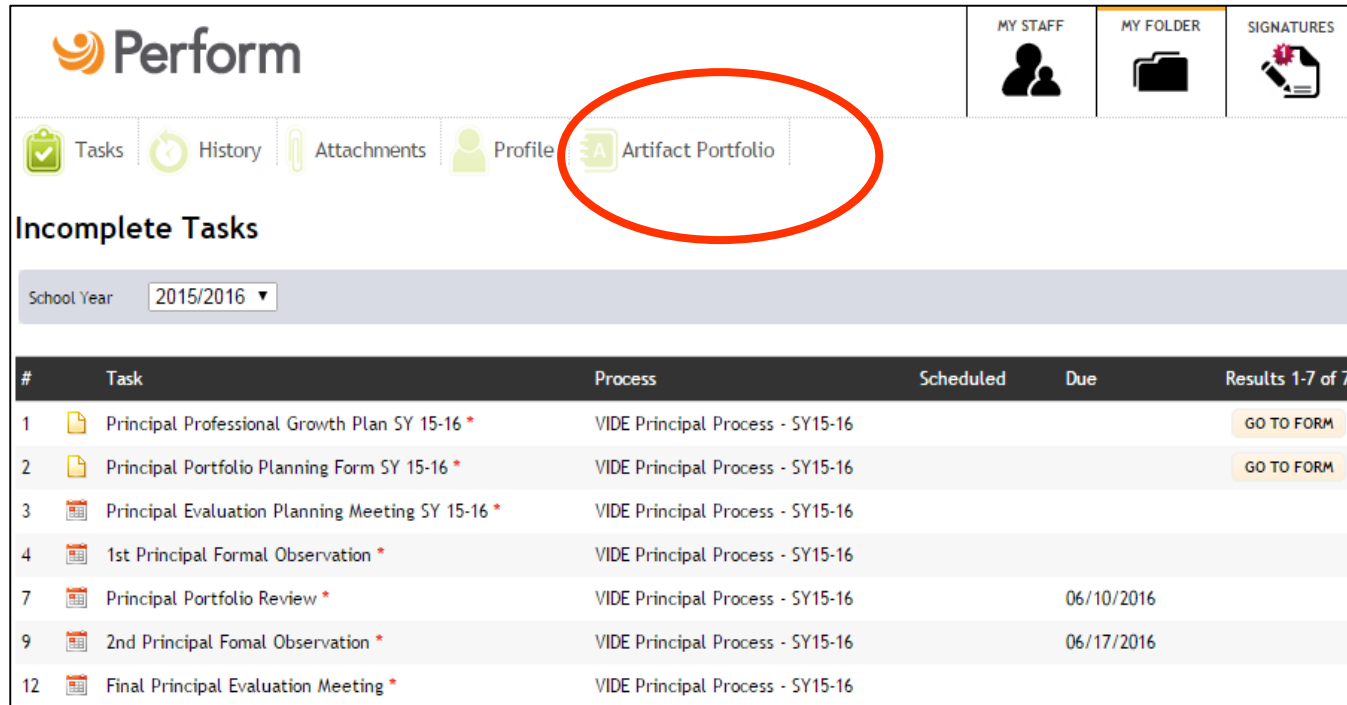# BriteLocker Quick Guide for Administrators and Other Staff

U.S. Virgin Islands Department of Education

Creating an Account

- Once you are logged into Perform on the top of your screen look for the icon ARTIFACT PORTFOLIO & click it.
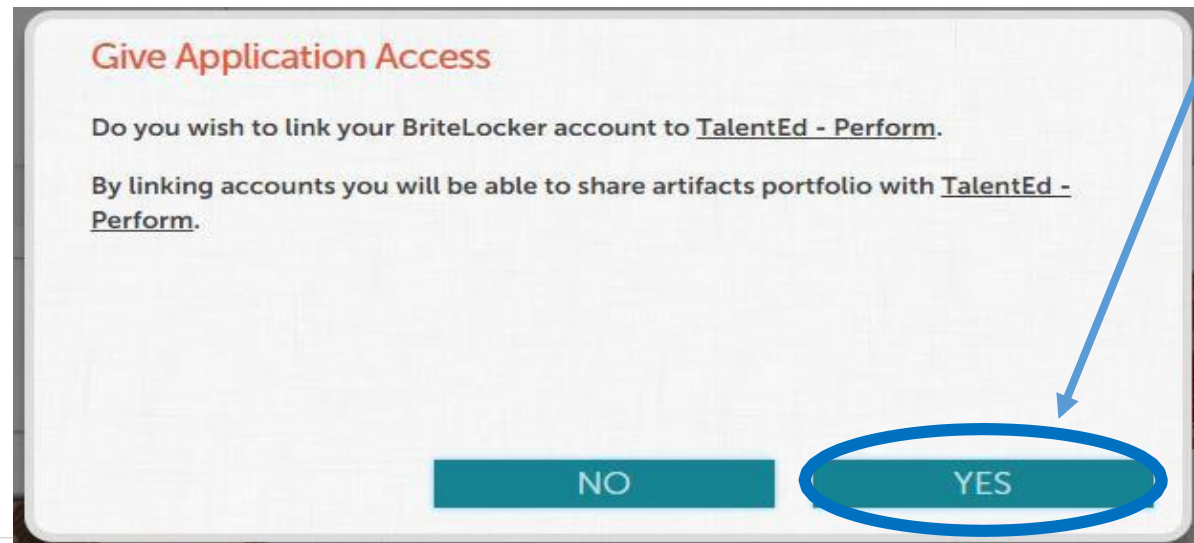
Creating an Account

