



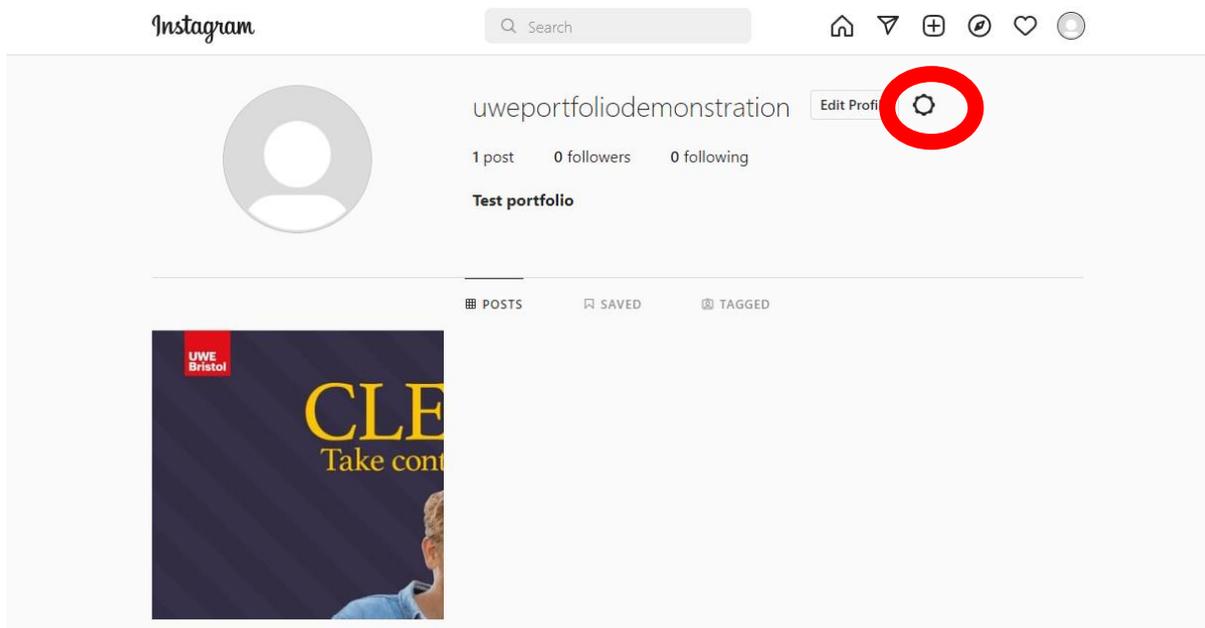
## Instagram Portfolio Guidance

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.

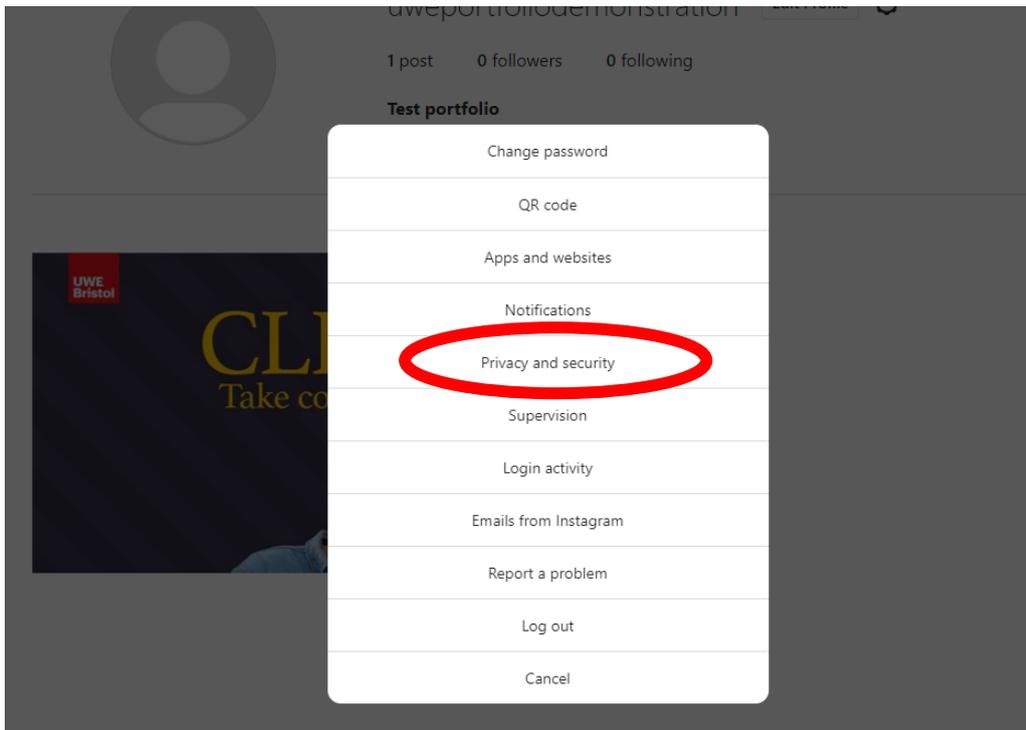
### Step 1:

