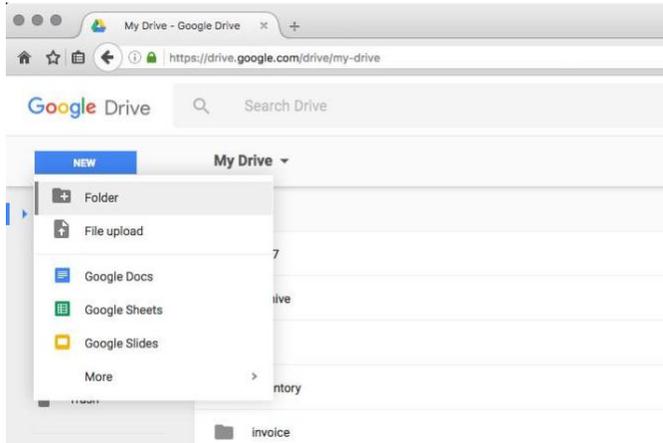
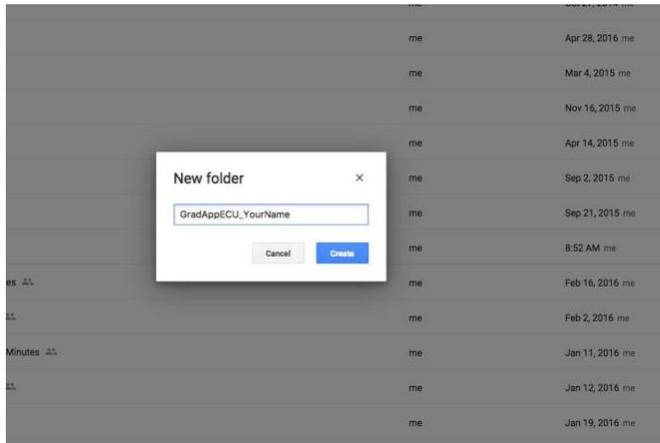


## Portfolio Submission Process

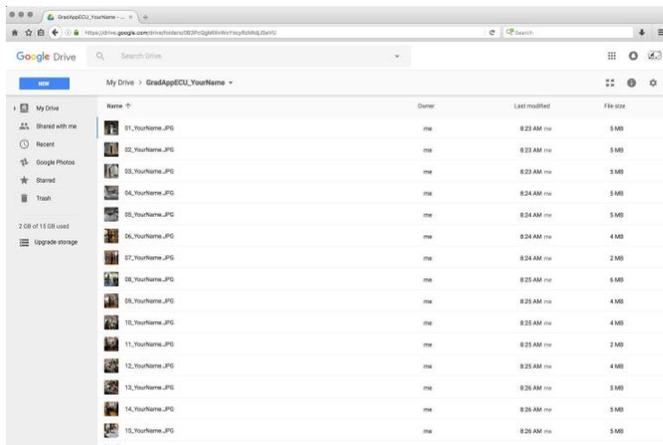
1. Go to [drive.google.com](https://drive.google.com) and log in to your account.



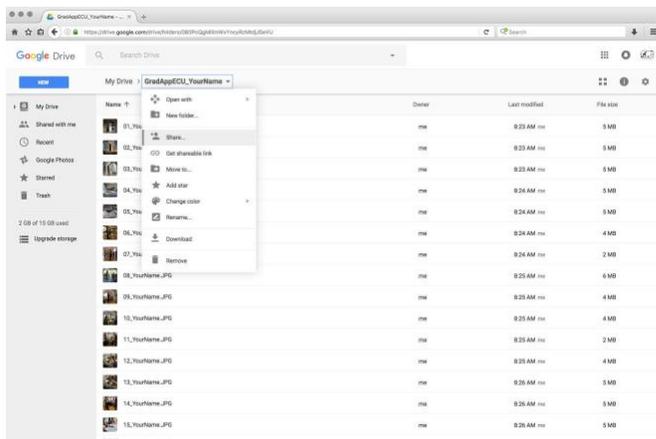
2. Create a folder named **GradAppECU\_YourName** to upload your portfolio.



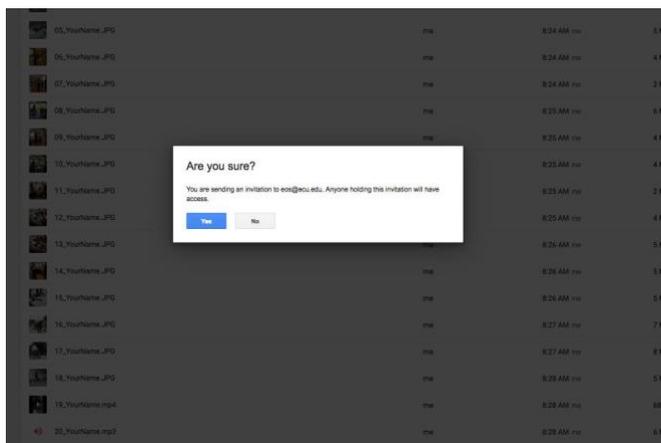
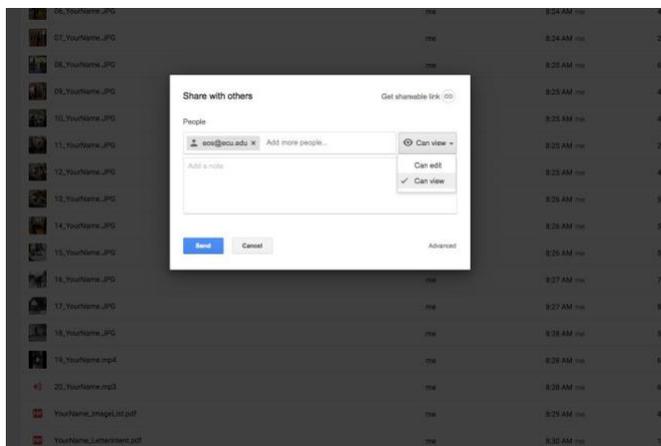
3. Upload portfolio as individual files, NOT PowerPoint presentation. Files should be: PDF for texts, JPEG for still images, for time-based media, use MP4 for moving images, and if sound only, use MP3 format.



4. When uploading of your portfolio items is complete, go to **Share** setting for the folder. You may do this by clicking on the folder from the top menu (My Drive > GradAppECU\_YourName) and selecting **Share** option.



5. In **Share** dialog box, enter [eos@ecu.edu](mailto:eos@ecu.edu) in the address field, then choose share option to **Can view**, and click **Send**. It will ask you to confirm the invitation, and click **Yes**. Email invitation will be sent to [eos@ecu.edu](mailto:eos@ecu.edu) with this confirmation.



6. Your portfolio is now submitted; receipt confirmation will be sent to you within 2 days.

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