

# How to begin building your Global Fellow electronic portfolio in ManeSync

An electronic portfolio is a personalized and interactive product that contains a collection of artifacts, allowing students, faculty, and staff to showcase their educational and professional accomplishments. With the ePortfolio tool, users are able to input information and artifacts to share with others in a polished format (e.g. resume). The ePortfolio tool is important for students because it serves as a means to present, assess, and reflect on work they've accomplished over the course of their collegiate careers. As Global Fellow members, the ePortfolio tool will be critical to your assessment of student progress, as well as your own. Let us begin...

1. First, go to the myLeo homepage at <https://leo.tamuc.edu/> and log on to your account using your Campus Wide Identification (CWID) number OR directory username and password. Do **NOT** use the Internet Explorer web browser.



Username

> [Forgot your password?](#)

Password

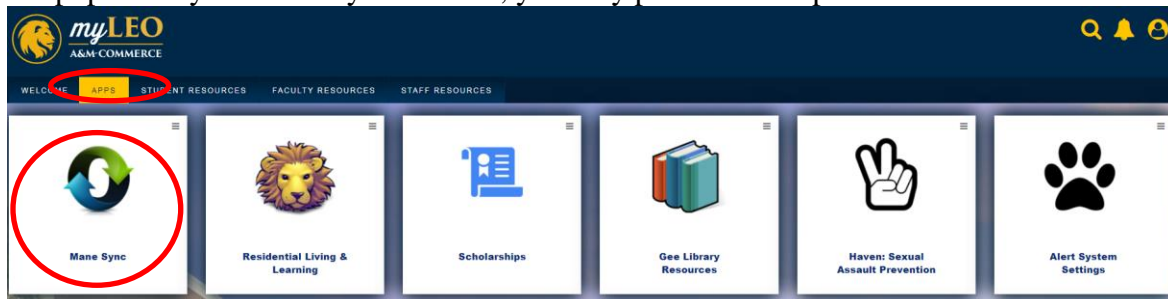
> [Forgot your CWID?](#)

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

2. In your myLeo account, look to the top right and click the ManeSync tab. If you have already populated your ManeSync account, you may proceed to step 4.



- The “Welcome to OrgSync!” page will appear if you have not accessed this page before. You are only required to fill in the highlighted boxes that are marked **REQUIRED**. You may also upload a profile picture. When you are ready, click NEXT.

**Welcome to OrgSync!**

OrgSync helps you connect with your organizations, events, involvement opportunities, and more. Get started now by filling out your account profile.

### Basic Profile

Your OrgSync account information can be publicly viewed by other OrgSync users in your community unless you opt out of sharing data in your privacy settings.

**First Name** REQUIRED **Middle Initial**

**Last Name** REQUIRED

**Email Address**

**Mobile Number** **Mobile Provider**

**Address**

**City** **State** **Zip Code**

**Birthday**

**About Me**

### Profile Picture

**Upload Picture**

You can use .JPG, .GIF or .PNG format (10MB size limit)  
Recommended size: 300x300

### Profile Sections

> OrgSync Account  
Texas A&M University-Commerce

- On the “Texas A&M University-Commerce Profile” page you are only required to fill in the boxes that are labeled **REQUIRED**. When you are ready, click FINISH at the bottom of the page and you will be redirected to your “My Profile” page.

## Texas A&M University-Commerce's Profile

Your Texas A&M University-Commerce profile information is required by your community. Only Texas A&M University-Commerce administrators have access to this information.

