Creating an ePortfolio Account in Epsilen

Step 1 – In order to register for an ePortfolio account in the Epsilen platform you must first make sure that you have a working QC.EDU email address. If you need assistance with setting up a QC.EDU email address please contact the Office of Converging Technologies (OCT); their telephone number is (718) 997-4444; -OR- you can point your web browser to the following URL:
http://www.qc.cuny.edu/Computing/helpdesk/Pages/Welcome.aspx

Step 2 – Once you have your QC.EDU email address point your web browser to the following URL address: https://www.epsilen.com/Epsilen/RegistrationProcess1.aspx

Step 3 – In the space provided enter your QC.EDU email address and then click in the “Continue” button.
Step 4 – On the next screen fill-in the required information –

a. First & Last Name

b. Affiliation

c. Country & Zip Code

d. Primary Role

Step 5 – Read the terms of service and check the box, then click “Continue”
On the next screen you are asked for additional information; however, you can fill that in at another time, instead…

**Step 6** – Scroll to the bottom and click “Register”

**Step 7** – Open another Browser window to access your QC email account

https://qcmail.qc.cuny.edu/

**Step 8** – Locate the new email from Epsilen and click on the “Activate your account now” link

![Email screenshot](image)

**Step 9** – At the Account Activation screen enter a password as required

**Step 10** – Complete the screen by creating **two security questions** and answers which will be used later if you forget your password.

**Step 11** – Click “Save and Continue”
Step 12 – The Congratulations screen should next appear with your personal Epsilen (URL) address; copy this URL address since it is what you need to point your browser to later in order to get to your ePortfolio Web site on Epsilen.

Step 13 – Email your Course Instructor your new personal Epsilen ePortfolio Website URL Address; be sure to include the entire URL; also write it down or bookmark it for future reference.

Step 14 – Test your Epsilen ePortfolio URL by clicking on the link. Your initial ePortfolio homepage will look somewhat similar to screenshot below, you can later customize it.
Step 15 – Login and test your ePortfolio Account by clicking “Login” on the left hand side navigation menu; remember that your username is your QC email address.

Step 16 – Epsilen Support

If you have any questions or experience any issues please contact your instructor or Ms. Fei Wen Privolikos who is the Epsilen Administrator for Queens College.

Queens College Epsilen ePortfolio Administrator: Ms. Fei Wen Privolikos

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