
Step 2: Enter your EAS via Tk20 username and password and click “Login”

Step 3: Click on the “Portfolios” tab and click on the portfolio name
**Step 4:** Click on the "Share" button located on the rightmost of the screen (next to the Feedback tab)

The "Share Portfolio" window is displayed

**Step 5:** Enter email address(es) of recipient(s) with whom you would like to share the portfolio. (The recipient will receive an email containing a portfolio URL/link)

**Step 6:** Reenter the subject as you wish

**Step 7:** Select an End Date (this date will be the last day that the recipient(s) can access your portfolio through the URL)

**Step 8:** Type a message as you wish

**Step 9:** Click "Share"

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For Tk20 support, please contact us at education@umbc.edu or 410-455-2380/410-455-8023