

Anthology-Portfolio QuickStart Guide for WKU Faculty (updated 4/28/22)

Step 1. Log into Your Account, set your password, and accept legal agreement.

Go to <https://wku.chalkandwire.com/>.

Click **Forgot your password.**

Notice this is a **.com** and not **.edu**.

Do not try to log in with your email the first time you're logging in to the system.

WKU

Login Name or Email

Password

LOGIN

Forgot your password?

NEW USERS REGISTER HERE

Guest Users
RETRIEVE LOST INVITATION

If you are having trouble logging in, please contact
Chalk & Wire Help: CWhelp@wku.edu.

anthology
Portfolio
Formerly Chalk & Wire

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This screen will appear. Enter your WKU email address, and then click **submit**.

WKU

PASSWORD RECOVERY

Enter your Login Name or email address and we'll send you your password.

big.red@wku.edu

Login Name or Email

SUBMIT

RETURN TO LOGIN

STILL CAN'T RECOVER IT?

If you cannot recover your password, please contact the administrator at your university or college before contacting Anthology. This person can reset your password temporarily to let you in.

You will receive a link in your WKU email. Click on the **Reset My Password** link.



Password Recovery Request

We've received a request to reset the password for this account. Follow the link below to reset your password. Note that it will expire after three hours. [Reset My Password](#)
If you no longer wish to make the above change, or if you did not initiate this request, please disregard and/or delete this e-mail.

Enter your password. Passwords must be at least 6 characters long. Click **submit**.

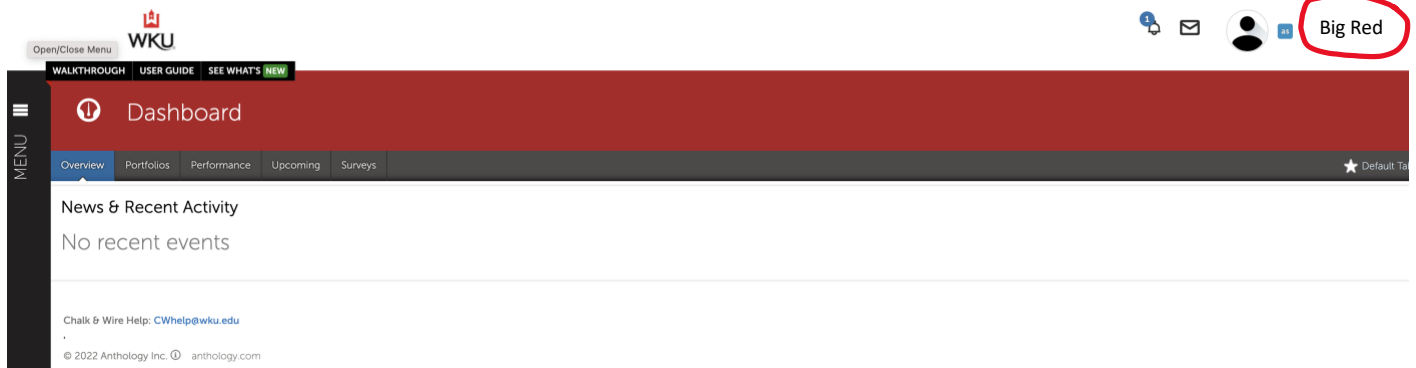
The form contains two password input fields. The first is labeled 'New Password *' and has a green validation bar below it with a checkmark and the text 'Must be at least 6 characters'. The second is labeled 'Re-type Password *' and has two green validation bars below it: one with a checkmark and 'Must be at least 6 characters', and another with a checkmark and 'Passwords must match'. At the bottom of the form are two buttons: a green 'SUBMIT' button circled in red, and a white 'RETURN TO LOGIN' button.

After you reset/set your password, you will see the legal agreement. Read, click **I agree**, and then click **Continue**.

The page displays a 'LEGAL AGREEMENT' section with a scrollable text area containing legal terms. Below the text area are two buttons: a green 'I agree' button with a checkmark, and a green 'CONTINUE' button circled in red.

