**Requestor Name:**

**Requestor Email:**

**Department:**

**Date Template Required:**

**Date Submitted:**

1. **TEMPLATE INFORMATION**

*The information below will display to anyone using the template.*

Template Title (required):

Template Description (optional):

Template Instructions (optional):

1. **TEMPLATE SETTINGS** (Required)

*Select any settings that apply to the template from the list below by checking the boxes.*

|  |  |
| --- | --- |
| Content Settings | *Determine whether users can add pages or comments to Portfolios derived from this template (check all that apply).*  Users can add pages to the Portfolio *(when unchecked users cannot add pages to the portfolio, however sections can be added to existing pages)*  Allow Comments on Portfolio |
| Availability Settings | *Available templates are accessible and can be used to create new Portfolios.*  Available |

1. **TEMPLATE PAGES AND SECTIONS**

*Define the pages and any sections that are in the page. A portfolio can have many pages, and a page can have multiple sections. Note, a page must have at least one section. Include instructions for each section. Add extra boxes for the number of pages you want to include in the portfolio.*

|  |
| --- |
| Page 1- [Insert Page Title] |
| Sections   * [Insert section title]   + *[Insert section instructions]* * [Insert section title]   + *[Insert section instructions]* |

|  |
| --- |
| Page 2- [Insert Page Title] |
| Sections   * [Insert section title]   + *[Insert section instructions]* * [Insert section title]   + *[Insert section instructions]* |

|  |
| --- |
| Page 3- [Insert Page Title] |
| Sections   * [Insert section title]   + *[Insert section instructions]* * [Insert section title]   + *[Insert section instructions]* |

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| --- |
| Page n- [Insert Page Title] |
| Sections   * [Insert section title]   + *[Insert section instructions]* * [Insert section title]   + *[Insert section instructions]* |