To purchase a new iWebfolio account, students should follow these steps:

2. Click on the “create an account” link.
3. Enter “viterbo” in the Affiliation Code textbox. Doing so will allow students to lock into the lower Viterbo pricing for new accounts.
4. Next, students will need to agree to the iWebfolio license agreement and then enter their personal student information. When asked to choose an iWebfolio username and password, students are encouraged to use their Viterbo username and password although they are not required to do so. Your Viterbo username is the one you use to log in to VitNet. Forgot your username? Go to www.viterbo.edu/ocUsernames for help.
5. After entering their user information, students will need to choose the number of years of iWebfolio service they would like to purchase. Students may purchase between one and four years of service at once. The more years they purchase at once, the cheaper the price per year will be. If a student only purchases one year’s worth of service (which costs $30), they will need to renew their service next year in order to keep their account active at that time.
6. Next, students will need to enter their credit or debit card information and then press the “Next” button.
7. After this, students will be asked to confirm their information before submitting their order.
8. Before a portfolio will be evaluated, students must submit the $25 second reviewer’s fee. Payment may be made via check payable to Viterbo University or using Master Card or Visa. Mail payment to Ruth Badciong, ECE Licensure Program Specialist, 900 Viterbo Drive, La Crosse, WI 54601.

**Note:** Students who need to renew an existing iWebfolio account must do so from within their existing iWebfolio account. These students should *not* purchase a new iWebfolio account by following the directions above. Doing so would cause them to lose the work in their existing account.