CWID# **REQUIRED**

Please enter you Campus Wide ID# (e.g. 500-XX-XXX)

\*This information not visible to public

Classification **REQUIRED**

\*This information not visible to public

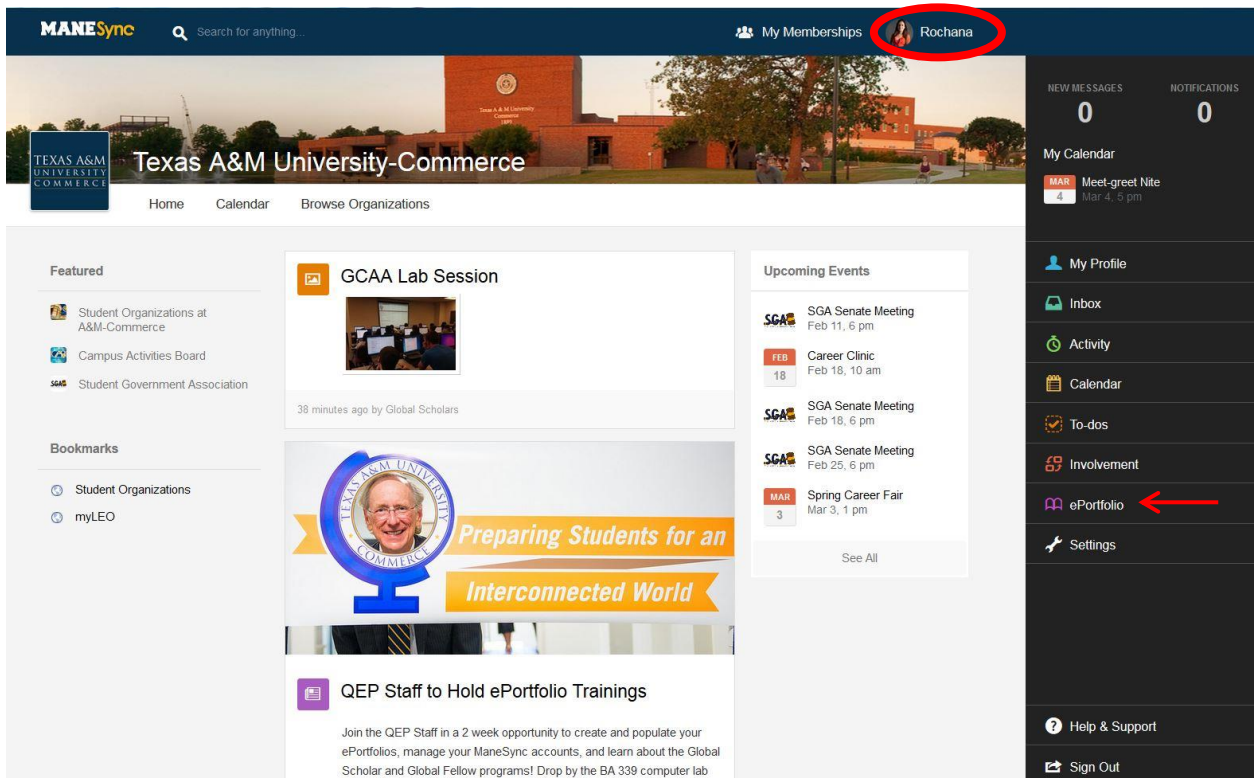
Major

\*This information not visible to public

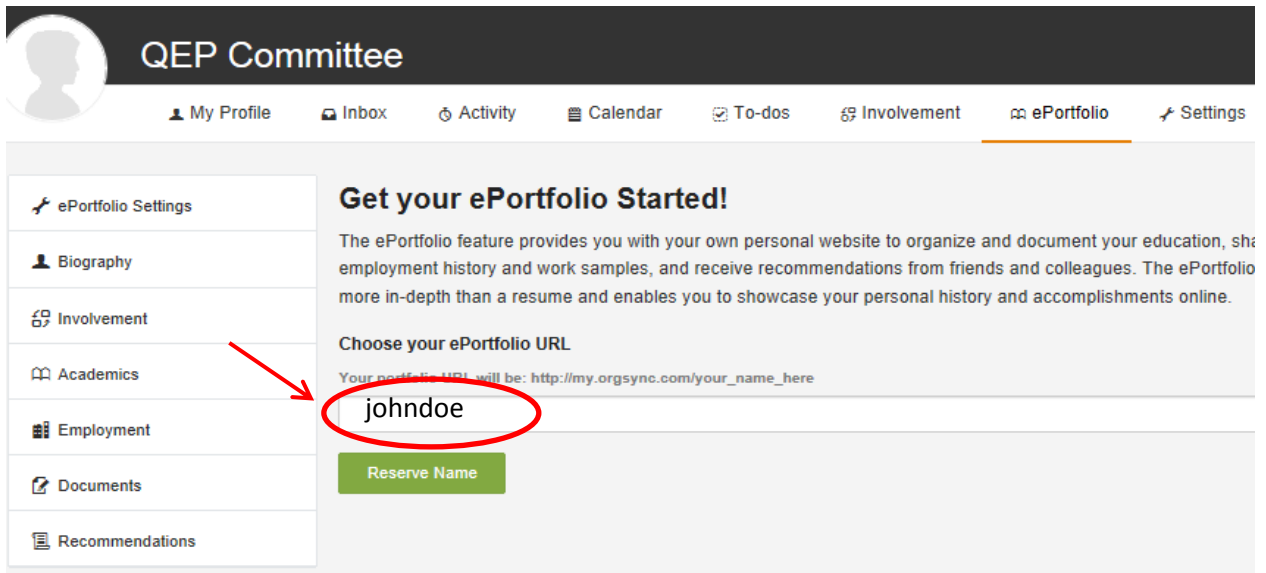
Minor

\*This information not visible to public

5. Click your photo icon in the top right corner of the screen. A dropdown menu will appear—click the “ePortfolio” tab.



6. You will be prompted to create a portfolio URL. Spell out your first and last name, with no spaces and all lowercase letters (e.g., johndoe). Click “Reserve Name” after entering your URL name. If it is unavailable, continue creating names until you find one that is available.



7. Adjust privacy settings according to your preferences.

## Settings

### ePortfolio Name

Set the url for your ePortfolio.

This will be the url for your portfolio. The url will be <http://my.orgsync.com/qepcommittee>

### Headline Tag

Describe yourself in a quick sentence.

### Privacy

Only share the information you really want out there

- Hide User Photo
- Hide Address
- Hide Phone Number
- Hide Involvement
- Hide Academics
- Hide Employment
- Hide Documents

### Other Contact Info

Let people contact you on any platform

TYPE

Twitter



[+ Add Another Contact](#)

Keep Contacts Private

These entries will not be visible to anyone viewing your Portfolio

Website

Blog

Save