- If you have not done so, already you will be prompted to create a username and password. If you have already created a username and password for BriteLocker, go ahead and log in. (This username and password WILL NOT be the same as your Perform information.)
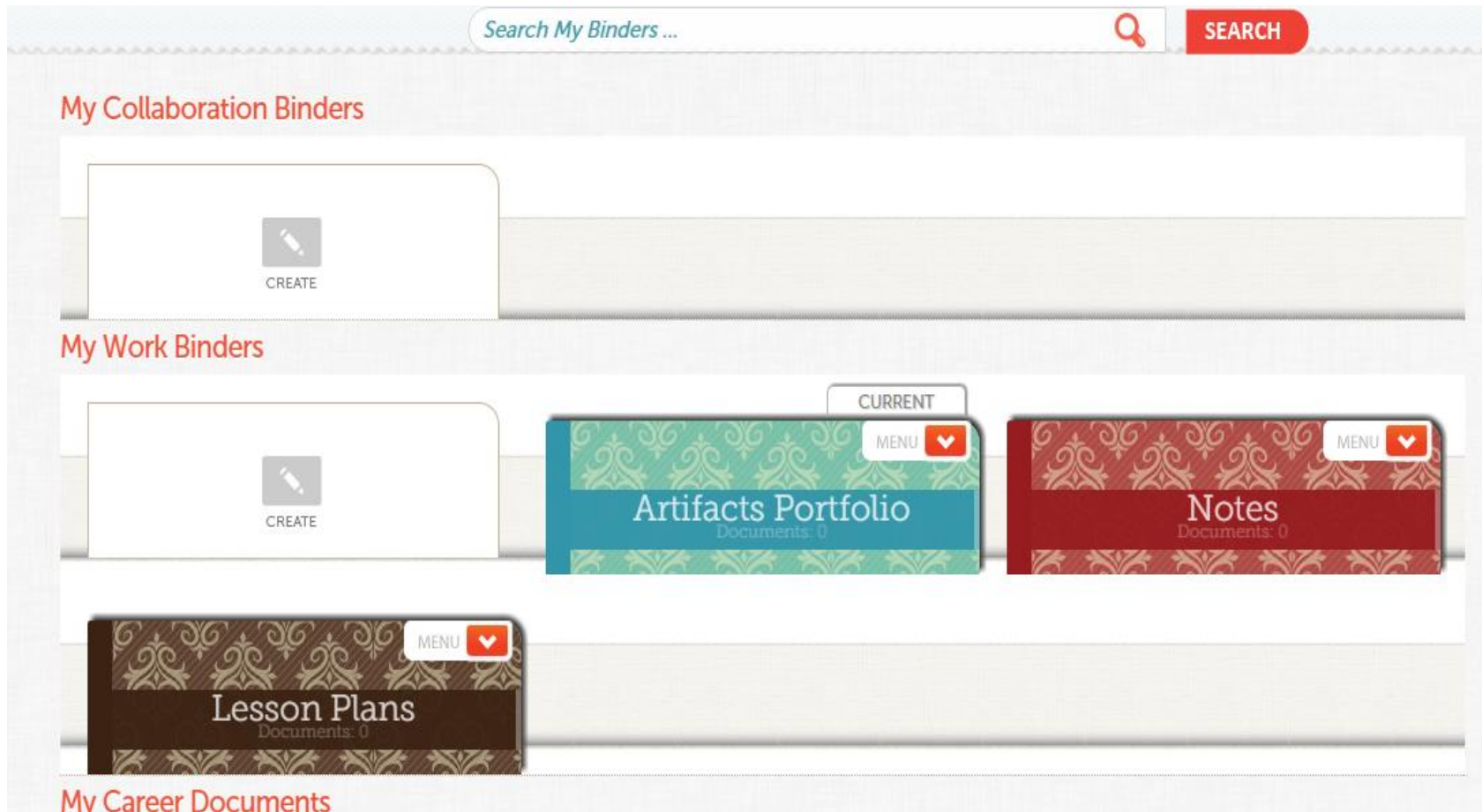
Creating an Account