Step 2. View your Dashboard

After you have accepted the legal agreement, you will arrive at your personal dashboard:

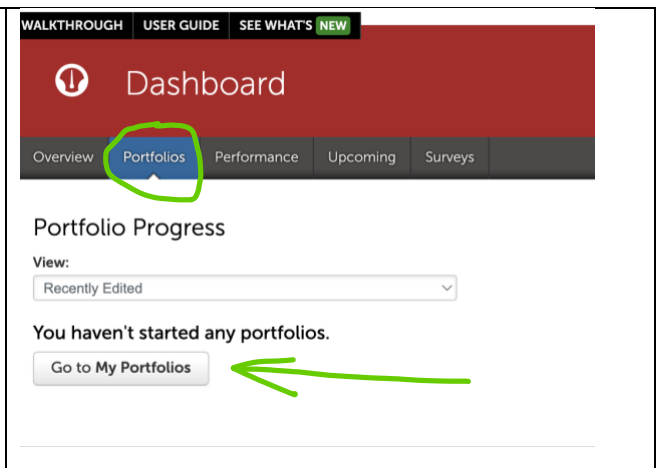


Your name should appear in the top right corner next to the  icon.

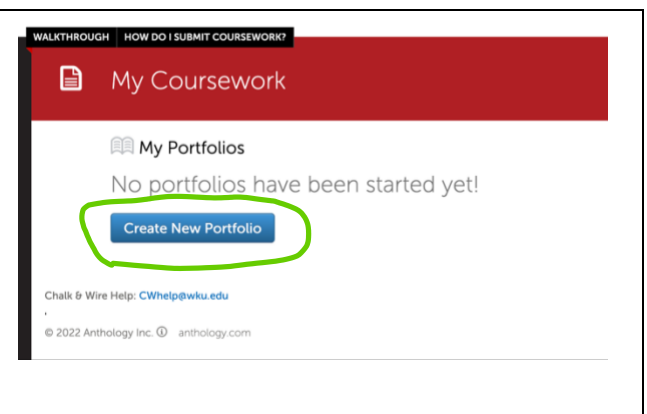
Step 3. Set-up a Faculty Portfolio

Click on the word *Portfolios* just underneath the word **Dashboard**.

