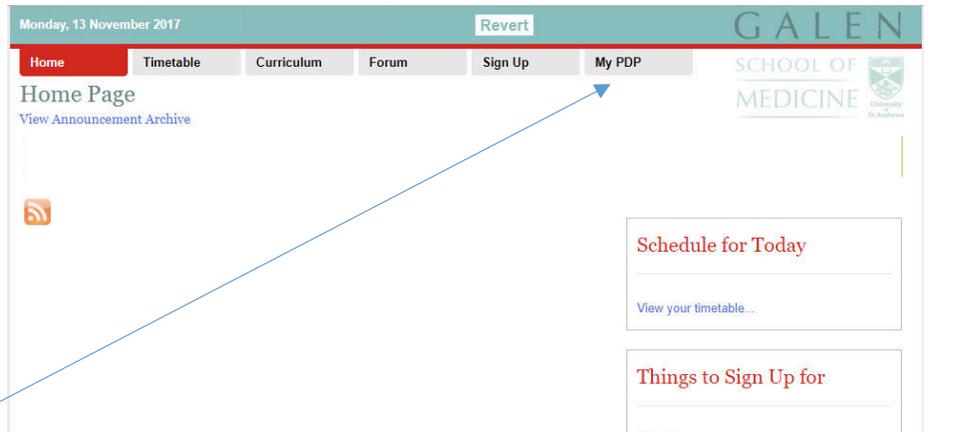


# Using e-Portfolio within Galen

1. Go to Galen – <http://galen.st-andrews.ac.uk>
2. Sign in using your St Andrews login details
3. Click 'My PDP'



4. Click 'Evidence'
5. Folders can be created using the tool at the top right
6. Folders can be shared with other Galen users within the School of Medicine
7. To upload a document click on a folder then click 'Add Evidence'
8. Only files in .pdf format can be uploaded