- An email will be sent to you for the final step of registration.
- Now that you have created your username and password you can access BriteLocker through Perform by following STEP #1 above.
- The first time you log into BriteLocker you should see the "Give Application Access" message and you want to click YES.
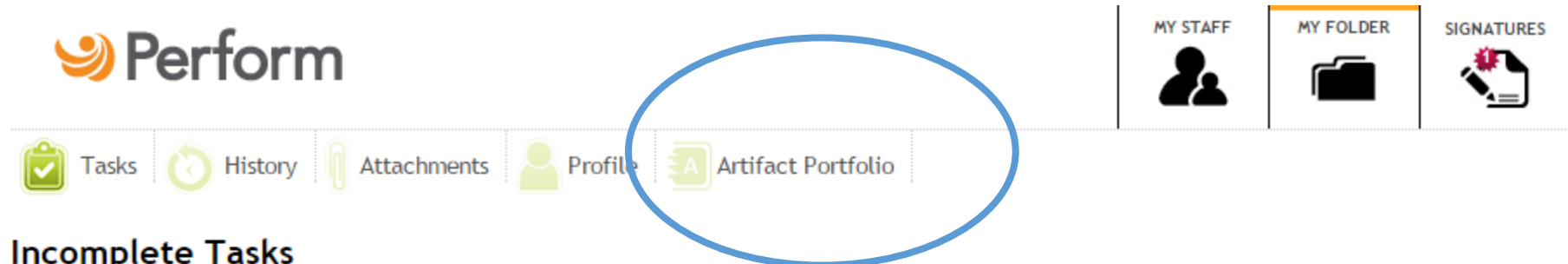
Creating an Account

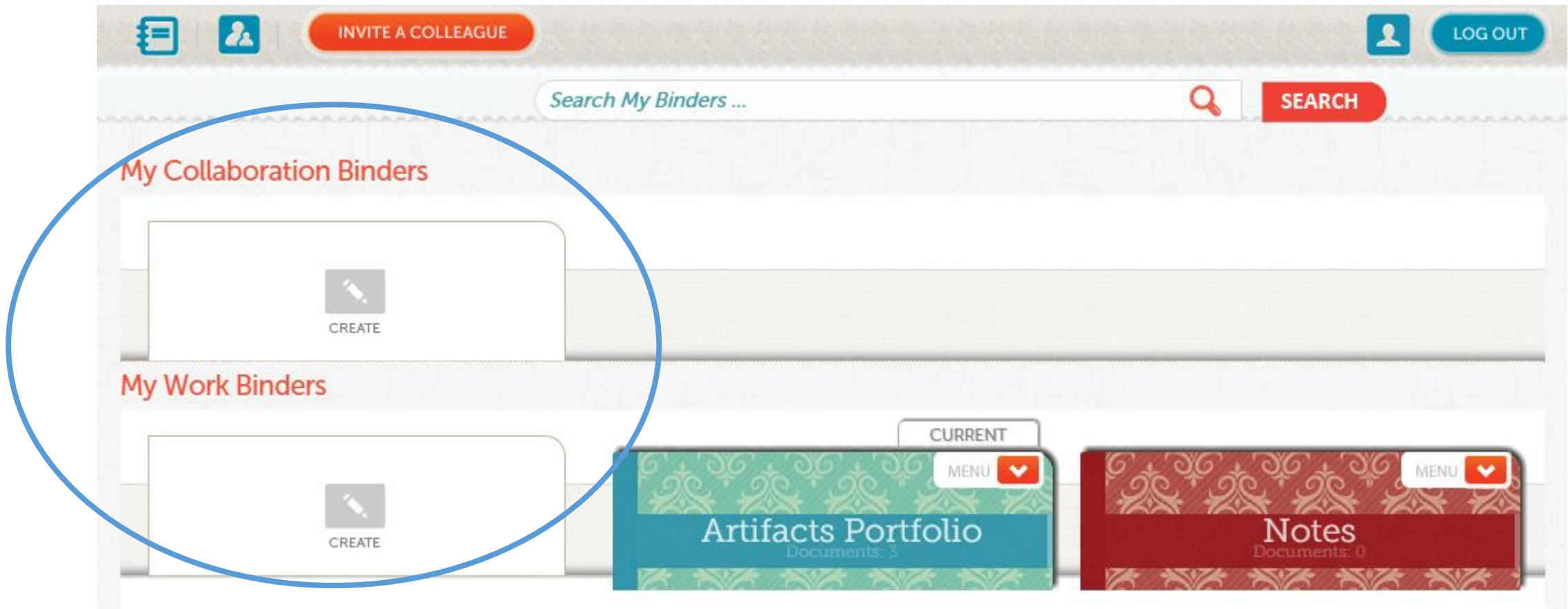- Once you click YES, the main page will appear.

