

FACTS.org
Instructions for Reviewing EPI Portfolios

The following steps outline the process for saving a student's Education Preparation Institute Portfolio. (**Note:** the review is taking place in the **FACTS test region**. For ease of entry, outlined below is the student's view; however, the same download option is available to the referred user.)

Step 1 Logging into the EPI portfolio.

- A. Go to the FACTS test website by typing **http://test.facts.org** in your browser.
- B. Click on Career Planning in the menu on the left hand side of the window.
- C. Scroll down the page until you find Education Preparation Institute Career Portfolio. Click on that link.
- D. Click on the second box on the page, Create/Edit Portfolio.
- E. Select (click on) Yes, I have a Facts login.
- F. Type in Login of ddg40 and password drifters. (sample)

Step 2 Downloading and saving the EPI portfolio.

- A. Select View Portfolio (click on) located in the second large box on the page.
 - B. Select Download Portfolio (link under the box on the far right).
 - C. A grey box will appear, click on the save box. (At this point you are saving to your local machine and you may save it anywhere.) The file you saved is a compressed 'zipped' folder and you must have a zip utility to be able to read this file. If you do not have a zip utility, you could download a free product like UltimateZip. UltimateZip can be retrieved from http://www.freedownloadcenter.com/Utilities/Access_Control_Uutilities/UltimateZip.html
- FACTS will automatically assign the zipped folder a name composed of student's name in the portfolio (first and last) followed by the current date (date you are downloading the data) formatted YYYYMMDD.

Step 3 Opening and reviewing the saved zip file.

- A. Locate on your local machine the folder you saved in Step 2D. Open the folder by double clicking on it.
- B. Inside the folder will be an html document which is student's portfolio. You can open the portfolio by double clicking on the document and then clicking open if a grey box appears. Any saved artifacts will appear as separate icons with their name. You can open any artifact by double clicking on it. .
- C. In the portfolio, the name of the artifact will automatically be added next to the competency, so you can link the artifact was intended to show competency in that area.
(Note: If a student provides a link in the artifacts the data (web pages) following the link is not saved.)

Issue:

1. Selection of the EPI program during the admissions process.

The majors used in the FACTS admissions process are supplied to FACTS by each school. Currently six community colleges have included EPI as a major in their admissions application. Two community colleges have included the program in their program file used in the FACTS search feature (category CIP 13). The admissions office at your school should be able to assist with the inclusion of this program on the FACTS application or you can contact the FACTS helpdesk by email, factshelp@admin.usf.edu, or phone, 813-974-2118.