Getting started with PRO

Use PRO to track and showcase your professional development.
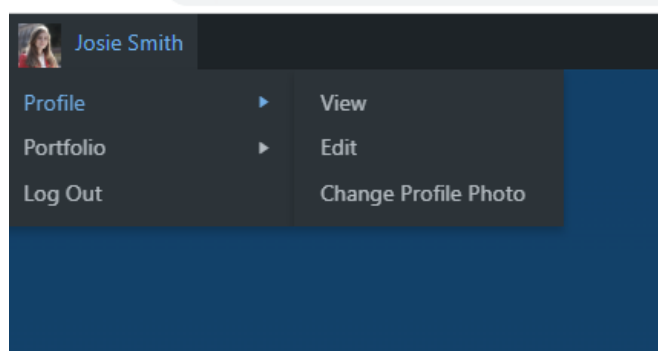
Learn more at https://college.procommunityplatform.com/

Part 1 – Profile

Create a profile to start engaging with others in the program. It is also the first step towards participating in the Professional Development Program (PRO) program.

1. Visit https://college.procommunityplatform.com/ and *login* using the username and password provided to you.
2. Hover on *Your name (*on the top left) and hover on *Profile*, then click *Edit* to access your profile.
   a. Complete the fields listed. *Major* and *University affiliation* are required. Click *Save Changes* at the bottom.
   b. Complete the following professional details. Look under 'Editing Base Profile', and to the right of the 'Base' tab, locate and click on the *Professional Details* tab. *Skills and Interests, Graduation date – Month, and Graduation date – Year* are required*.* Select at least two items for *Skills and Interests*. Hold the control key to select multiple items. **This field is important because it signals who you are to employers, alums, professors, and prospective team members.** Click *Save Changes* at the bottom.
3. Add or update an avatar by clicking *Change Profile Photo*. Next, click *SELECT YOUR FILE* to upload a professional high-resolution picture (which is usually larger than 1 MB). Next, crop the image using the cropping handles. A typical avatar shows the face, collar, and top of the shoulders. Click *CROP IMAGE* to complete. Note: To access all features of the platform **you must add an avatar now**. For example, the activity feed will only display students who have avatars.
4. Go back to your profile (*[Your name], Profile, View*) and click the previously chosen *Skills and Interests*. You will see others who have similar interests, click through to check out their profiles. (Note: you must first select your own Skills and Interests before you can see others.)
5. Review the COMMUNITY ACTIVITY sidebar on the right of the main screen to review the activity of other students. If you see an interesting activity, click the *student's name*, and then click *Profile* to learn more about them.

Part 2 – Portfolio

Create a portfolio to showcase your professional development. A portfolio is required to participate in the PRO program and earn points.