BriteLocker: Accessing the Portfolio

BriteLocker: Binders

BriteLocker: Creating Portfolio Binder

- Click on CREATE to create your Portfolio.

BriteLocker: Creating Portfolio Binder

- Type a Title for your portfolio.

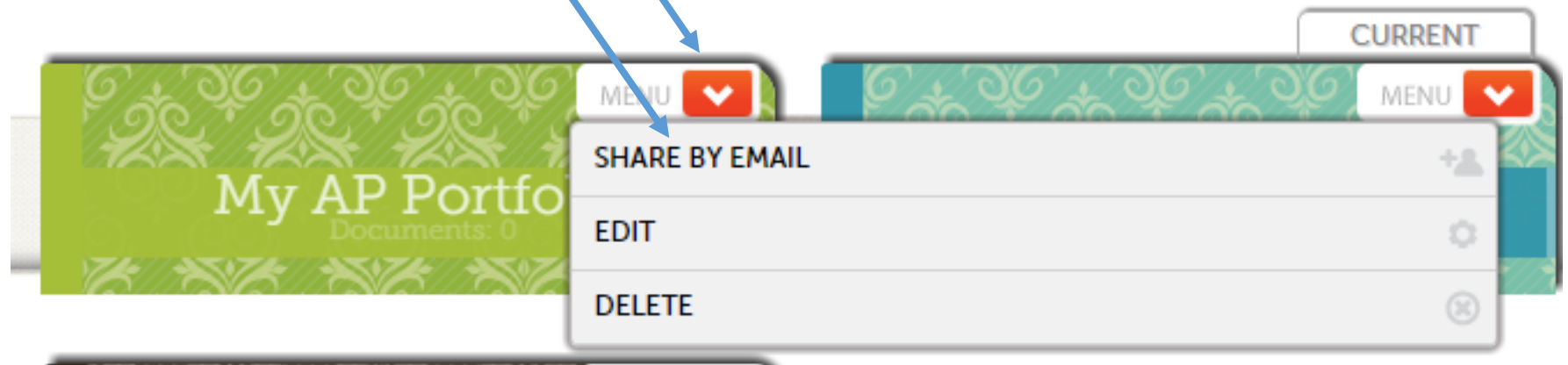- Select a cover for your portfolio.

