Instructions for Creating a Secret URL Link to a CUPortfolio

These instructions will allow you to capture and save a secret URL link to your Carleton MSW portfolio and/or any portion thereof.

You may wish to include such a link in your cover letter for your second placement – this is not required, but may provide valuable information as to your previous experience and professional development in the field of social work.

**Please be mindful of any agency or client information that may be identifiable or sensitive within your portfolio, and consider this carefully within your decision to share your link.

Once created, you can provide this link to anyone, and they will be able to access it without logging into CUPortfolio (i.e. suitable for external agencies, potential employers etc.).

Test your link: It is highly recommended that once you create the link, you test it to ensure that it displays the content that you have chosen, and nothing that you do not wish to share.

If you wish to make your MSW Practicum I portfolio page available to future MSW students, as a means for them to better understand the specific setting within which you were placed, please consider providing your secret URL link to MSW Practicum Coordinator Vanessa Bascelli: VanessaBascelli@cmail.carleton.ca. It will be kept on file with the standard information forms, and provided if/when future students express interest in the setting. Your link will not be posted on the School's website.

Again, this is not mandatory or required in any way. It is a new initiative aimed at providing future students with more fulsome information on community settings, as part of the placement process.

Thank you. Here are the instructions:

** Remember. You are in complete control of if and how you wish to share this link.

How to create a secret URL: https://carleton.ca/cuportfoliosupport/help/sharing/#sect5
If you have difficulty with this, please contact Chloe Jones, as below.

Chloe Jones
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