You can also add other contact methods. After entering additional information, click “SAVE” at the bottom of the screen.

8. Edit the electronic portfolio sections by clicking on each topic to add information. Be sure to click “SAVE” at the bottom of the page after editing each section. Provided below is a table listing entries and where they should go in the ePortfolio:

<b>Entry</b>	<b>Section</b>	<b>Label</b>
<b>Global Travel</b>	Involvement	Global Travel-insert name of travel program
<b>Global Events</b>	Involvement	Global Event-insert name of event
<b>Global Courses</b>	Academics	Global Courses Developed and/or taught-insert name of course
<b>Global Courses Syllabus</b>	Documents	Global Course-insert name of course or insert name of artifact
<b>Global Publications</b> <b>Global Presentations</b>	Employment	Global Research. Then put the publication/presentation citation in the description section.
<b>Service to Profession</b>	Employment	Service to Profession – List the service citation in the description
<b>Funded Grants</b>	Employment	Funded grants – Global Research/Project Name
<b>Global Research (paper, project, theses, conferences, presentations)</b>	Documents	Global Research-insert type and name of the document and upload the artifacts
<b>Personal and Professional Development activities (Outside School)</b>	Involvement	Personal or Professional Development-insert name of event or activity

**Note:** You can also click on the **+** sign and drag and arrange the order of entries. Make sure you click SAVE after you arrange the order.