Then, click on **Go to My Portfolios**



Click on **Create New Portfolio**

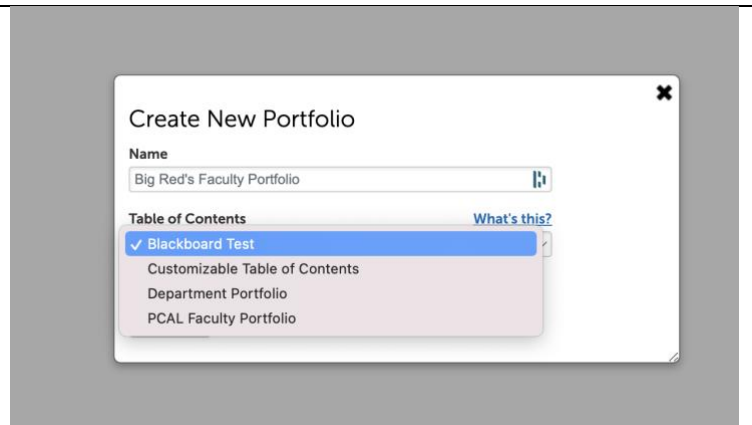


When this page appears

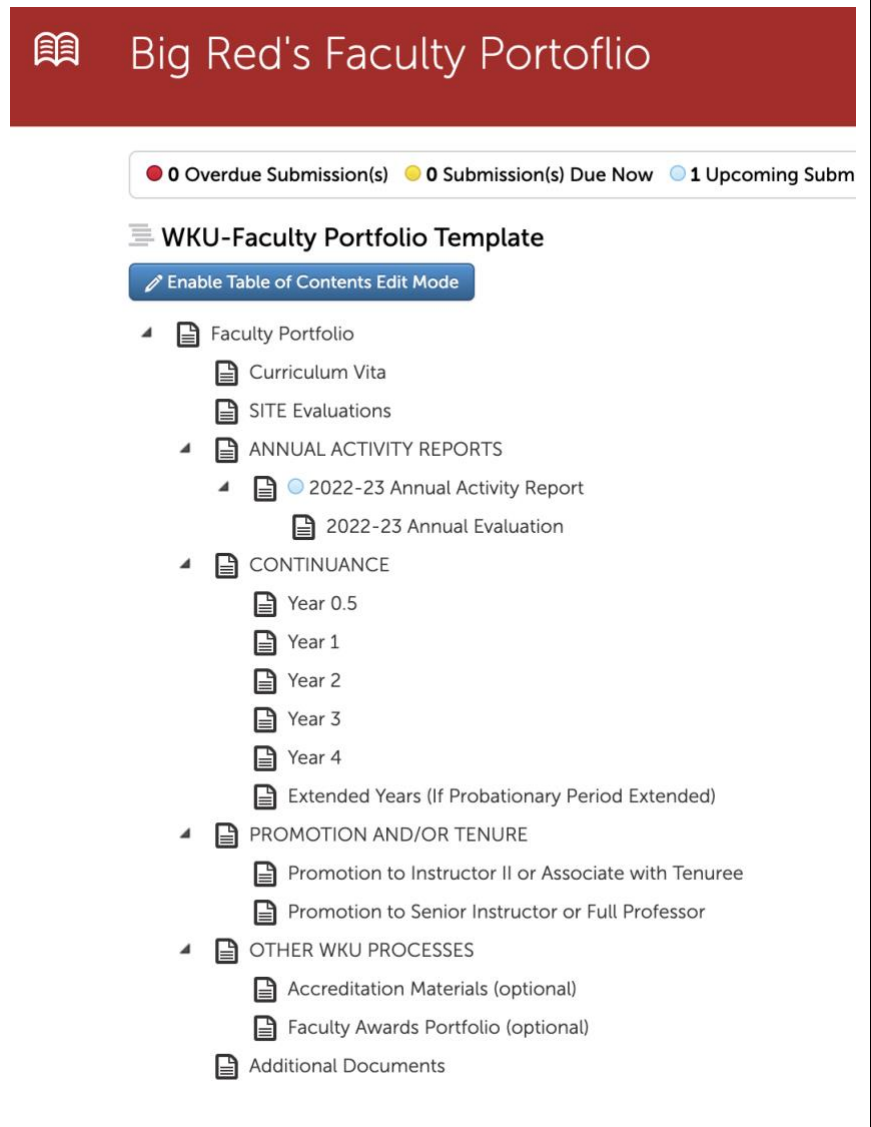
2. Enter a **name** for your portfolio (First Name Last Name Faculty Portfolio).

3. Select your college's **Table of Contents** from the drop down menu.

4. Click **Create** (it is under the Table of contents drop down menu.)

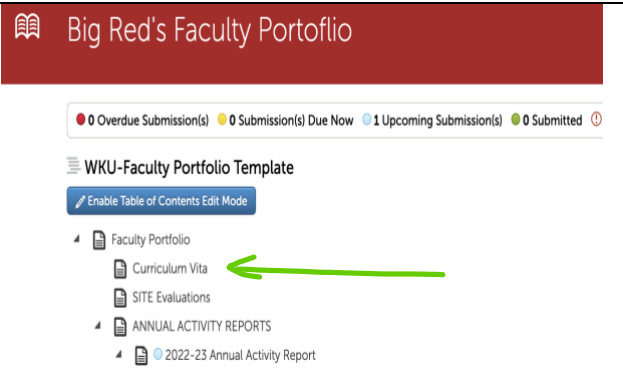


Your portfolio will look *something* like this:

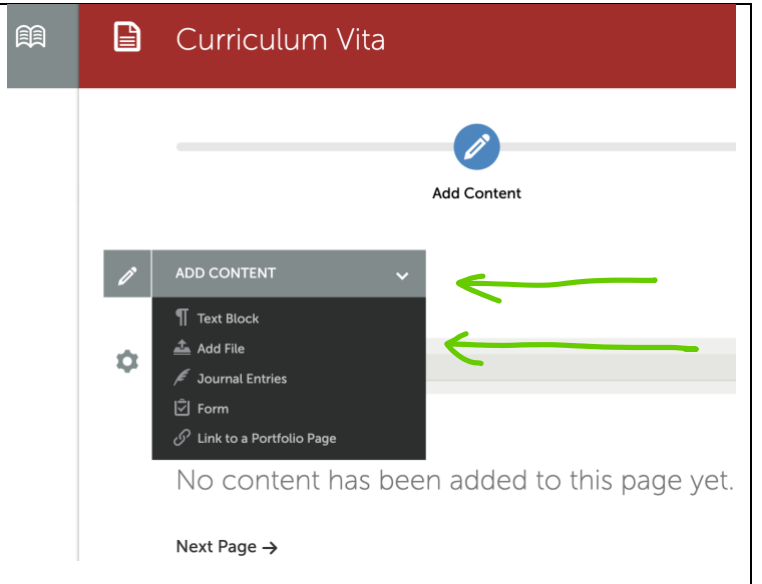


Step 4: Add your Curriculum Vita to your Portfolio

Click on the words **Curriculum Vita** in the table of contents.



