

Anthology-Portfolio Access Guide for Department Chairs (updated 8/1/22)

First, make sure you have access to your department's WKU .portfolio account. You should have received an email from Jason Smith with the email address and the directions on July 5. Here's a [link to the directions](#) (assuming you know the email address). If you can't find the email address, contact tonya.johnson@wku.edu or rob.hale@wku.edu.

Step 1. Log into Your Account, set your password, and accept legal agreement.

Go to <https://wku.chalkandwire.com/>.

Click **Forgot your password.**

Notice this is a **.com** and not .edu.

Do not try to log in with your email the first time you're logging in to the system.

WKU

Login Name or Email

Password

LOGIN

Forgot your password?

NEW USERS REGISTER HERE

Guest Users
RETRIEVE LOST INVITATION

If you are having trouble logging in, please contact
Chalk & Wire Help: CWhelp@wku.edu.

anthology
Portfolio
Formerly Chalk & Wire

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This screen will appear. Enter your new **.portfolio email address** (i.e., accounting.portfolio@wku.edu), and then click **submit**.

Remember, you need to already access to your new WKU .portfolio email account for this to work.

PASSWORD RECOVERY

Enter your Login Name or email address and we'll send you your password.

test-dept.portfolio@wku.edu

Login Name or Email

SUBMIT

RETURN TO LOGIN

STILL CAN'T RECOVER IT?

If you cannot recover your password, please contact the administrator at your university or college before contacting Anthology. This person can reset your password temporarily to let you in.

You will receive a link in your department's .portfolio email account. Click on the **Reset My Password** link.



Password Recovery Request

We've received a request to reset the password for this account. Follow the link below to reset your password. Note that it will expire after three hours. [Reset My Password](#)
If you no longer wish to make the above change, or if you did not initiate this request, please disregard and/or delete this e-mail.

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

You will want to keep access to this account private for the department chair since it will contain confidential information.

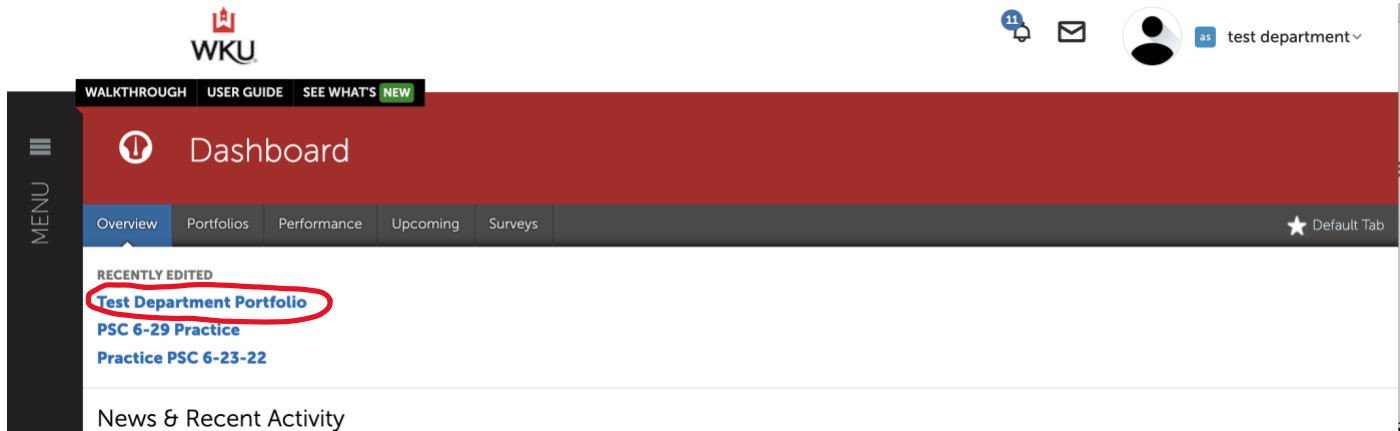
The screenshot shows a password reset form with the WKU logo at the top right. It contains two password input fields: "New Password" and "Re-type Password". Each field has a green checkmark icon and the text "Must be at least 6 characters". Below the second field is another green checkmark icon with the text "Passwords must match". At the bottom of the form are two buttons: "SUBMIT" (circled in red) and "RETURN TO LOGIN".