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

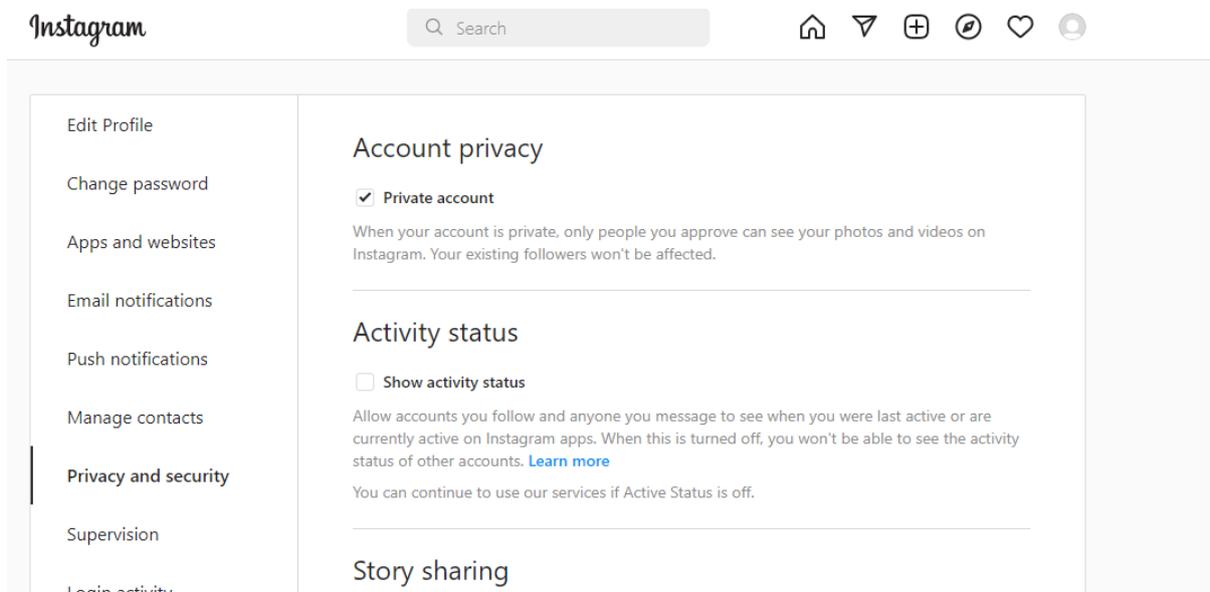
To check this, log into your Instagram profile on your web browser. Click the settings wheel as indicated below when on your profile.



