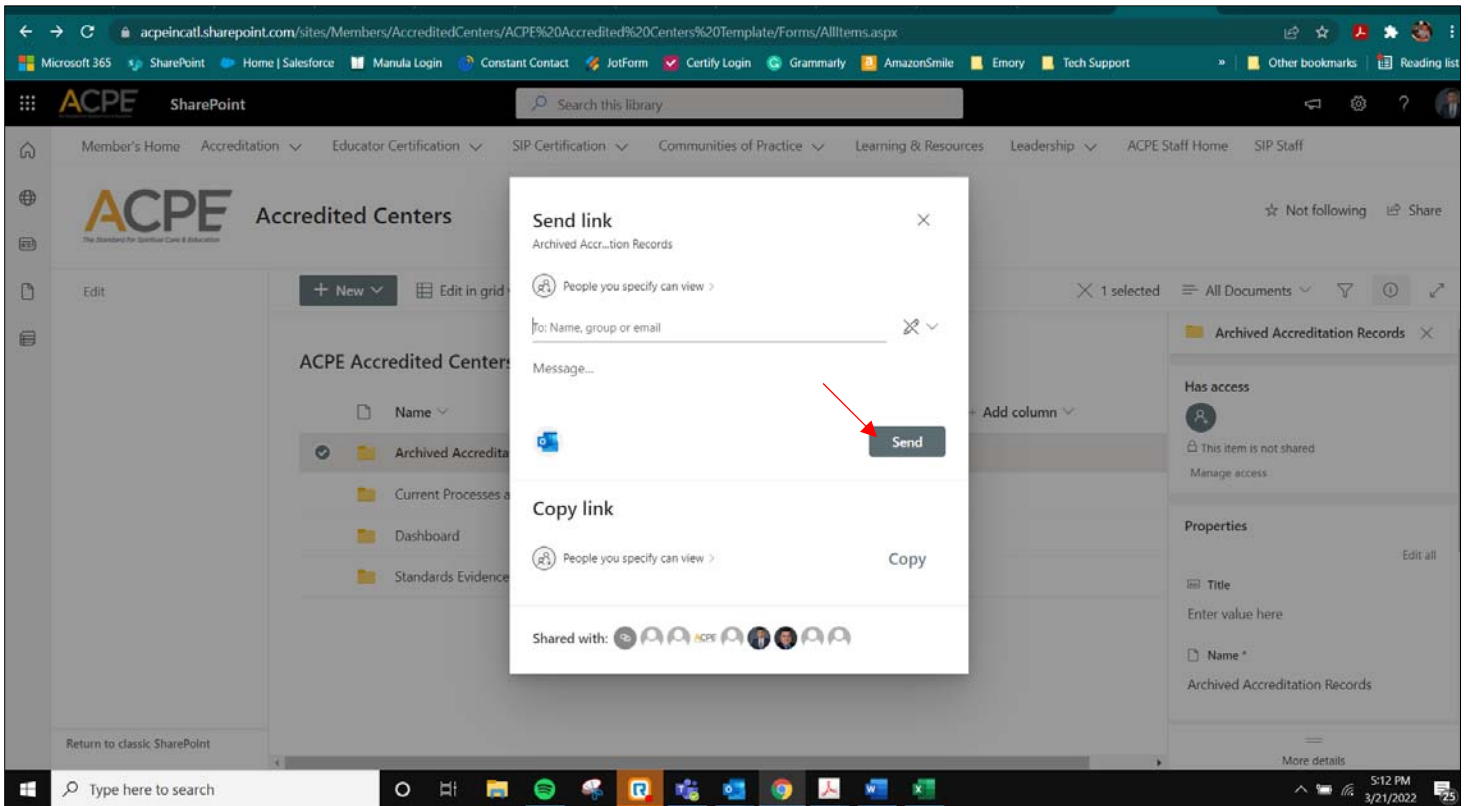
4. Type the person’s email address in the dialogue box to whom you want to access the portfolio.



5. Click the pencil icon to select “Can edit” or “Can view.” Select “Can edit” if you want the person you are sharing with to edit the portfolio, such as uploading, deleting, and editing files. Select “Can view” if you only want the person you are sharing with to be able to read items in the portfolio.



6. Finally, click "Send." The recipient will receive an email informing them you shared a folder or file with them.



7. Repeat this process for additional folders or files.