

Instagram Portfolio Guidance

If your portfolio, or one of your portfolio links, is hosted on Instagram, please follow the below steps to make sure we can view your portfolio.

Step 1:

Make sure your Instagram profile is not set as a private account.

To check this, log into your Instagram profile on your web browser. Click the settings wheel as indicated below when on your profile.

Instagram	Q Search	$\bigcirc \ \vartriangle \ \oplus \ \odot \ \bigcirc$	
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Next, click 'privacy and security'

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	Test portfolio		
	Change password		
WWE Briston	QR code		
	Apps and websites		
	Notifications		
	Privacy and security		
	Supervision		
	Login activity		
	Emails from Instagram		
	Report a problem		
	Log out		
	Cancel		

Now, ensure that the tick box next to 'Private account' in the 'Account privacy' section is not ticked. If it is ticked, your account is private.

tagram	Q Search	
Edit Profile	Account privacy	
Change password	 Private account 	
Apps and websites	When your account is private, only people Instagram. Your existing followers won't b	you approve can see your photos and videos on e affected.
Email notifications		
	Activity status	
Push notifications	Show activity status	
Manage contacts	Allow accounts you follow and anyone yo	u message to see when you were last active or are
Drivacy and socurity	status of other accounts. Learn more	and is a function, you won't be able to see the activity
Privacy and security	You can continue to use our services if Act	ive Status is off.
Supervision		
	Story sharing	
Login activity		

To switch your account to public, click on the tick box and then press 'Switch to Public'



Step 2:

Share the link to your profile.

Navigate back to your Instagram page.

Now, simply copy the web address in your search bar. Please bear in mind that you should double click the search bar to get the full URL including <u>https://www</u>. as this is required for the link to work correctly.

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Once this link is copied, you can upload it to the 'My e-Portfolio' tab on your UWE Welcome website. Please view our video guidance for how to upload your portfolio if you require assistance with this.