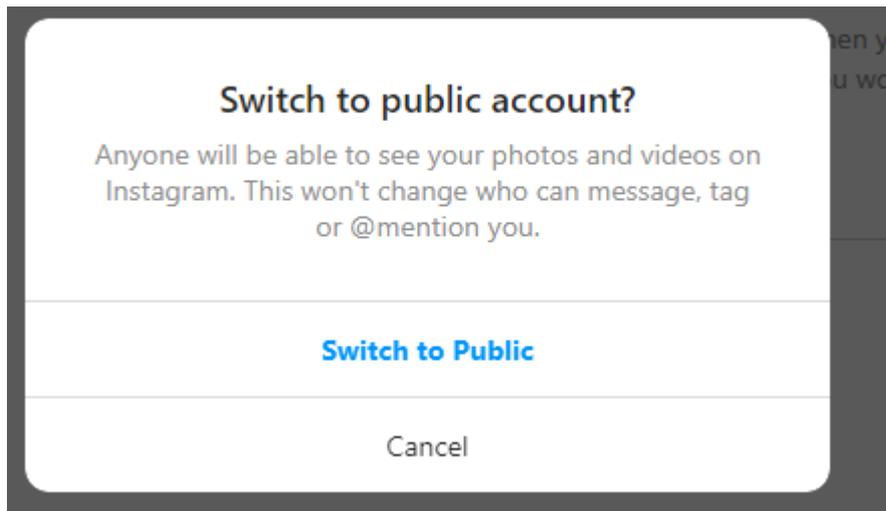
Next, click **'privacy and security'**



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.



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

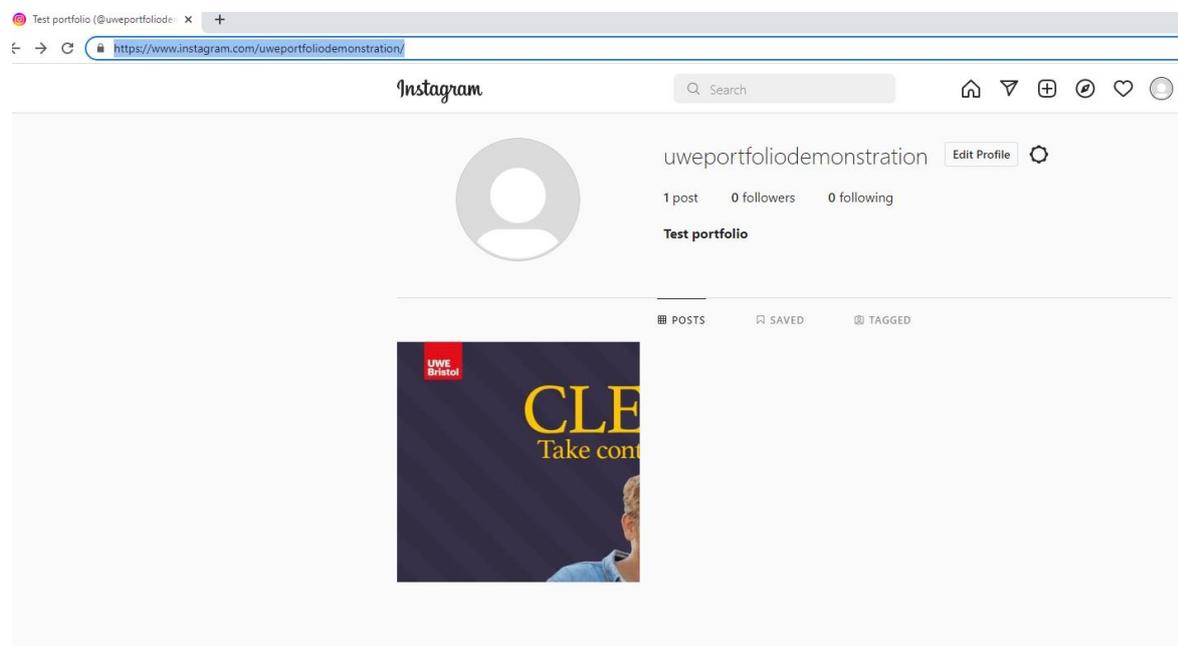


## Step 2:

### 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 <https://www>. as this is required for the link to work correctly.



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.