The screenshot displays an ePortfolio interface. On the left is a sidebar with navigation options: ePortfolio Settings, Biography, Involvement, Academics, Employment, Documents, Recommendations, and View ePortfolio. Red arrows point to Biography, Involvement, Academics, Employment, and Documents. The main content area is titled "Employment" and includes a "+ Add Another Entry" link. It contains a list of five employment entries, each with a dropdown arrow, the company name, a delete icon (X), and an add icon (+). The entries are: Texas A&M University Commerce, Texas A&M University - Commerce, East Texas Horse Ranch, Sara Lee Corporation, FoxValley Corporation, and APEX Corporation. At the bottom of the main area, a green "Save" button is circled in red.

Employment Entry	Delete (X)	Add (+)
Texas A&M University Commerce	X	+
Texas A&M University - Commerce	X	+
East Texas Horse Ranch	X	+
Sara Lee Corporation	X	+
FoxValley Corporation	X	+
APEX Corporation	X	+

ePortfolio Settings

Biography

Involvement

Academics

**Employment**

Documents

Recommendations

View ePortfolio

## Employment + Add Another Entry

**Work Experience**

**Basic Info**

Employer Name

Keep this entry Private

Description

Position

Location

Website

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Date(s)  I am currently working here

9. For Global Courses – Place the entry in the “Academics” section. Enter the name of the global course you have taught or developed into the “Institution Name” tab as *Global Course Developed and/or Taught*.



10. Provide the dates taught of the course, name of the course, and course description in the following boxes. The description should include the student learning outcomes addressing “*Preparing Students for an Interconnected World.*”

Date(s)  
 I am currently studying here

January 2014 to December 2014

**Courses**

Course Name  
 MGT 305 GLB/Mgmt & Organizational Behavior


Course Description  
 This course has been selected as a Global Course – tied to the QEP. The QEP seeks to prepare students for an interconnected world. In relation to the QEP, students completing this course will be able to (LO1) demonstrate knowledge of the interconnectedness of global dynamics (issues, trends, processes, and systems), (LO2) apply knowledge of the interconnectedness of global dynamics, and (LO3) view themselves as engaged citizens within an interconnected and diverse world. This course will provide activities, experiences, and opportunities to reach all of the QEP learning outcomes.

+ Add Another Course

11. For Global Courses Syllabus – enter the course syllabus into the “Documents” section by selecting “Add another Entry” Label the file name as “Global Course – insert name of course – insert name of artifact”. Save your entries.

The screenshot displays the 'Documents & Photos' interface. On the left, a sidebar lists various portfolio sections, with 'Documents' selected and indicated by a red arrow. The main area features a '+ Add Another Entry' button at the top right. Below it, the 'Add a File' section is active, showing a form for file details. The 'File Name' field contains 'Global Course -MGT 305.06W Management and Or'. The 'Current File' section shows a PDF icon and the filename 'MGT.305.06W.PDF' with an update date of '02/12/15'. A text area for 'Description' contains a detailed paragraph about organizational management. At the bottom, there is a green 'Browse' button for file selection, a note about the 8MB file size limit, and a 'Keep Entry Private' checkbox.

12. For Global Events- enter the event into the “Involvement” section by selecting “Add another Entry” Label the entry as “Global Event- insert name of event.” Be sure to complete the reflection for each entry. Save your entries.

**Note:** You can also click on the  sign and drag and arrange the order of entries. Make sure you click SAVE after you rearrange the order.

ePortfolio Settings

Biography

**Involvement**

Academics

Employment

Documents

Recommendations

View ePortfolio

## Involvement

**Involvement Entry**  
Where did you make an impact?

[+ Add Another Entry](#)

**Organization Name**  
Global Event - Multicultural Festival

Keep this entry private

**Description**  
Annual event on campus that invites everyone from surrounding schools, towns, and communities to learn more about the world and its cultures from the A&M Commerce campus

**Website**

**Positions Held** Attendee (March 2014)

+ Add Another Position

**Responsibilities** Enter bullet points

+ Add Another Responsibility

**Reflection** What did you learn from your experiences?

**Date(s)**  I am currently involved

March 2014 to March 2014

13. For Global Travel- enter the program into the “Involvement” section by selecting “Add another Entry.” Label the entry as “Global Travel- insert name of travel program.” Save your entries.

ePortfolio Settings

Biography

**Involvement**

Academics

Employment

Documents

Recommendations

View ePortfolio

## Involvement

[Add Another Entry](#)

**↕ Involvement Entry**

Where did you make an impact?

