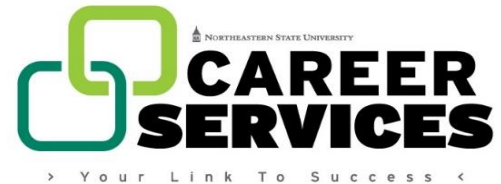




How to Create and Share an Optimal Resume Portfolio



1. Visit [the Optimal Resume page on HireNSUgrads.com](#).
2. If you already have an Optimal Resume account, click “Login” in the top right corner. If you do not have an Optimal Resume account, click on “New User” in the top right corner.
3. New users, follow the prompts to create an account. Account holders, login.
4. Once logged in, you will automatically be taken to the Document Center. Click “Create New Portfolio” in the Portfolios box.
5. You will be redirected to the SkillsFirst portfolio page. Click the “Browse Portfolios” button.
6. Select the appropriate template for the level you are pursuing. (Ex: Bronze Level Certificate)
7. Click this icon  to clone the portfolio.
8. Follow the instructions provided in the portfolio template to upload documents and access links.
9. When finished with 6/9 requirements, click this icon  to share your portfolio.
10. Click “Organization People Groups”.

Share Portfolio

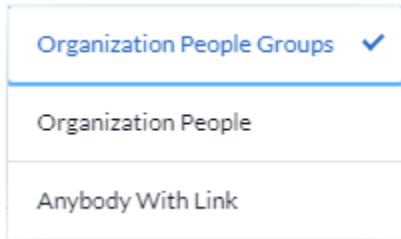
Bronze Level Certificate - Clone

Share portfolio with **Viewer** permissions with: **Organization People Groups**

[Preview Permissions](#)

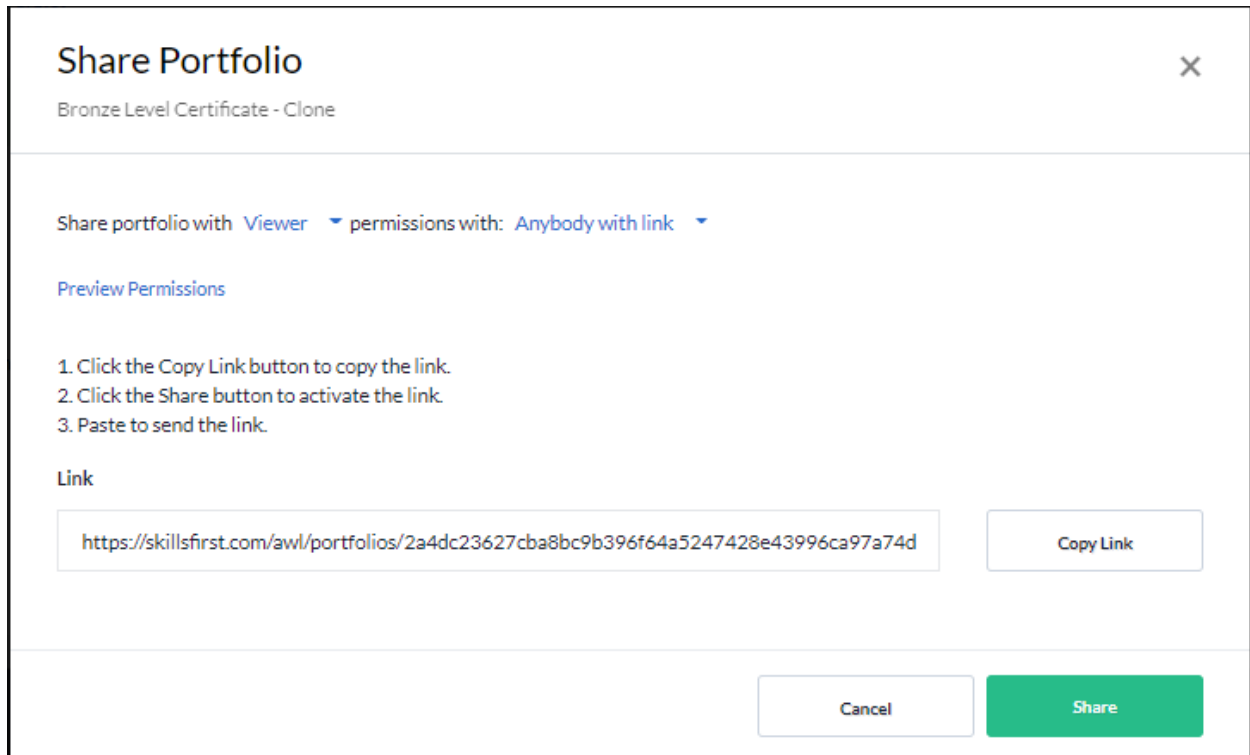
Select Group

11. Click “Anybody With Link”.



A dropdown menu with three options: "Organization People Groups" (selected with a blue checkmark), "Organization People", and "Anybody With Link".

12. Click the green “Share” button to activate the link.



Share Portfolio ✕
Bronze Level Certificate - Clone

Share portfolio with **Viewer** permissions with: **Anybody with link**

[Preview Permissions](#)

1. Click the Copy Link button to copy the link.
2. Click the Share button to activate the link.
3. Paste to send the link.

Link

13. Click “Copy Link” to copy the link, then paste it onto the [Bronze Level Completion Form](#).