1. Create a new portfolio site by hovering on *[Your name], Portfolio.*
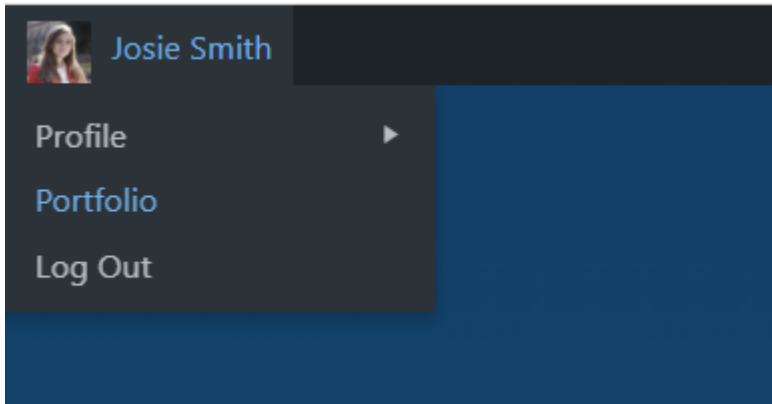
2. The portfolio name is the URL (uniform resource locator) also known as Internet address - so it should be easy to remember. Only lower- case letters are allowed, do not use punctuation such as dashes or underline. Use the following convention for the *Portfolio Name*:
    -   First initial followed by last name (e.g., jsmith for Josie Smith)
    -   If that does not work, then full first name followed by last name (e.g., josiesmith)
    -   If that does not work, then full first name, middle initial and last name (e.g., josiemsmith).
3. You must use your full name (e.g., Josie Fox) for the *Portfolio Title*. **The portfolio title is important, as that is how Google and other search engines will locate you.**
4. Finally, click *Create Portfolio*. When you see the confirmation message, congratulations! You have created a portfolio as a site on the Internet with a permanent address. The address will look like https://college.procommunityplatform.com/jsmith. Google will immediately start indexing the portfolio.
5. Click on the URL of the new portfolio to visit it. The site should look similar to the below.
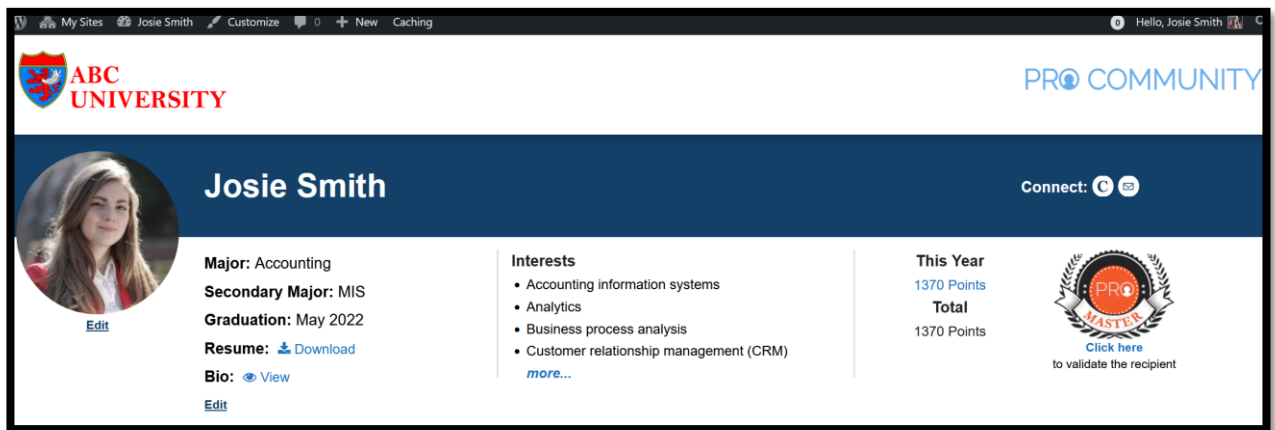
6. Next, hover on *[Your name], Portfolio.* Click the circle beside the URL of your Portfolio to activate your Dashboard.
7. Hover on *[Your name], Portfolio, Dashboard*. Find *Media* on the left side and select *Add New*
    a. Add your resume file in a PDF version to the Media Library
    b. Once added, click on *Copy URL to clipboard* button
    c. Hover *[Your name]* again in the top left corner and go to *Profile* and select *edit*
    d. Select *Professional Details* under 'Editing Base Profile Group'
    e. Scroll down to *Resume PDF* and paste the URL from the Media Library here
    f. Scroll to the bottom and click on *Save Changes*
    g. A link to your resume should now appear on the portfolio under your graduation date.
8. Finally, add the portfolio to your profile.
    a. Return to your *Profile* and then click *Edit* to access your community profile.
    b. Click *Professional Details*. Paste in the URL of your new site in the portfolio field (e.g., https://college.procommunityplatform.com/jsmith)
    c. Click *Save Changes* at the bottom.

Part 3 – Professional Development Program (PRO)

1. To get started, gain PRO points for creating a Portfolio.
    a. Login, go to *[Your name], Portfolio, Manage Points*. Click *Add New* near the top. Select *Portfolio*.
    b. Review the profile fields and update as needed.
    c. Scroll to the bottom of the page to confirm that your new portfolio URL is selected.
    d. Click *Submit*.
    e. Each portfolio is reviewed after it is submitted. The review takes 2-5 business days. You will receive approval or rejection notification by email. To check submission status online, check the *Manage Points* page. Upon approval, you will receive PRO points for your Portfolio.

2. After receiving portfolio approval, check the *PRO Dashboard*. This personalized dashboard will help you navigate the PRO program.
    a. Login, hover *on [Your name], Portfolio, Dashboard*.
3. Create a schedule for achieving PRO expectations. PRO point earning opportunities are available on the PRO site - hover on *Earn Points* and click *Points Table*. Explore the point earning opportunities and arrange them into a schedule using the table below.

Semester	Required PRO Points	Planned PRO activities
Freshman – Fall		
Freshman – Spring		
Sophomore – Fall		
Sophomore – Spring		
Junior – Fall		
Junior – Spring		
Senior – Fall		
Senior – Spring		

General Tips

1. Include your full name in the portfolio site title. This is the most important way you can influence Google's page ranking algorithm so that it displays the portfolio.
1. Avoid inappropriate photos. A typical headshot displays your face and shoulders with a neutral background such as a wall or building.
2. Don't post normally private information such as home phone, home address, and anything else that does not belong on a public forum. Remember, portfolios are your *public* digital identity.
3. Don't post word documents. Word documents might contain viruses and often don't work across platforms. Use PDF instead.
4. Don't password protect or close the site. This defeats the purpose of having a public digital identity.
5. The platform is designed to professionally display content on both desktop and mobile devices. The use of different fonts, font colors, custom font sizes, or CSS code may break your site on desktop or mobile or both.

Biography (optional)

Add a bio page which can include items such as educational background, professional or work experience, area of expertise or interests, and major achievements.

1. Go to your dashboard, hover over *Pages* on the left side and select *Add New.* When you have completed the bio, click on *publish* on the right side to publish the page.

2. To add the new bio page to your portfolio, copy the *Internet address* (URL) that appears on top of the page you just created.
3. Return to your *Profile* and select *edit*
4. Select *Professional Details* under 'Editing Base Profile Group'
5. Scroll down to *Biography URL* and paste the URL from the page here
6. Scroll to the bottom and click on *Save Changes*
7. Your bio should appear under your resume on your portfolio