# Linking two e-portfolios in iWebfolio

An example: linking e-portfolio B to e-portfolio A

Getting the Link to e-portfolio B

1. In e-portfolio B, click on the **Permission** tab in the edit portfolio interface.
2. In the **Set Permissions** page, scroll down to **Custom Reviewers**. Add yourself as a custom reviewer. (If you have already added yourself as a custom reviewer, skip to step 8.)
3. Click on **Manage Custom Reviewers**, then click on the link where it says **add custom reviewer**.
4. Fill in the information in the **Add Custom Reviewer** form; be sure to put in your own email address in the email field.
5. Hit **Save**
6. Then click to **Return to Permissions**.
7. Now, your name should appear in the Custom Reviewers group.
8. Select your name and click **Save**.
9. You will then receive an email in your mailbox with a link to e-portfolio B. The URL should look similar to this:
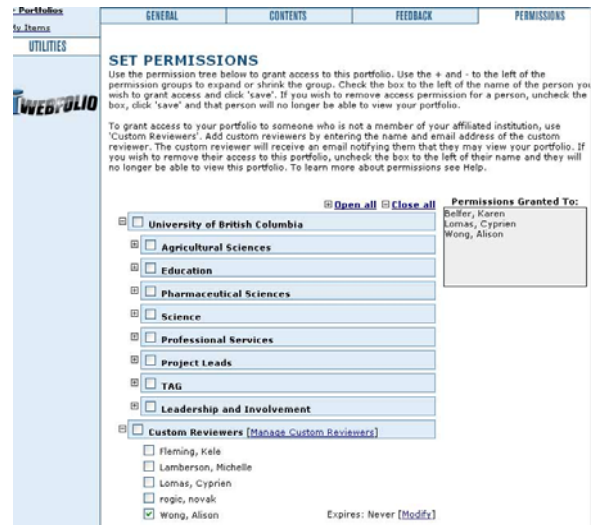
   www.iwebfolio.com/viewPortfolio/viewPortfolio.jsp?ID=FFBF85285106
   1D00DAA33B3F9673D5Q1

Creating the Web Link item for e-portfolio B

10. Go back to **My Items**, click on **click here to add a new item** to create a new item.
11. From the drop down menu, select the **Web Link** item then click **Next**.
12. Enter a name (e.g. "link to e-Portfolio B") for the web link. Copy the link from the email in step 9, and paste it into the URL field of the Web Link item.

Adding the Web Link for e-portfolio B to e-portfolio A

13. Go to **Portfolios**, click on the **edit** for e-portfolio A.
14. Click on the **Contents** tab.
15. Scroll to the category or item that you would like the link to e-portfolio B to be in and click **attachments**.
16. Select **Attach Item** and click **Next**.
17. Look under the **Web Link** item, and click **Attach** on the right of the web link to e-portfolio B.
18. The link to e-portfolio B is now in e-portfolio A.