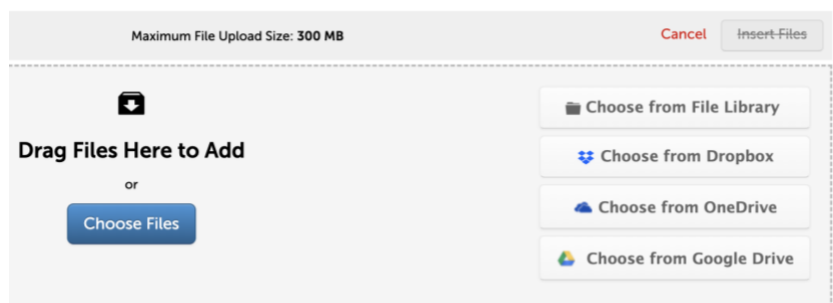
Then click on **ADD CONTENT** and select **Add File** from the Menu.



After you click on **Add File**, **Insert Content Here** will appear. **Click on the + sign**

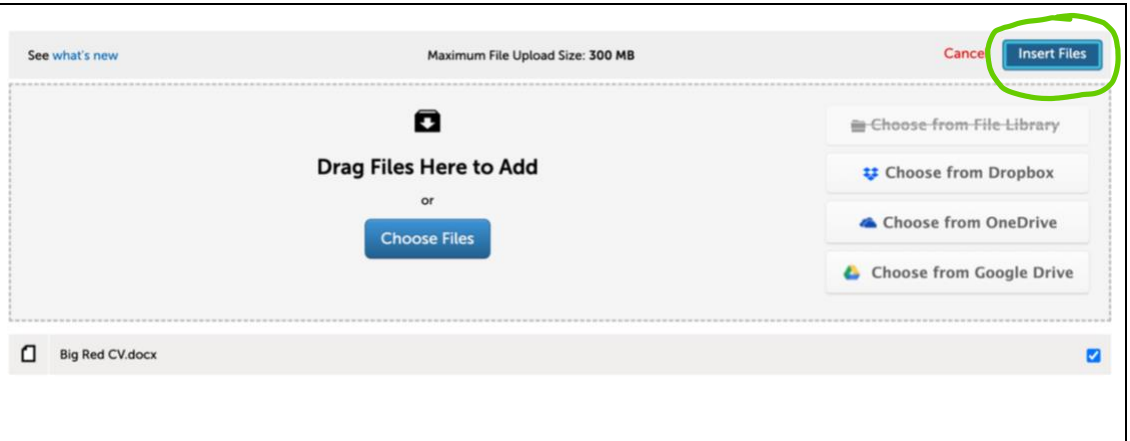


After you click the + sign, you will have the option to drag or chose files to add to your portfolio

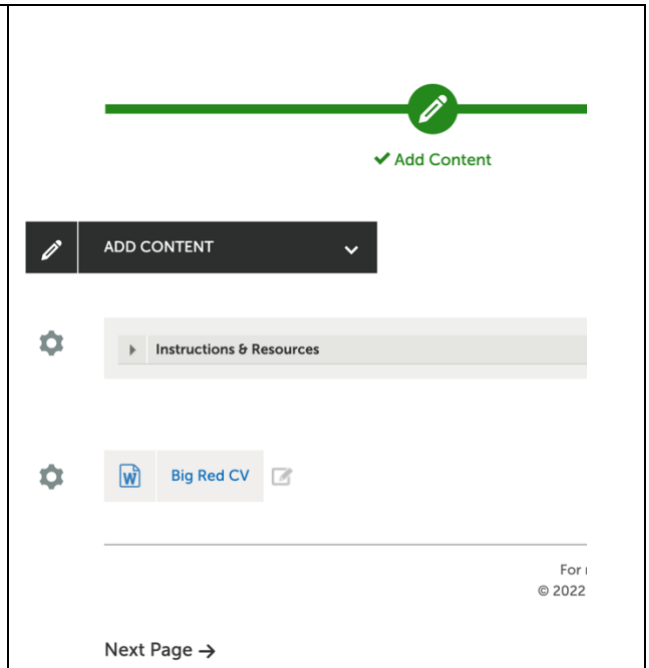


Find your CV file in your desktop computer files, and add your CV by choosing or dragging files.

Then **Click Insert Files.**
Remember to click Insert Files.



Your CV has now been added to your portfolio.



As we move forward, we'll provide instructions on sharing the portfolio, but for now, we're just making sure you can add materials. In the meantime, feel free to play around with the system. In the coming months we'll make more and more help resources available.