BriteLocker: Creating Portfolio Binder

- Your portfolio will appear under My Work Binders
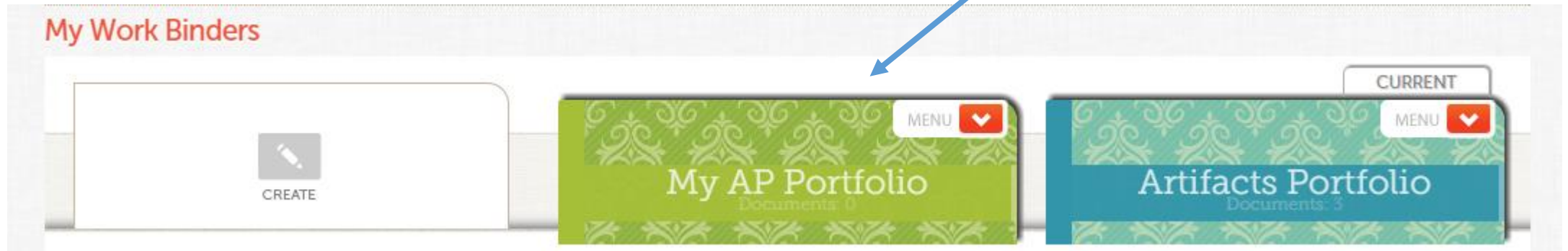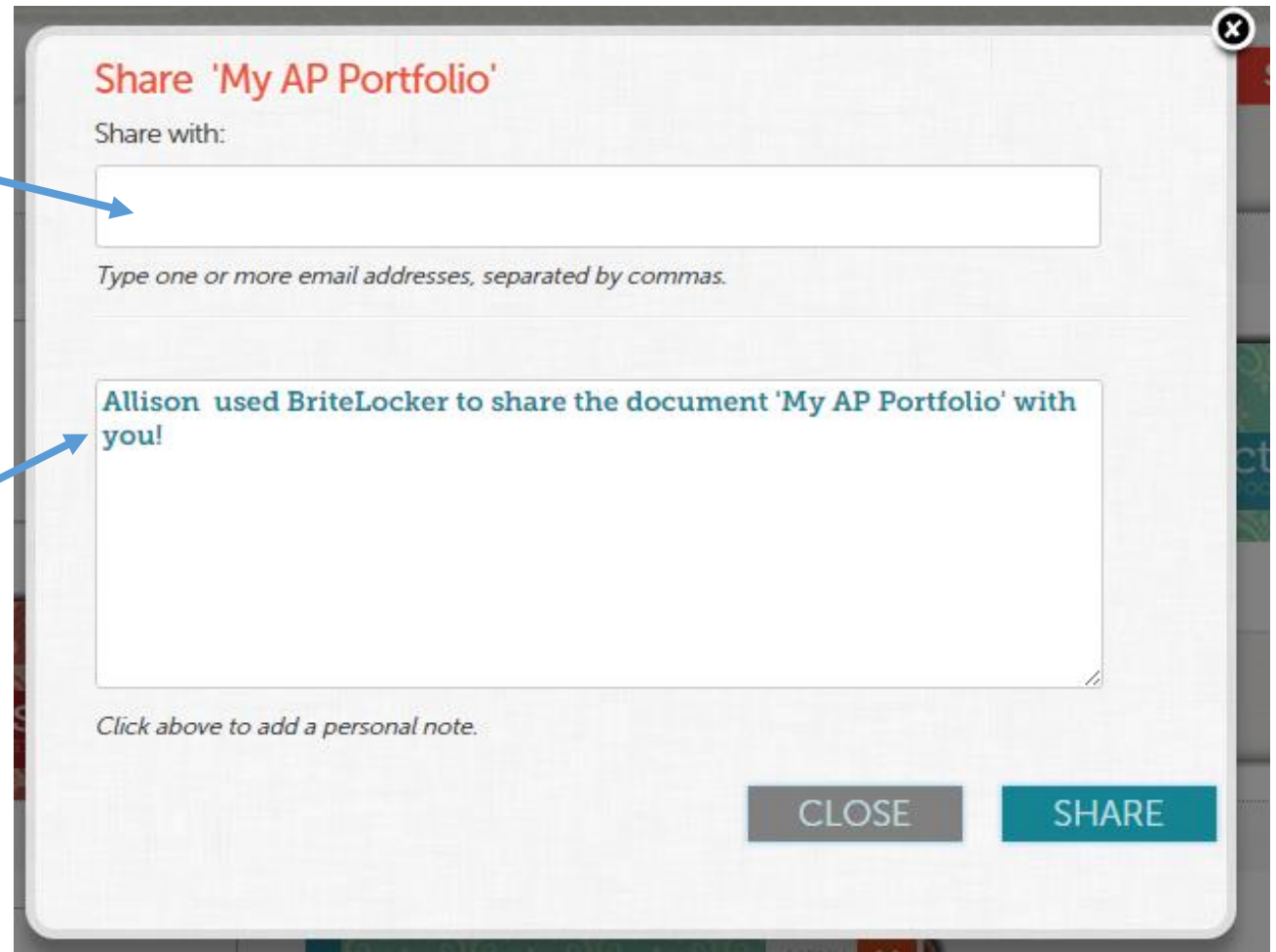
BriteLocker: Sharing Portfolio

- Click on the Menu arrow.

- Select SHARE BY EMAIL
  to share your portfolio
  with your supervisor

BriteLocker: Sharing Portfolio

- Type the email address of your supervisor.

- This message will be sent in the invitation sent to your supervisor to view your portfolio. You can edit the message by clicking in the box, if you want to.

Share 'My AP Portfolio'

Share with:

Type one or more email addresses, separated by commas.

Allison used BriteLocker to share the document 'My AP Portfolio' with you!

Click above to add a personal note.

