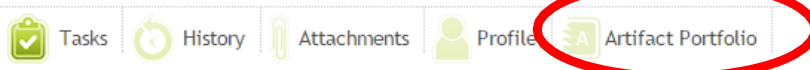


## Teacher BriteLocker QuickStart Guide

1. Once you are logged into Perform on the top of your screen look for the icon ARTIFACT PORTFOLIO & click it



2. If you have not done so, already you will be prompted to create a username and password. If you have already created a username and password for BriteLocker, go ahead and log in. (This username and password WILL NOT be the same as your Perform information.)

3. An email will be sent to you for the final step of registration if you are set up a brand new account.
4. Now that you have created your username and password you can access BriteLocker through Perform by following STEP #1 above.
5. The first time you log into BriteLocker you should see the "Give Application Access" message and you want to click YES.

Commented [MK1]: I think something is missing here.

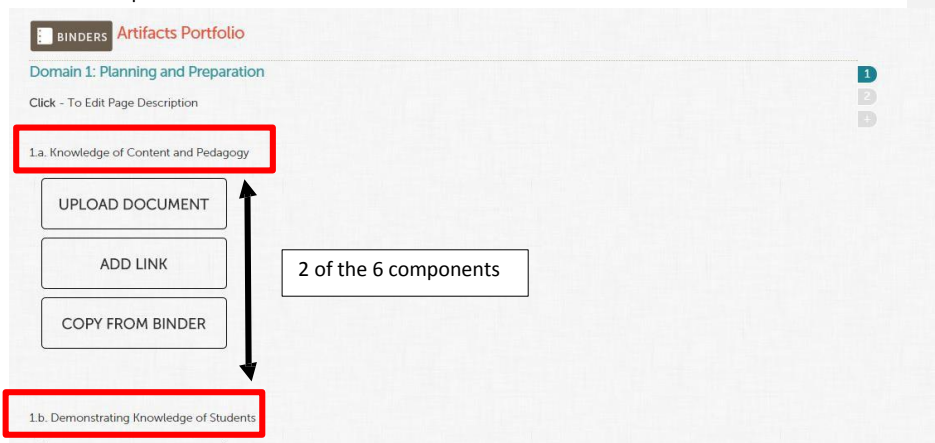
## Teacher BriteLocker QuickStart Guide

6. Once you click YES, a binder will be created that says ARTIFACT PORTFOLIO



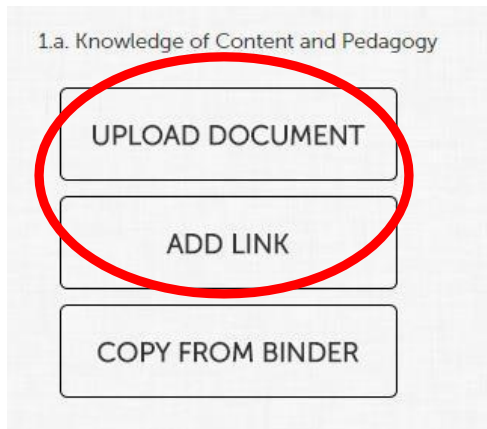
\*IF YOU DO NOT SEE THIS BINDER, LOG OUT OF BRIELOCKER AND LOG BACK IN

7. Click on this binder and you will see DOMAIN 1: PLANNING AND PREPARATION with the 6 different components.

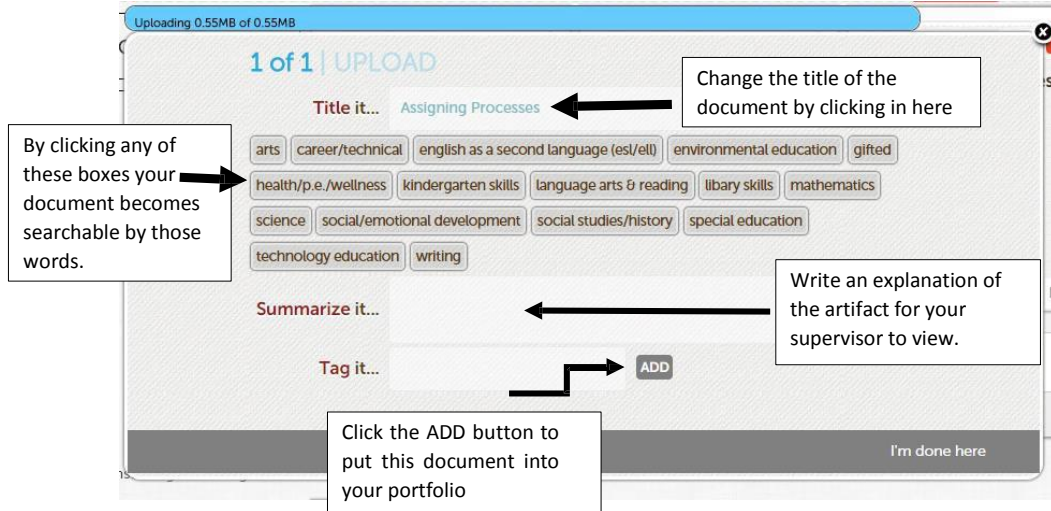


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8. Here you can upload documents or links as your artifacts for these components. You will click on UPLOAD DOCUMENT or ADD LINK in order to add these items.

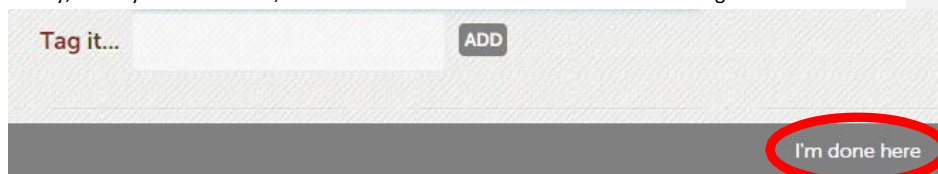


9. You can edit the title of the document/photo and add further explanation of the artifact by filling in the SUMMARIZE IT field. You will then hit the ADD button to add it into your portfolio.



