**Anthology-Portfolio QuickStart Guide for Faculty – First Time Users**

**Step 1. First time users - log into your account, set your password, and accept legal agreement.**

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| Go to <https://wku.chalkandwire.com/>. *Notice this is a .com and not .edu.*  **FIRST TIME LOG-IN**   * Click **Forgot your password**. * *Do not try to log in with your email the first time you’re logging in to the system.* |  |

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| This screen will appear. **Enter your WKU email** address, and then click **submit**. | | **Graphical user interface, text, application  Description automatically generated** |
| You will receive a link in your WKU email. Click on the **Reset My Password** link**.** |  | |

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| **Enter your password**. Passwords must be at least 6 characters long. Click **submit**. |  |

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| After you reset/set your password, you will see the legal agreement. Read, click **I agree**, and then click **Continue**. | **Text  Description automatically generated** |

**Step 2. View your Dashboard**

After you have accepted the legal agreement, you will arrive at your personal dashboard:

Big Red

A picture containing graphical user interface

Description automatically generated



Your name should appear in the top right corner next to the Icon

Description automatically generated icon.

Congratulations – you have successfully signed into Anthology Portfolio.