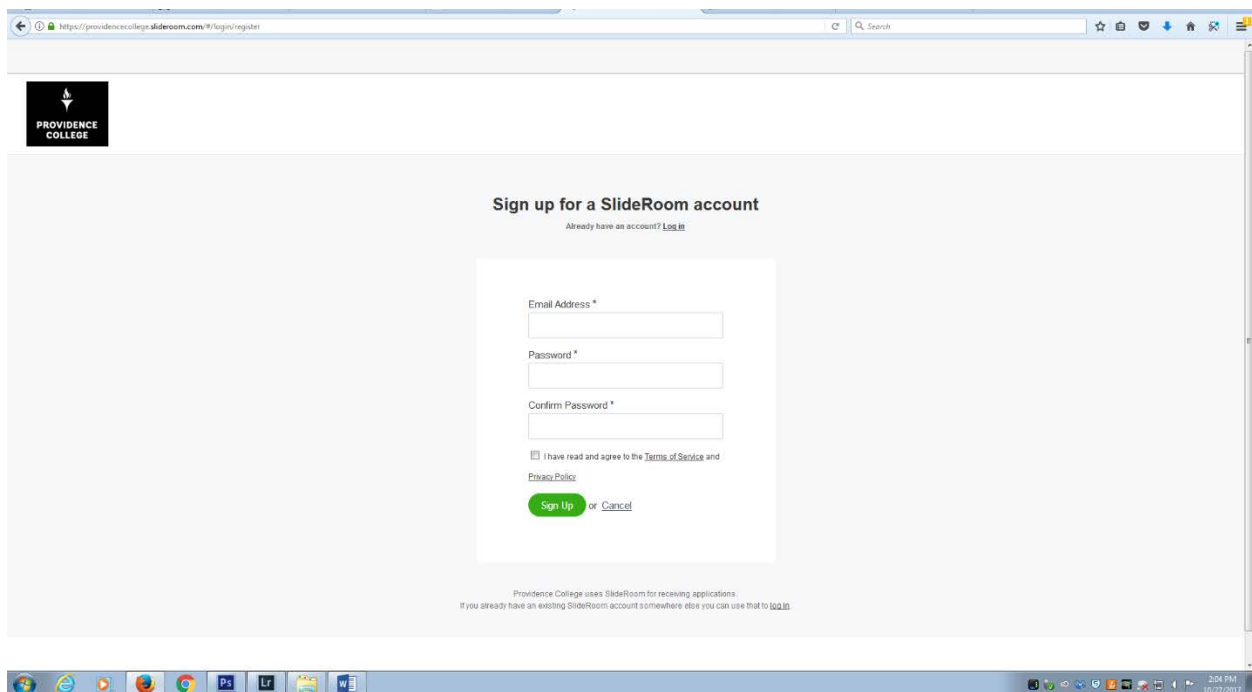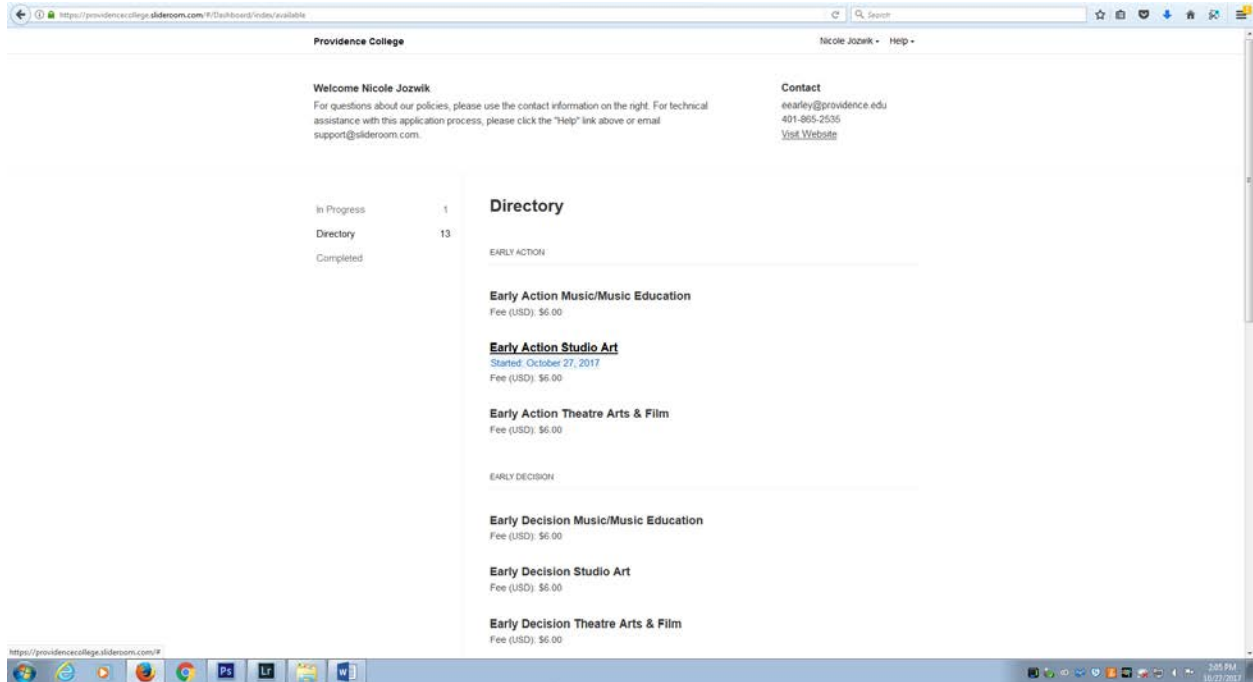1. If you have not already, add providence College to your "My Colleges" List.
2. Go to Providence College. On the left hand side is