The PRO portfolio template has been redesigned to highlight your professional accomplishments. This will further promote your professional development activities to prospective employers. The new template is easier to maintain since all PRO activities are automatically added to the portfolio and you are no longer required to create custom pages or posts.
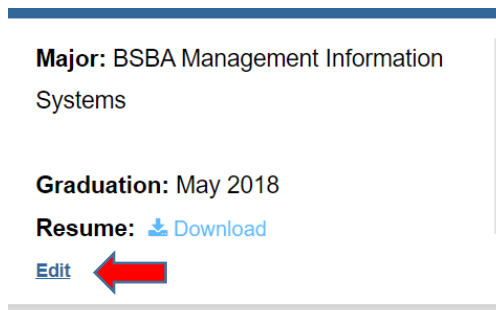
All portfolio templates will be automatically updated on January 14, 2022. Please review your portfolio after this date to make sure there are no problems. If you have a problem, please contact one of the PRO student ambassadors.

The new design requires a few extra steps to display resume, biography, and prior posts or pages that highlight specific activities. Please see below.

1. Add Resume Link

   a. Resume download option

      i. If you have an uploaded pdf resume file, get the file link from the *Media* section of the dashboard (Dashboard->Media).
         - If you don't have a resume uploaded, you can upload a resume by clicking Add Media.
         - Once you have the required file in there, click on the file and copy the file URL from the right side.
      ii. Click on the Edit button on the main page

      iii. Click on Professional Details (under "Editing 'Base' Profile Group")

iv. Scroll to **Resume PDF** and paste the file link here.

Resume PDF

https://community.cob.sjsu.edu/josiesmithsamplesite/wp-content/u

Resume PDF

This field can be seen by: **Everyone** | CHANGE

v. Save Changes
b. Resume view option

i. If you have a html resume page in the page section of the dashboard (Dashboard->Pages), Get the URL of that page.
   1. Click on the Page
   2. Copy the whole URL displayed under the title section
   3. Or view the page and copy the page URL from the address bar.

ii. Click on the Edit button on the main page

Major: BSBA Management Information Systems

Graduation: May 2018

Resume: ⬇ Download

Edit ⬅

iii. Click on Professional Details (under "Editing 'Base' Profile Group")

Activity   **Profile**   Sites ① Notifications ⓪ Messages ⓪ Friends ⓪ Settings

View   **Edit**   Change Profile Photo   Change Cover Image

Editing 'Professional Details' Profile Group

Base   **Professional Details**   Alumni

⬆

iv. Scroll to **Resume HTML Page** and paste the file link here.

Resume HTML Page

https://community.cob.sjsu.edu/josiesmithsamplesite/resume-2/

Resume HTML Page
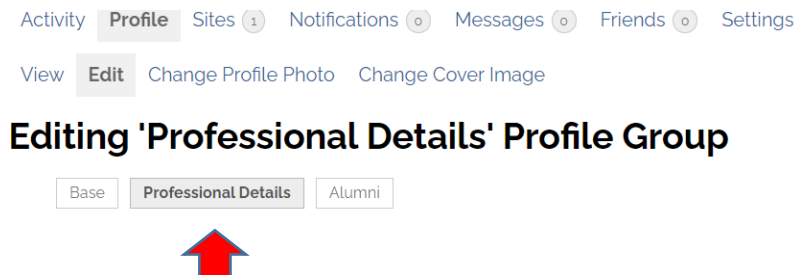
This field can be seen by: **Everyone** CHANGE

v. Save Changes

2. Biography view option

a. If you have a biography page in the page section of the dashboard or an about page that shows your biography (Dashboard->Pages), Get the URL of that page.

   1. Click on the Page
   2. Copy the whole URL displayed under the title section
   3. Or view the page and copy the page URL from the address bar.

b. Click on the Edit button on the main page

Major: BSBA Management Information Systems

Graduation: May 2018

Resume: ⬇ Download

Edit ⬅

c. Click on Professional Details (under "Editing 'Base' Profile Group")

Activity   **Profile**   Sites ①   Notifications ⓪   Messages ⓪   Friends ⓪   Settings

View   **Edit**   Change Profile Photo   Change Cover Image

Editing 'Professional Details' Profile Group

Base   **Professional Details**   Alumni

⬆
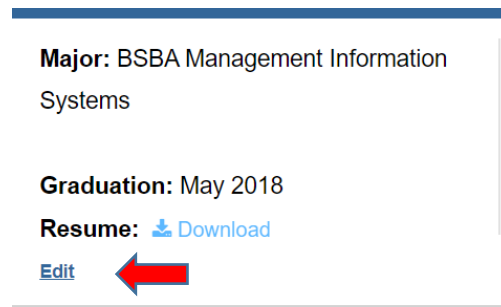
d. Scroll to **Biography URL** and paste the file link here.

Biography URL

https://community.cob.sjsu.edu/josiesmithsamplesite/bio/

Biography URL

This field can be seen by: **Everyone** CHANGE

e. Save Changes

3. Activities Section

1. This section displays all activities and projects that are not displayed under the PRO Activities section (i.e. anything that you have not submitted for points such as volunteer work etc)
2. The Activities section will show all the posts that are in the post section of the dashboard (Dashboard->Posts).
3. It is ordered by published date.
4. All relevant pages that you want to display on the portfolio, should be converted to a post. (copy content from page and paste into new post)

4. Navigate to Dashboard->Settings->Reading
   a. Change your homepage display to the latest post.