**Log into Your Account (For New and Returning User)**

If you have registered your Chalk & Wire account or if you have received your User ID and Password, please go to the Chalk & Wire login web page for Hood College, www.chalkandwire.com/hood

1. Enter your **User ID** and **Password**
2. Click “Enter”

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**Instructions for Creating an ePortfolio**

Once logged in, you will be directed to the **Dashboard** screen.

To create a new portfolio or access an existing portfolio, use the **Work** menu to select **My Portfolios** on the dropdown menu underneath it.

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On the “My Portfolios” screen, click on “Create New Portfolio”

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1. Enter a **Name** for your portfolio. Your instructor may suggest naming conventions.
2. Select the **Department** e.g., Social Work
3. Select the **Table of Contents** specific to your program e.g., Social Work Program
4. Click **Create**.

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Still Having Trouble? Please contact the Hood College Help Desk: chalkandwire@hood.edu or 301-696-3840, Tatem Arts Center, Room 118