a bar, and all the way at the bottom it says Portfolio. Click on "Instructions".
3. Once you've done this, click on the link provided and this will take you to SlideRoom.
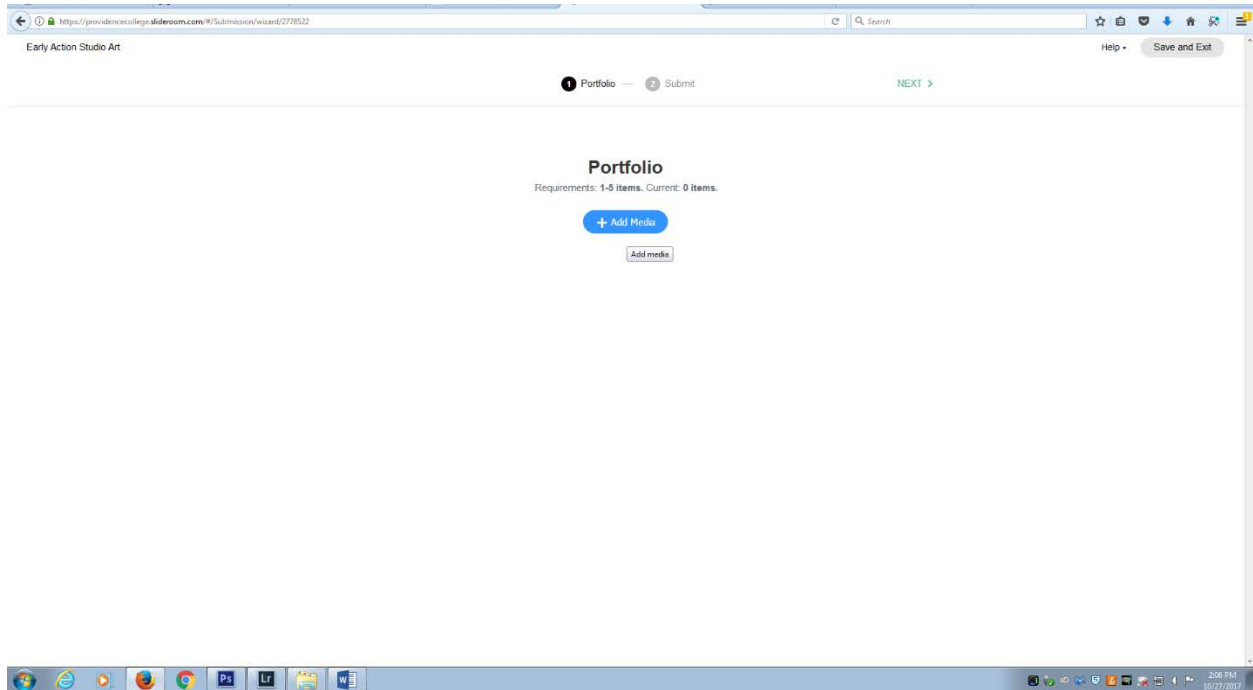

