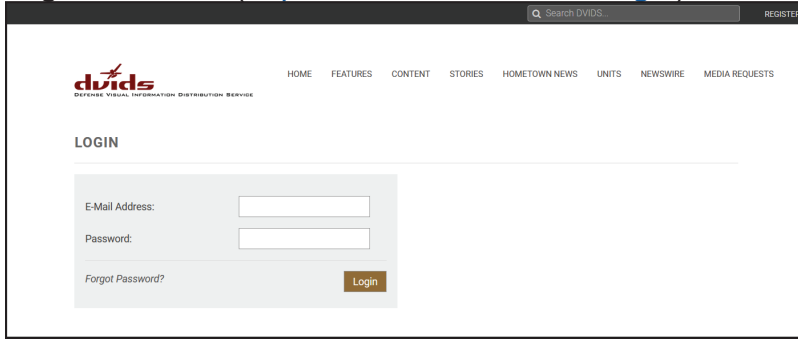


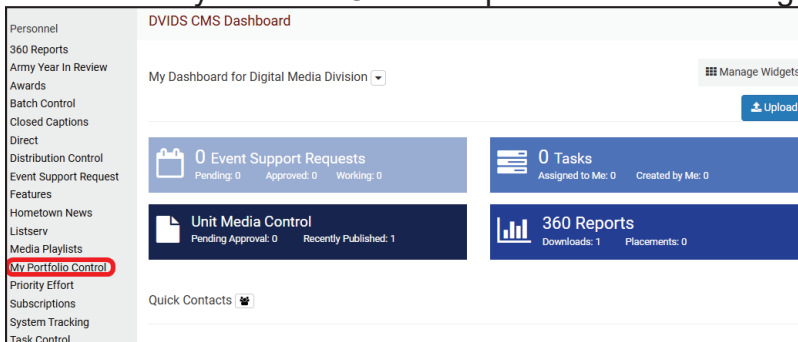
Create a DVIDS Portfolio

1. Log into DVIDS (<https://www.dvidshub.net/login>)

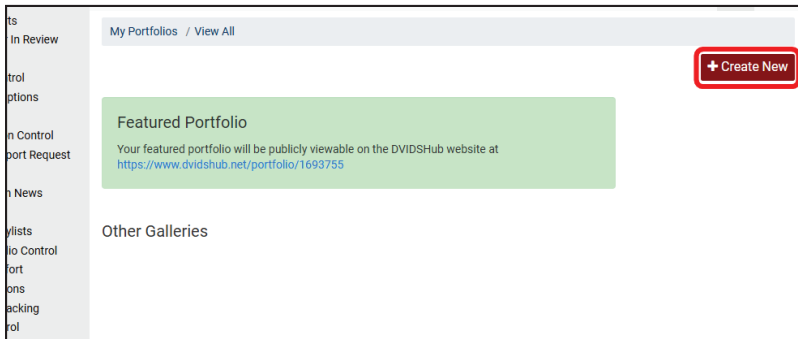


2. Navigate to the DVIDS CMS (<https://cms.dvidshub.net/>)

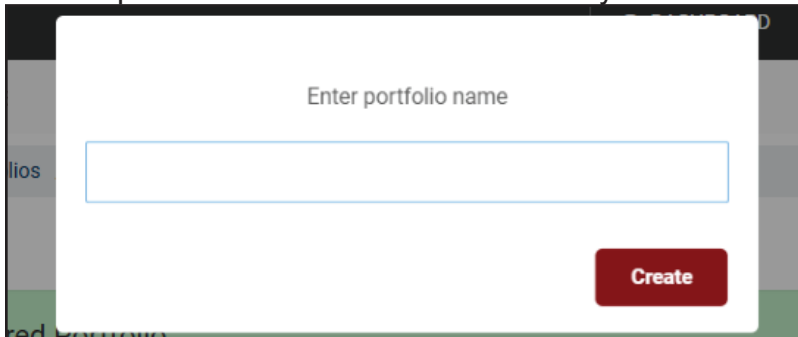
3. Select the “My Portfolio Control” option in the side navigation



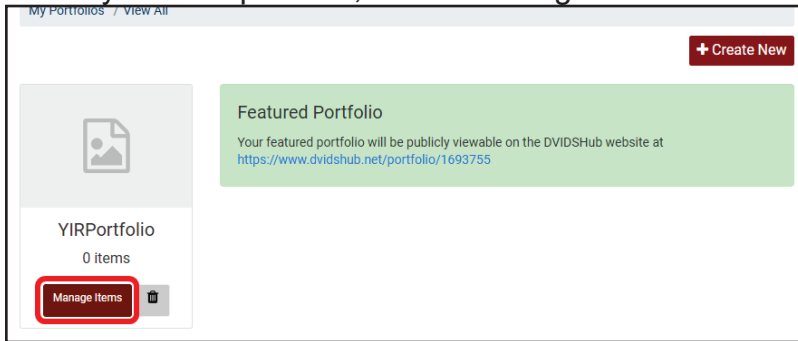
4. Select the “Create New” button



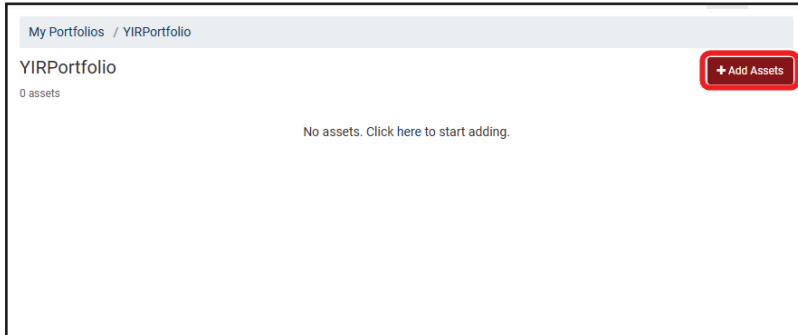
5. Enter a portfolio name. **NOTE:** Names may not contain spaces.



6. Under your new portfolio, select “Manage Items.”



7. Select “Add Assets.”



8. You will be able to add any of your assets from this screen by clicking the respective plus symbol on each item. When done, select “Save Changes.” Make sure to select only photos if submitting to the Year in Review.