**Organization Name**

Global Travel - British Studies Program

Keep this entry private

**Description**

The British Studies Program, founded in 1976, is organized by Southern Miss through an academic consortium of colleges and universities. The purpose of the consortium is to promote a more profound understanding of British culture and society among students and faculty through scholarly and educational activities. In the program, students take one course for six semester hours of credit. Three hours is awarded through lectures, seminars, and field excursions, and three hours through supervised research. The course meets from June 26 through July 27, 2014, at King's College in Central London. Each student has a single room with private bath at a King's College residence hall.

**Website**

http://www.tamuc.edu/academics/specialPrograms/internationalStudies/c

**Positions Held**

Faculty ✕

+ Add Another Position

**Responsibilities**

Provided assistance and advice to students. ✕

+ Add Another Responsibility

**Reflection**

What did you learn from your experiences? ⋮

**Date(s)**

I am currently involved

June

2013

to

July

2013

14. For Global Research- upload the paper, project, theses, conference and/or presentation that you and the student(s) were involved in to the “Documents” section by selecting “Add another Entry.” Label the entry as “Global Research- insert type and name of document.” Save your entries.

**Documents & Photos** [Add Another Entry](#)

**Add a File**

**File Details**

File Name  
Global Research- Presentation:Marketing for global

Current File  
 GLOBAL COMPETENCE.PPTX Updated on 02/12/15

Description  
Graduate student Adeyinka Akeju presented research on marketing for global competencies at the Graduate Research Symposium 2014, held at Texas A&M University- Commerce.

**Add / Update File** [Browse](#)

(Max File Size: 8MB)

**Keep Entry Private**  
This entry will not be visible to anyone viewing your Portfolio

[Save](#)

15. For Personal and Professional Development- enter any activities and events (that occurred outside of campus) into the “Involvement” section by selecting “Add another Entry.” Label the entry as “Personal or Professional Development- insert name of event or activity.” Be sure to complete the reflection for each entry. Save your entries.

- [ePortfolio Settings](#)
- [Biography](#)
- [Involvement](#)
- [Academics](#)
- [Employment](#)
- [Documents](#)
- [Recommendations](#)

[View ePortfolio](#)

## Involvement

[+ Add Another Entry](#)

**◆ Involvement Entry**

Where did you make an impact?

**Organization Name**

Professional Development - A&M Commerce Quality Enhancement Plan

Keep this entry private

**Description**

The overarching objective of the Texas A&M University-Commerce Quality Enhancement Plan (QEP) is Preparing Students for an Interconnected World through a focus on improved global competence. The QEP proposes intentional structures and processes to enhance and improve students' global competence through two programs: the Global Scholar Program and the Global Fellow Program. These two programs are designed so that, together, they will increase students' knowledge of global dynamics, their ability to apply that knowledge, as well as their understanding of their role as engaged citizens within an interconnected and diverse world.

**Website**

http://www.tamuc.edu/qep

**Positions Held**

✕

✕

+ Add Another Position

**Responsibilities**

✕

+ Add Another Responsibility

**Reflection**

What did you learn from your experiences?

**Date(s)**

I am currently involved

August

2012

to

July


2014

16. Once you are satisfied with the section entries, select “view ePortfolio” to see the web format. Each section of the ePortfolio is interactive. Click a section and it will expand to present all entered information. Select “Download” to preview your ePortfolio in a polished pdf resume format. You may save this pdf and share.

 ePortfolio Settings

 Biography

 Involvement

 Academics

 Employment

 Documents

 Recommendations

 [View ePortfolio](#)