4. If you haven't already, make an account for SlideRoom.

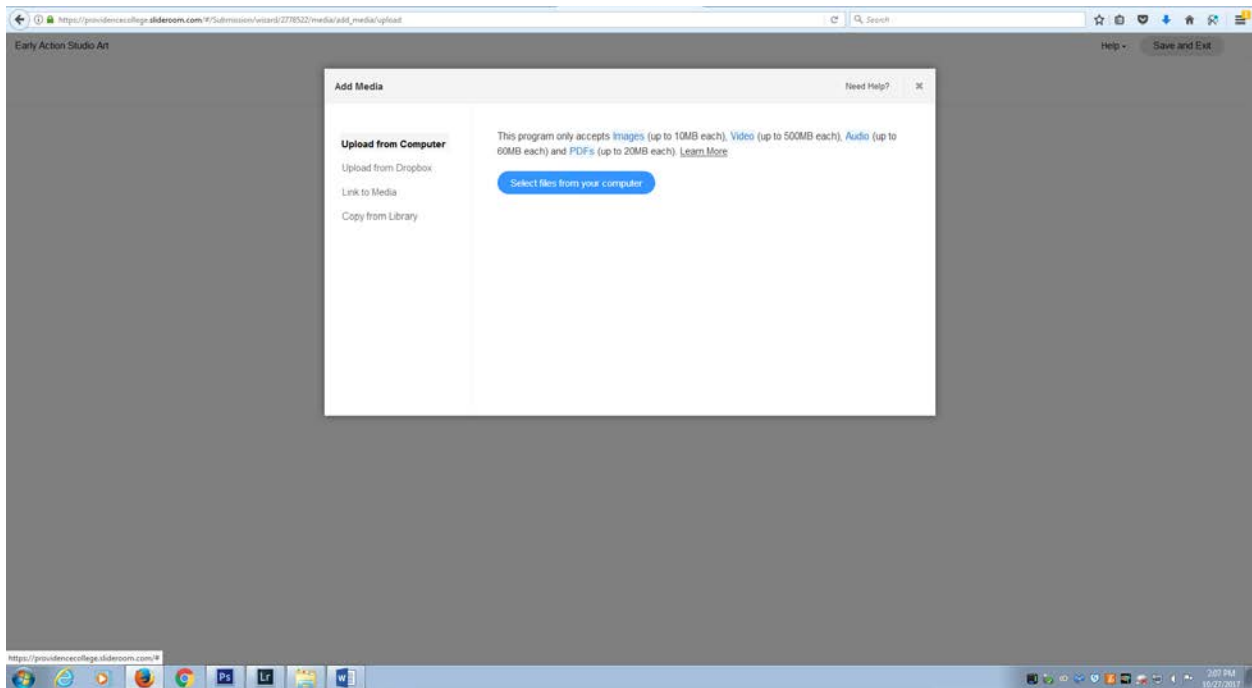5. Once you have logged in, you will be taken to the Directory.

6. Click on the application type that pertains to you.

    Example: If you want to submit an art portfolio for early action click on "Early Action Studio Art".
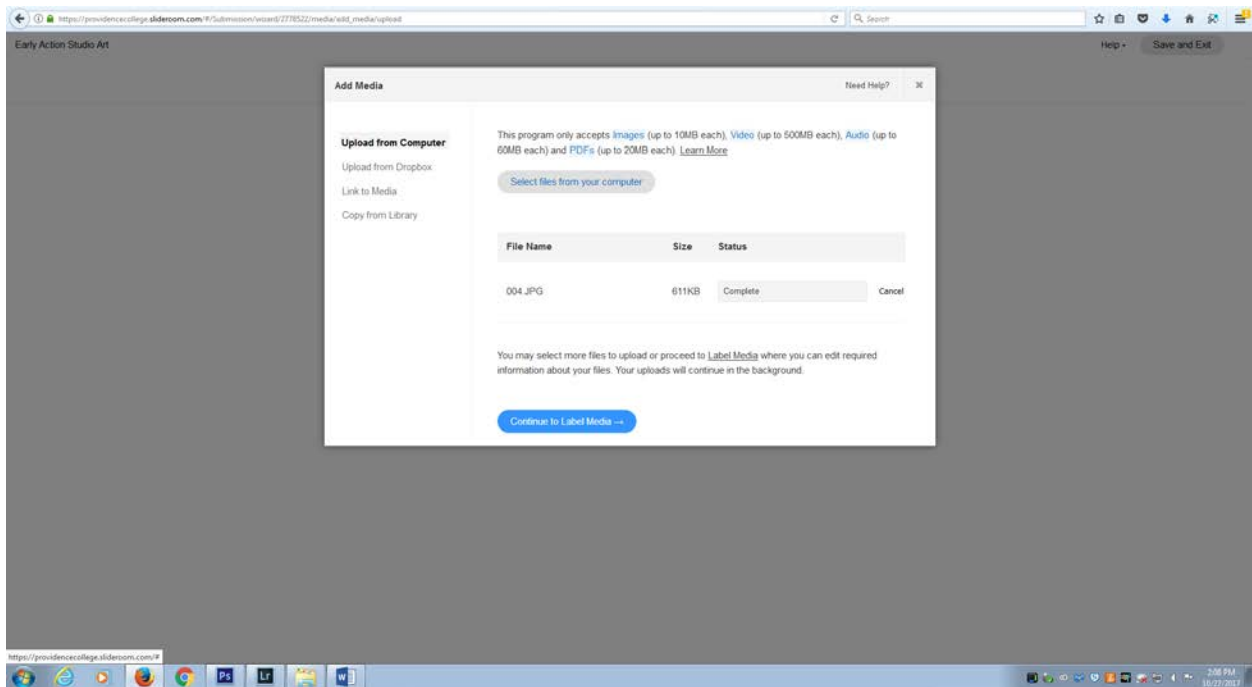

