



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 7/10 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

Type Group

Cancel Share

11. Click "Anybody With Link".

Organization People Groups ✓

Organization People

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](#).