Instructions for Portfolio entries:

1. From your MedHub Homepage select the ‘Portfolio’ tab in the upper right hand corner. (on black ribbon)

2. Select the ‘Quality Improvement/Patient Safety’ from the pull down arrow and select ‘New Portfolio Entry’.

3. Enter **Title, Date, and Description/Notes.** Upload files from the far the right side of the screen.

*Make sure ‘Availability’ box is checked.

Select ‘Submit’