After you reset/set your password, you may see the legal agreement (don't worry if you don't). Read, click **I agree**, and then click **Continue**.

The screenshot shows a "LEGAL AGREEMENT" page. At the bottom of the page, there is a checkbox labeled "I agree" which is currently unchecked. Below it is a green button labeled "CONTINUE" which is circled in red.

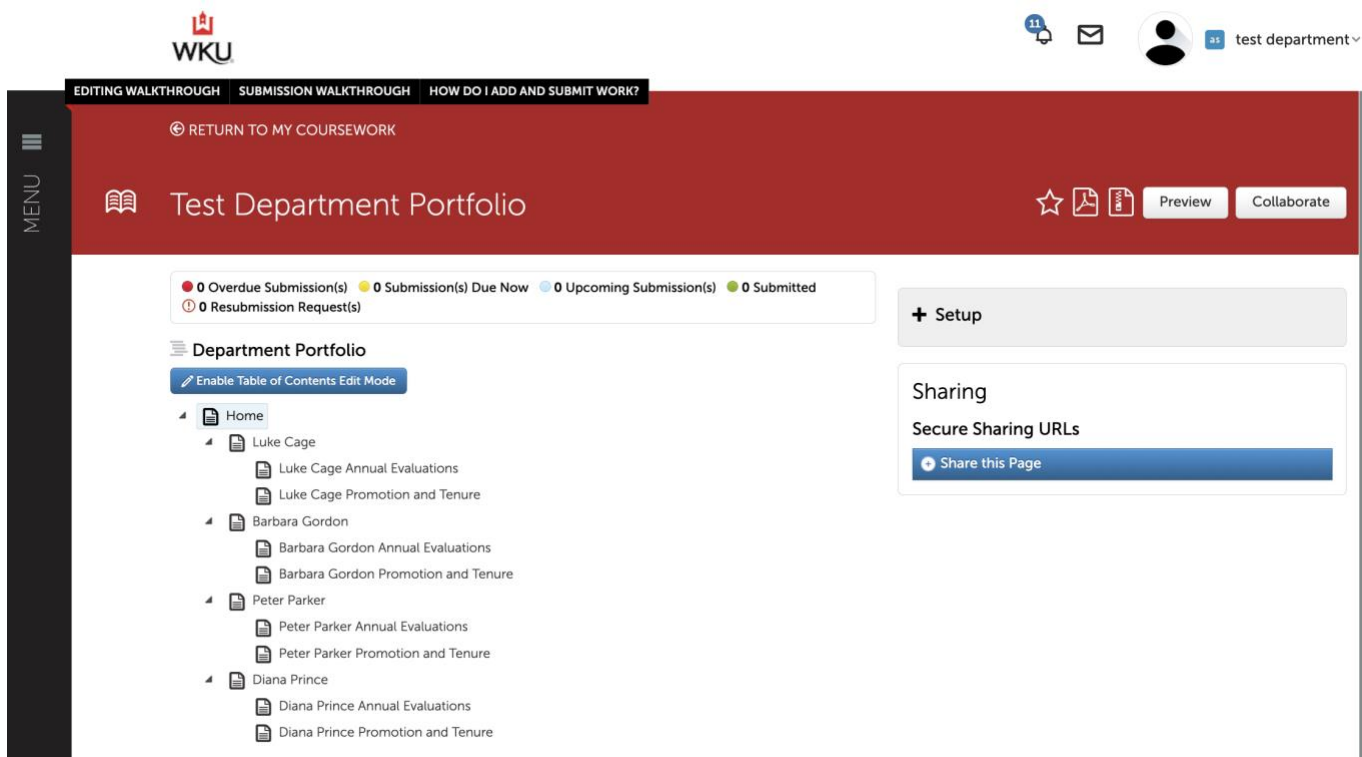
Step 2. View your Dashboard and Your Department's Portfolio of Faculty.

After you have accepted the legal agreement, you will arrive at your department's dashboard:



Your department name should appear in the top right corner next to the  icon.

Under Recently Edited, click your Department Portfolio (it should have your department's name). You will see a page that looks something like this:



All of the names of your faculty will be listed—this will provide a place for you to store documents and/or links to their portfolios. It's possible to edit this table of contents so you can add additional types of records if you wish. For more information on how to upload documents, please visit the Help Guides on [Faculty Portfolio](#) web page.