CLOSE   SHARE

BriteLocker: Adding Artifacts

- Artifacts can be uploaded by clicking on the UPLOAD tab.
- You can also add a link to a document, video or other artifact by clicking on the LINKS tab
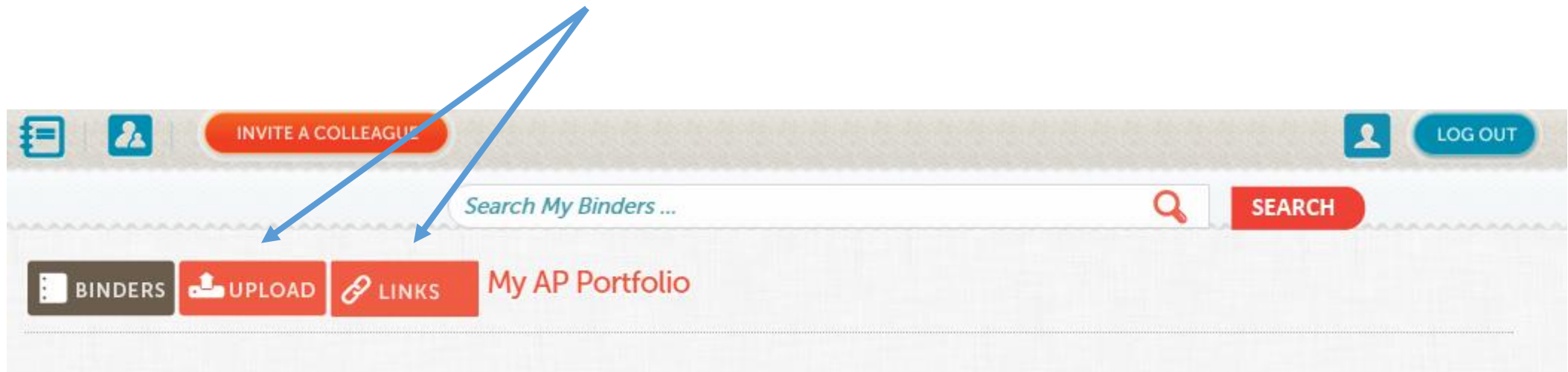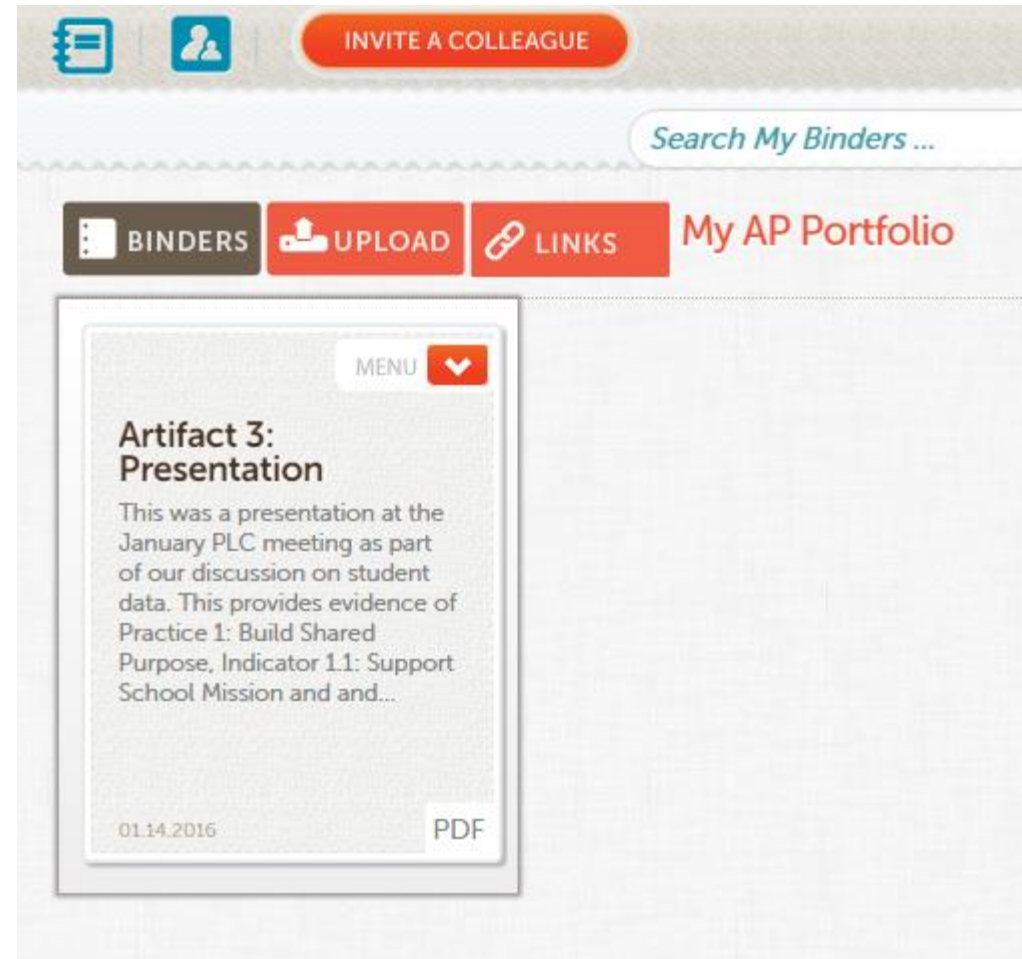
BriteLocker: Uploading Documents

Type in a title for the artifact.

Be sure to indicate the Practice and Indicator represented by this artifact.