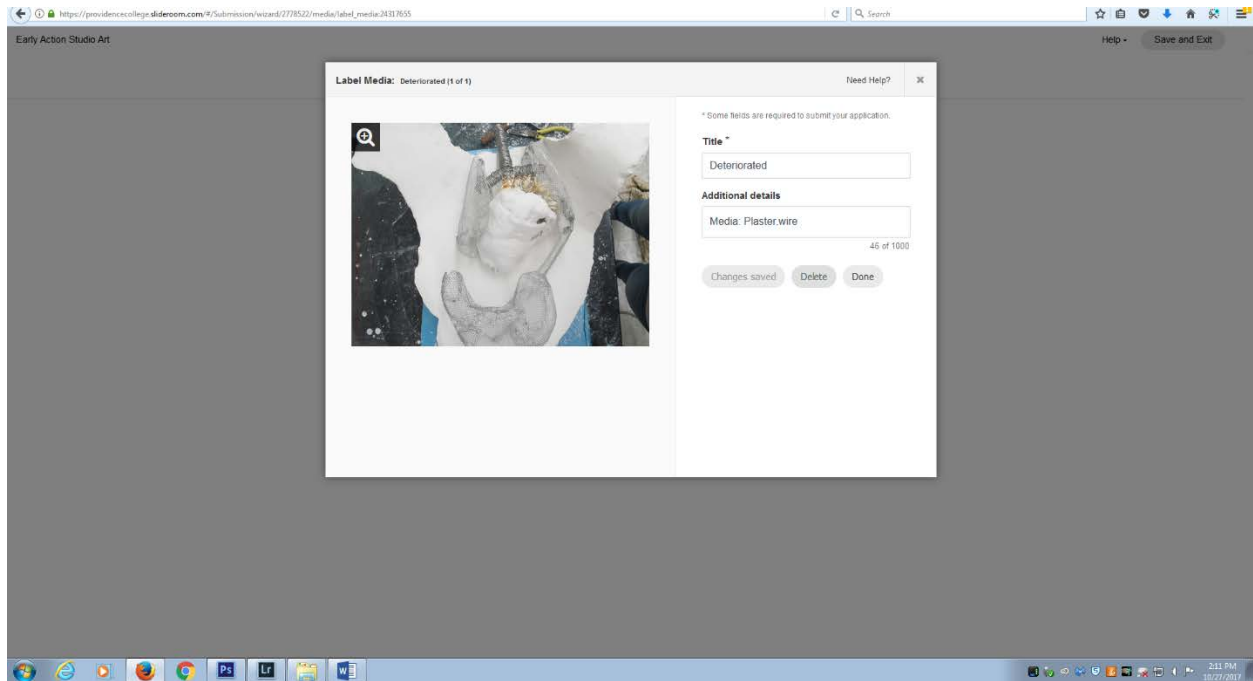7. You will come to the portfolio icon.

8. Click on "Add Media" to add a piece to the portfolio.

9. Pay special attention to the size of the file before selecting an image.

10. Once selected continue onto "Label Media".

11. Once you have selected an image, fill out the title and additional details. For the additional details you can include things such as the medium, dimensions, thought process, etc.

12. Always click save as you finish describing each image.

13. You can continue adding and describing images until the quota is reached.

14. Once you have made your portfolio go to the top right and hit continue. This will move you onto the submission process.

15. Follow the instructions to submit your portfolio.