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10. Finally, when you are finished, click the I'M DONE HERE button in the bottom right hand corner.



11. On the right hand side of the screen you will click the 2 to access Domain 4



12. Artifacts can be uploaded to the DOMAIN 4 components by uploading a document or link  
a. Follow instructions from Steps 8, 9, and 10 above

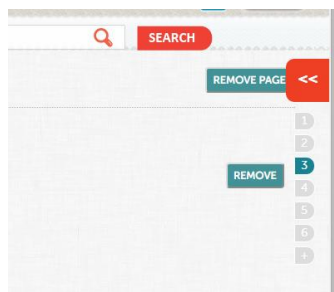
\*You can continue to add artifacts at any point in time simply by logging into BriteLocker.

Remember the steps for getting into BriteLocker:

- Log into Your Perform account and click on the ARTIFACT PORTOLIO icon at the top of your screen

13. Upload the portfolio presentation into BriteLocker

Click on the number 3 on the left hand side of the page to add a third page to your portfolio.



Click to change the Title Page to Portfolio Presentation. Then upload the document.

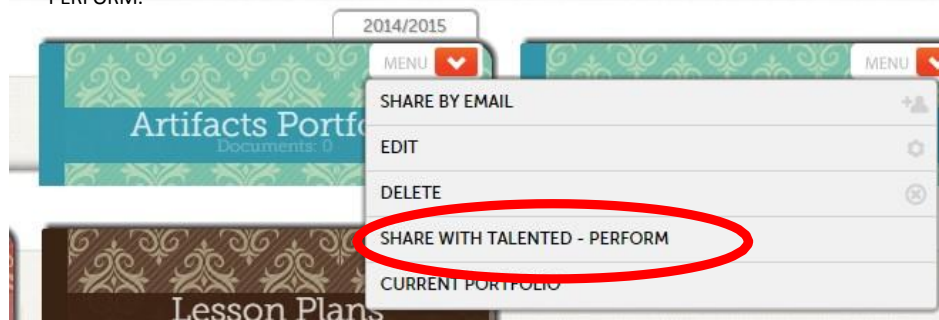


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14. Once you have added your Portfolio Presentation and artifacts to your binder and are ready to share with your supervisor, you will click on the MENU down arrow that is part of the ARTIFACTS PORTFOLIO binder



15. When you click on this arrow, you will see a list of options; choose SHARE WITH TALENTED-PERFORM.



16. Now your supervisor can view your Portfolio.

\*Once you have shared the portfolio with your supervisor, any updates you make to the portfolio by adding additional documents will automatically update for your supervisor as well.