

CREATING YOUR WOIS PORTFOLIO

The WOIS website is: www.wois.org

1. At the top of the left hand column of the WOIS web page, type in the Site Key _____ . If you are not asked for a Site Key, go to Step 2.
2. To create a portfolio, click the very small blue letters in the upper right hand side of the web page.
3. Read the “Security and Privacy” information. Click “next”.
4. Read the “Getting Started” information. Click “next”.
5. Read and verify that you are 13 years of age or older by checking the box provided. Click “next”.
6. On this page, **complete only the fields that have an asterisk.**
 - a. User ID: Create your own user ID. Make sure it is a word or phrase or a name that you will be able to remember easily. Make sure to use appropriate language for an educational setting when creating your user ID. **Use only letters and/or numbers – do not use special characters or spaces.**
 - b. Password: Create your own password. It must be 5-10 characters long. Make sure your password is a word or phrase that you will be able to remember easily. Make sure your password is appropriate language for an educational setting. **Use only letters and/or numbers – do not use special characters.**
7. NOTE: It is important to guard your User ID and Password. Your portfolio will contain personal information about you that you may not want other students or individuals accessing and/or changing your information.
8. Click “submit” button.
9. You have successfully created your new WOIS portfolio!