**Shonda A Gibson**

Contact

Download

Sulphur Springs, TX 75482

Biography

Involvement

Academics

Employment

Documents

Recommendations

## About Me

Recognitions		
	TAMUC- COBE- Applied Sciences Alumni Ambassador	May 2013
	Excellence in Teaching- National Society of Leadership and Success	Dec 2012
	H.M. Lafferty Doctoral Scholarship	Aug 2012
	Dollars 4 Scholars Doctoral Scholarship	Aug 2012
	J. E Franklin Psychology Endowment Scholarship	Aug 2011
	Mr. and Mrs. J.T. Taylor Endowment Scholarship	Aug 2011
	Thesis Fellowship	Aug 2011
	Multicultural Education Course Scholarship	Aug 2011
	Graduate School Travel Awards	Aug 2009
	Graduate Tuition Remission Grant	Aug 2009
	Cash for College Graduate STEM Scholarship	Aug 2009
	President's Scholars, Dean's List, Graduate Cum Laude	Aug 2007



# Shonda A Gibson

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## About Me

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Recognition	TAMUC- COBE- Applied Sciences Alumni Ambassador	05/02/13
	Excellence in Teaching- National Society of Leadership and Success	12/02/12
	H.M. Lafferty Doctoral Scholarship	08/02/12
	Dollars 4 Scholars Doctoral Scholarship	08/02/12
	J. E Franklin Psychology Endowment Scholarship	08/02/11
	Mr. and Mrs. J.T. Taylor Endowment Scholarship	08/02/11
	Thesis Fellowship	08/02/11
	Multicultural Education Course Scholarship	08/02/11
	Graduate School Travel Awards	08/02/09
	Graduate Tuition Remission Grant	08/02/09
	Cash for College Graduate STEM Scholarship	08/02/09
	President's Scholars, Dean's List, Graduate Cum Laude	08/02/07

## Involvement

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<b>Professional Development- A&amp;M Commerce Quality Enhancement Plan</b> <a href="http://www.tamuc.edu/qep">http://www.tamuc.edu/qep</a>		08/02/12 - 07/02/14
Description	The overarching objective of the Texas A&M University-Commerce Quality Enhancement Plan (QEP) is Preparing Students for an Interconnected World through a focus on improved global competence. The QEP proposes intentional structures and processes to enhance and improve students' global competence through two programs: the Global Scholar Program and the Global Fellow Program. These two programs are designed so that, together, they will increase students' knowledge of global dynamics, their ability to apply that knowledge, as well as their understanding of their role as engaged citizens within an interconnected and diverse world.	
Positions Held	- Executive Director - Associate Chair	
Responsibilities	- assistance with program valuation, data gathering, data analysis, and reporting.	
<b>Global Travel- British Studies Program</b> <a href="http://www.tamuc.edu/academics/specialPrograms/internationalStudies/default.aspx">http://www.tamuc.edu/academics/specialPrograms/internationalStudies/default.aspx</a>		06/02/13 - 07/02/13
Description	The British Studies Program, founded in 1976, is organized by Southern Miss through an academic consortium of colleges and universities. The purpose of the consortium is to promote a more profound understanding of British culture and society among students and faculty through scholarly and educational activities. In the program, students take one course for six semester hours of credit. Three hours is awarded through lectures, seminars, and field excursions, and three hours through supervised research. The course meets from June 28 through July 27, 2014, at King's College in Central London. Each student has a single room with private bath at a King's College residence hall.	
Positions Held	- Faculty	
Responsibilities	- Provided assistance and advice to students.	
<b>Global Event- Multicultural Festival</b>		03/02/14 - 03/02/14
Description	Annual event on campus that invites everyone from surrounding schools, towns, and communities to learn more about the world and its cultures from the A&M Commerce campus.	
Positions Held	- attendee	
<b>Global Event- International Academy of Business and Public Administration Disciplines</b>		04/02/14 - 04/02/14

The shareable URL (located at the top of your resume) can be sent to anyone and they will be able to see your interactive ePortfolio.

**Congratulations!** 😊

Should you encounter any errors, please **contact OrgSync** via phone or email:

(972) 907-0900 or [support@orgsync.com](mailto:support@orgsync.com)