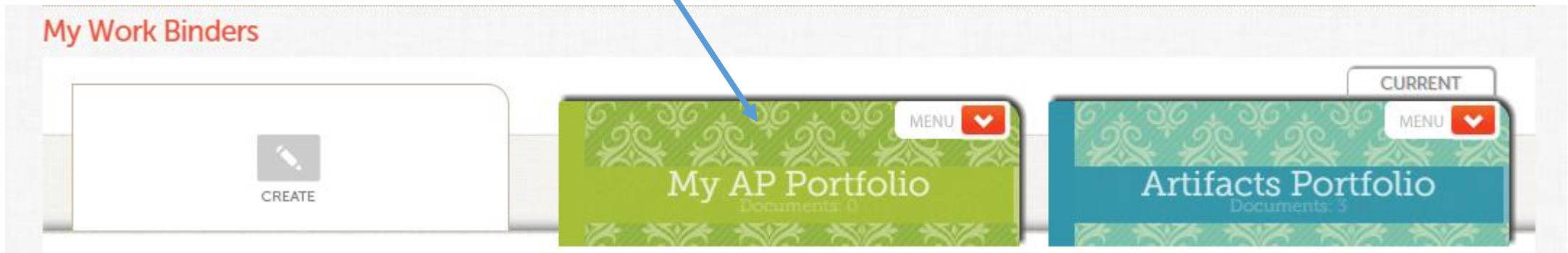Click *I'm done here to* finish.

BriteLocker: Uploading Documents

- Your artifact is ready for viewing!

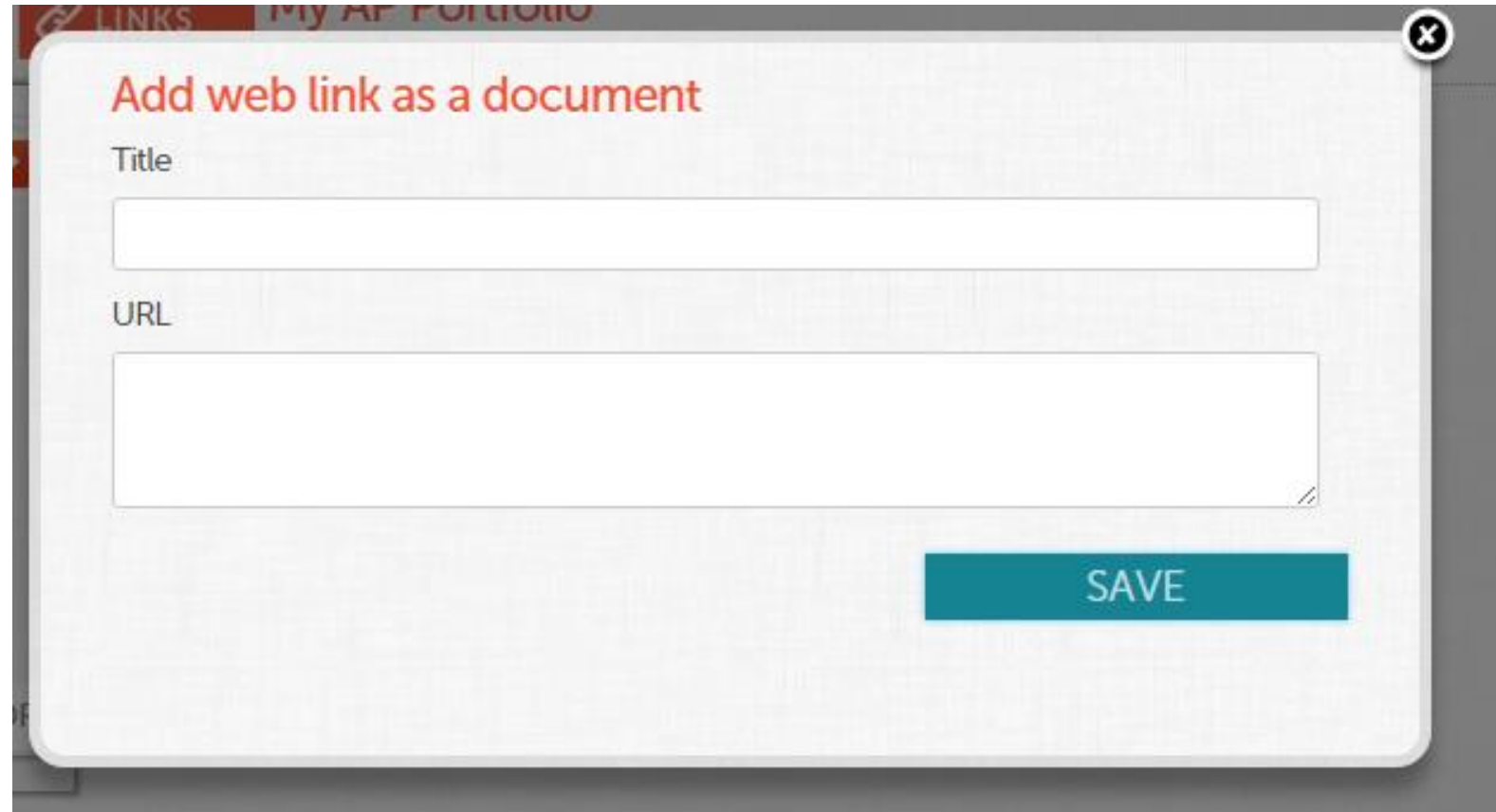- REMEMBER - PDF documents are preferred.

BriteLocker: Adding Artifacts

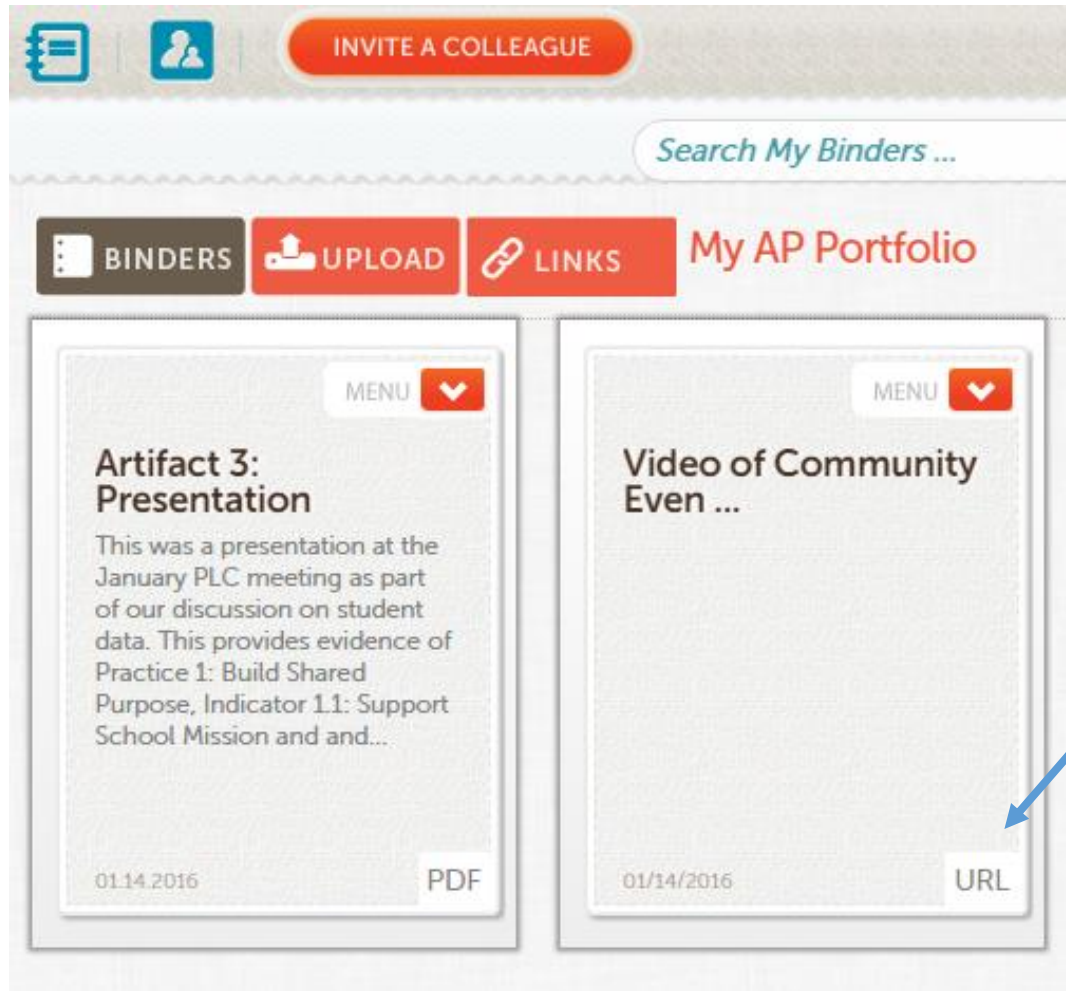- Click on your portfolio to open it.

BriteLocker: Adding a Link

- Click on the LINK tab.
- Type a Title for the link.
- Type or copy and paste the URL for the link.
- Click SAVE to finish.

BriteLocker: Adding a Link

- The link is saved.
- The URL tag at the bottom indicates this artifact is a link.

BriteLocker

- Now your portfolio is ready.
- Once you have shared the portfolio with your supervisor, any updates you make to the portfolio by adding additional documents will automatically update for your supervisor as well.